STAFF ADVISORY COMMITTEE MEETING MINUTES

Thursday, November 1, 2012, 9:30-10:30 am
Mason 124

Members Present: Audrey Rhodebeck, Kaylin Ward, Brittany Buxton-Graham, Patti Hambley, Kozue Isozaki, Samantha Schnitzer

Members Absent: None

Non-Members Present: None

Beat Michigan Tailgate – Tuesday, November 20th from 12:00-1:30 pm
- Fisher would not be charged to have Brutus at the event, but have to wait to see if he is available – Kaylin will follow up
- Kaylin ordered catering
- Kaylin confirmed that Mason Rotunda is reserved
- Samantha will bring her Buckeye CD; alumni band is not available
- Should invite both faculty and staff since we’ll be promoting Bucks for Charity
- Patti will coordinate event email reminder should probably go out 2 weeks in advance, Friday before and the day of the event; will also coordinate inviting facilities staff with Steve Moore. Wear Buckeye gear (but not doing the raffle for this – only for handing in pledge forms)
- Kaylin will bring nametags and raffle tickets
- Brittany will bring a bowl of some kind for the raffle tickets
- Receive a raffle ticket for turning in pledge form, check or cash
- Kaylin will pick up raffle prizes (gift cards and Fisher swag)
- Samantha will ask if we can play cornhole inside; Brittany will bring her set

NEW Project for SAC: Bucks for Charity Drive 2012

- Goal is to beat Michigan!
- Announce Bucks for Charity at the Nov. 16 staff meeting – ask Steve Mangum or Dean Poon to announce at both the Staff and Faculty meeting – Audrey will discuss this at Executive Committee meeting next week
- Distribute all pledge forms and send email by November 9th
- Locations for pledge form drop off are below. When asking, please make sure the person knows that the donor receives the pink page back as a receipt!
  - Fisher 201 – Patti will ask Michael Hancock to collect forms
  - Gerlach 100 or 150
    - OCM – Brittany will confirm with Carol
    - GPO – Kaylin will ask Alisa
  - Mason Hall 221 (IPO) – Kozue will ask Tina
  - Pfahl 110 Patti will talk to Exec Ed
  - Schoenbaum 120 Audrey will talk to Anthony
- Audrey will draft an email and send to SAC for their reviewed an email and create as a hard-copy to attach to pledge forms
- Kaylin will bring an envelope to the beat Michigan Tailgate
- Brittany will have OCM student worker sort pledge forms by department and mark the envelope with the department, office number and number of forms in the folder (so we can add Audrey’s letter)
- Samantha will get a list of people who started since September from Bill; OCM student worker will cross-reference Samantha’s list and can add anyone else