

**RCNS Communications & Public Relations Committee Meeting Minutes**  
Tuesday December 07, 2010

In Attendance: Ross Gown, Bill Clevette, Brian Coles

- Paul McAlister will be forwarding pictures he has for the club's archives.
  
- Proposed guidelines for club announcements:
  1. That any announcements should be cleared by the chair before the meeting begins. Individual announcements can be made within 30 seconds with a maximum of 5 minutes for all announcements. The chair will use his/her discretion on this matter.
  2. That any announcements for all Rotarians to know about should be in the Sunriser [Club news, District news, Community news] but nothing that promotes personal or professional interests should be announced or printed in the Sunriser, as per the Member Handbook Guidelines, however, community events may be submitted so long as they are properly formatted for inclusion in the Sunriser. Members can be directed to the Handbook's Practices and Policies on p.5 'Internal Communications' for this information. Ross Gowan will print some copies of the Handbook and bring to meetings in case someone wants a hardcopy.
  3. That copies of the Sunriser be made available at club meetings. Bill Clevette will oversee this.
  4. That sign-up sheets be cleared by the chair before the meeting begins. **Sign up sheets for Rotary events will be allowed to circulate. Sign up sheets for non Rotary events be placed on the table. By the coat racks.** We encourage sign-ups to be done electronically with a link on the Sunriser.
  5. That sign-ups for non-rotary events be listed in the Sunriser, with a contact name, and not be circulated during a meeting.
  6. That if any of these suggestions merit the board's approval they be included in the Members Handbook if considered different from what's currently printed.

Respectfully submitted by  
Brian Coles  
RCNS C&PR Chair