

# Monthly Meeting Minutes



**DATE:** 10.8.19

**LOCATION:** UC 116 Texar Room 116

**ATTENDING:** Mark Missildine, Angela Gideons, Jim Bynum, Emily Newsome, Sydney Custer, Dustin Nix, Brittney Stanley, Joni Millican, Jennifer Davis, Michael Stephenson, Venus Lillis, Marcie Whisenhunt, Linda Scott, Ambrosia Roach, Teri Stover, Jennifer Carrillo, Norma McCormick

**ABSENT:** Jennifer Willis

**MEETING BEGAN:** 10:15

## **AGENDA ITEMS**

### 1. Minutes – Emily Newsome

- a. Mark Missildine made a motion to accept the minutes. A second was provided by Jennifer Davis. Motion passed.

### 2. Upcoming Events – Michael Stephenson

- a. October 11<sup>th</sup> Pink Out Day – Venus Lillis provided an update highlighted the booths in attendance, including the Wellness Committee, a cake walk, and the arrival of the Pink Jeep at 9 am. New events such as rock painting, a pink pumpkin patch, and a speech by Sarah Newman. Teri and Sydney will work on the decorations. We have sold 43 shirts and \$300 was raised by people on the team.
- b. Race for the Cure is October 19<sup>th</sup>.
- c. Halloween Contest is October 31<sup>st</sup>. The time of the event has changed to 1:30 on the 3<sup>rd</sup> floor atrium. A weekly newsletter will go out Monday to encourage students to participate.

### 3. ERA Committee – Dustin Nix

- a. The committee has met twice to discuss the Workaversary/Birthday information. Human Resources cannot provide information any longer. A survey has been created to gather information. Marketing has estimated cost for 175 cards to be \$85.55. A short video creation was discussed. This video would highlight the workaversaries and birthdays for the month.
- b. Fun Awards will be given out at the Employee Appreciation Event. The online template for 101 funny employee awards is \$21.95. In addition to the award a swag bag or free drink at Ace's Place was proposed. Additional awards to be added.
- c. Marcie Whisenhunt suggested to discontinue the gift cards for Employee of the Month and give shirts instead so they can be worn at the Employee Recognition banquet.

- d. Discussion occurred regarding the elimination or implementation of a movable parking sign for Employee of the Month because it doesn't always benefit everyone. Michael will check with Alex. In addition, the perks of working here need to be reevaluated.

4. Special Events – Angela Gideons

- a. The custodian appreciation event went well. We spent \$290 on food and \$10 on chocolate. Advancement has not sent a bill for printing. The Pink Out and Halloween Costume/Office Decorating Contest are the next events. Angela will gather information for student judges for the costume contest. Judging for office will take place on the morning of October 31<sup>st</sup>. The rubric will be distributed ahead of time to offices.
- b. Fall Treat Truck – Michael Stephenson. November 22<sup>nd</sup> has been cleared by the president for the potluck. A canned food drive will take place the same day.
- c. The Christmas tree decorating will take place Dec 2<sup>nd</sup>. SSC will provide a lift and put the tree up.
- d. Christmas Office decorating contest will occur on December 17<sup>th</sup>. Mark Missildine will check with the Alumni Board regarding service as judges for this event.

5. Budget – Joni Millican

- a. Marcie Whisenhunt moved to approve the expenses proposed related to the Fun Awards and the Workaversary/Birthday Cards. Jennifer Davis provided a second to this motion. Motion passed.

**NEXT MEETING:** November 5<sup>th</sup>

**MEETING ENDED:** 10:43