

MINUTES OF COMMUNICATION COMMITTEE MEETING  
May 5, 1975

Present: Jack Geggenberg, Peggy Smith, Karen Tustowaryk

It was decided that because there will only be two Communications Committee members here this month, there will be no newsletter for this month.

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Karen and Peggy will work on preparing a format for layout, and setting up a filing system including all past issues of the newsletter.

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It was decided that minutes will be kept of meetings.

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Jack will write up a short resume of how the Communications Committee functions, i.e. alternating co-ordinator, policy on content, if any.

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On filing system:

The following files are already in the office (they should be checked and added to, if necessary):

Back issues of the newsletter (apparently not complete)  
Other unions' newsletters - not in file but arranged in order  
on shelves in office

Newsclippings

We will also start files on the following (people should watch for relevant material to put in files):

Graphics  
Letraset  
Present issue (a work file)  
Miscellaneous

Minutes and committee members (comments from individual committee members could be kept here - a sort of daily journal) to be kept in a binder in the office.