

**USS Cares Committee Meeting: Communications Minutes**  
**November 19, 2012**

*Kelly, Tina, Beth, Jackie, Angela,*

- Discuss sending Thank you letters for outside people that helped with Harvest Fest - RESOLVED
  - o Beth has written a letter, Tina will provide addresses
- Talk about maybe creating a USS Cares newsletter. Annual? – RESOLVED
  - o We will start to put together a list of stories for the newsletter and create a double sided spread
- Any emails need to be sent out for upcoming events, ie Holiday Tree – RESOLVED
  - o Email for Angel Tree to be sent out this week. Wrapping up the holiday event email will go out the following week
- New Business – No new Business