



MARKETING AND OUTREACH COMMITTEE AGENDA

1. Call to Order: 4:52 PM
2. Roll Call & Verification of Quorum: 5/5

Name	Email	Initial	Final
Chair Victoria Calloway	sgec10@ucf.edu	P	P
Vice Chair Jada Wesley	sgec12@ucf.edu	P	P
Commissioner Alyssia Wright	sgec3@ucf.edu	P	P
Commissioner Bryan Gonzalez	sgec13@ucf.edu	P	P
Commissioner Emily Melo	sgec14@ucf.edu	P	P

- a. Approval of the Minutes: [Meeting Agenda 8.25.25](#); **Approved by GC**
- b. Approval of the Agenda: **Approved by GC**
- c. Open Forum
 - a. None
- d. Announcements from Chair
 - a. Good Evening everyone and happy Monday! Hopefully today's meeting will be on the shorter side since we do not have that much to discuss.
 - b. I met with the director of comms this morning to finalize our FAQ script/outline, and it has officially been approved so I will be working with Gabby the Digital Media coordinator to schedule when we can shoot the video. This only involves leadership, unfortunately, but there will be more opportunities for EC as a whole to be involved soon. The script is linked below so feel free to take a look.
 - i. [EC FAQ Outline1.docx](#)
 - c. Asana is now live, and I will be assigning tasks today and throughout the rest of the school year. I highly recommend downloading the Asana app so that you automatically receive the notifications
 - i. <https://app.asana.com/1/941449628608720/home>

This meeting is held in compliance with the Government in the Sunshine Act. Funded by the Activity and Service Fee through the UCF Student Government.



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- d. I have received some words about headshots as well. The date itself is still tentative, but it will be located outside Millican Hall within the next two weeks. The dress code is business professional, and the color code is black, gold, white, grey or tan. I was asked to come back to Andy with three dates that all commissioners are available for our own personal photoshoot, which will be located outside the Engineering building, and the dress code is polos
- e. Announcements from Vice Chair
 - a. None
- f. Announcements from Committee Members
 - a. None
- g. New Business
 - a. Assigning Asana Tasks
 - i. Create and Submit Graphic for Candidate Q&A on 11/12
 - ii. Work on RSO email blast template and presentation
 - 1. Email Template - Tori
 - 2. Create Presentation Template – Alyssia & Bryan
 - 3. RSO Categories - Tori
 - b. RSO Outreach List
 - i. [RSO Outreach List](#)
- h. Miscellaneous Business
 - a. Highs & Lows
 - i. Melo
 - High – going to concert next weekend; Low - Stuffy nose
 - ii. Gonzalez
 - 1. High – I have a doctor's appointment tomorrow; Low – a lot to do this week
 - iii. Calloway
 - 1. High – good start to the week; Low - no lows today
 - iv. Wesley
 - 1. High – I could walk more today; Low – still recovering
 - v. Wright
 - 1. High - being here; Low - had to drive back to Orlando this morning
 - i. Final Roll Call: 5/5; Same as Initial
 - j. Adjournment: 5:31 PM

Key:

- P - Present
- A - Absent
- E - Excused

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MTD - Move to Debate
MTV - Move to Vote
MTA- Move to Amend
MSQD – Motion for Speech, Questioning, & Debate Time
PP - Postpone
PPI - Postpone Indefinitely
GC - General Consent

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