



ELECTION COMMISSION

UCF Student Government
Marketing and Outreach Committee Meeting
Charge on Chamber
November 10th, 2025
4:30 PM

MARKETING AND OUTREACH COMMITTEE AGENDA

1. Call to Order: 4:32 PM
2. Roll Call & Verification of Quorum: 4/6

| Name | Email | Initial | Final |
|---------------------------------------|--|------------|-------|
| Chair Victoria Calloway | sgec10@ucf.edu | P | P |
| Vice Chair Jada Wesley | sgec12@ucf.edu | A (P 4:51) | P |
| Commissioner Alyssia Wright | sgec3@ucf.edu | P | P |
| Commissioner Bryan Gonzalez | sgec13@ucf.edu | E (P 4:43) | P |
| Commissioner Emily Melo | sgec14@ucf.edu | P | P |
| Commissioner Ray Estevez | sgec10@ucf.edu | P | P |

- a. Approval of the Minutes: [Meeting Agenda](#) **Approved by GC**
- b. Approval of the Agenda: **Approved by GC**
- c. Open Forum
 - a. Commissioner Melo: Candidate affairs used the RSO slideshow for the candidate Q&A. We did make changes, but it can be quickly edited for the RSO presentations.
- d. Announcements from Chair
 - a. Hi everyone! I am so happy to be back and able to see everyone in person. My sincerest apologies for being gone for so long. I am still recovering from being sick, but I am ready to get back to work. Here are some updates from me:
 - i. Firstly, I would like to welcome Ray to the MAO Committee. We are beyond happy to have you and super excited to get started and have some extra input

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- ii. Headshots for our new commissioners and Mar will be coming up soon. I think the date is the 18th of November, but we are still clarifying everyone's schedule, so it is subject to change
- iii. The Email Blast has been sent out. Hopefully Commissioner Melo and Supervisor Presley has received some email replies with questions and interest.
- iv. Reminder, we have our Prospective Presidential & Candidate Q&A event this Thursday, so please repost the flyer if you can, to help spread awareness.
- v. Lastly, Wednesday at 4:30 is our meeting time for next semester! Please add this to your calendar now that it is official, as I will be sending Calendar invites soon!
- e. Announcements from Vice Chair
 - a. None
- f. Announcements from Committee Members
 - a. Commissioner Melo: Candidate Affairs is not meeting this week, but in our next meeting we will be creating the RSO tracker and assigning commissioner to RSO's to give the presentation too.
 - i. Chair Calloway: Do we know the timeline for reaching out?
 - ii. Commissioner Melo: We will be starting to visit on January 20th. Each Commissioner will be assigned to 2-3 RSO's. We will start in January up until Declaration of Candidacy
 - iii. Chair Calloway: Will we be visiting with Sororites or Fraternities
 - iv. Commissioner Melo: We should. I will speak to Supervisor Presley to see the range of RSO's we will work with
- g. New Business
 - a. Get Ready to Run
 - i. This will be posted on the 7th of January. I have already started the base of the post but am still working on it. The link to the Canva Project is below, so please feel free to take a look and even give notes once it is finished and workshopped.
 - 1. [Get Ready To Run Canva Link](#)
 - b. Informational Session Instagram Post
 - i. We will be designing a post for the Informational Sessions. Instructions include:
 - 1. Use the [Tropical Island theme](#) & fonts and the deadline is the 21st of January. It will need to be finished two weeks beforehand so we can get it approved by the Director of Communications and make revisions if necessary.
 - 2. Would anyone like to volunteer for this assignment?
 - a. Commissioner Gonzalez & Commissioner Estevez

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- c. Spring Responsibilities
 - i. Here is a list of things that we will be taking care of next semester for the spring
 - 1. [Spring Responsibilities Outline](#)
- d. Asana
 - i. I have heard feedback that Asana is not always updated and correct. So, I will be taking time today and tomorrow to give it the upgrade and fixing that it needs. If you ever see an error, please let me know, or even if you feel comfortable and confident enough, please fix it for me. We are all in this together!
- e. New Points of Contact
 - i. Chair Calloway: The current point of contact are Anna Reed and Gaby Parra.
- h. Miscellaneous Business
 - a. Commissioner Wright – I edited the presentation, so there are two separate links now
 - i. [RSO Presentation](#)
 - ii. [Candidate Q&A Presentation](#)
- i. Final Roll Call: 6/6; Same as Initial +2
- j. Adjournment: 5:11 PM

Key:

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