STAFF ADVISORY COMMITTEE MEETING MINUTES

Thursday, April 11, 2013, 1:00-2:00 pm
Mason 124

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

Members Absent: None
Non-Members Present: None

Bake sale/Operation Feed
- April 24th from 10-2 pm; set up at 9:30
- Kozue, Kaylin, Audrey and Patti can be there at 9:30
- Were given “go ahead” from manager at Rohr—we can set up inside or outside
- Plan to set up outside if weather permits
- Patti
  - Create email requesting donations (send to faculty, staff, grad students)
  - Send follow-up email (where to drop off, pre-cut on disposable tray/plate, no serving utensils needed)
  - Extra serving utensils
  - Change – quarters, singles; Patti will get this
- Brittany
  - Create Qualtrics survey (be sure to ask if it has nuts!)
  - Note cards
  - Napkins and serving utensils
  - Print color copies of infographics (use cardstock)
- Kozue
  - Table
  - Make Bake Sale sign
- Audrey
  - Check for table, plates, gloves
  - Look into posting something on the TVs in Schoenbaum
  - Bring operation feed receipts for large donations
- Kaylin
  - Disposable table cloths
  - Cash box
  - Tape and sharpie, pens

SAC Schedule for April 24:

9:30  Audrey  Kaylin  Patti
10:30 Brittany  Kozue
11:30  Patti  Kaylin
12:30  Audrey  Kozue
1:30  Brittany  Kozue
Staff Appreciation breakfast in May
- Wednesday, May 22\textsuperscript{nd}, 7:30-9:00 am
- Kaylin will reserve Rotunda (back-up dates Tues or Thurs the same week)
- Keep the food order the same
- Audrey will work on year-end wrap up PPT; pictures, statistics; staff recognitions?
- Gather short accomplishments (be brief; 2-3 sentences)
- Audrey will look for email from last time
- Create election slide
- Breakfast theme – appreciation/accomplishments

Upcoming SAC election
- Call for nominations email/timing – Monday, May 20
- Nomination reminder at Staff Breakfast
- Deadline for nominations May 31
- Confirm with finalists June 3
- Open voting June 10-17
- Notify new members and schedule July 11 meeting
- Email election results mid-June (terms are effective July 1)
- New chair

Other updates from SAC members?
- Executive Committee Meeting
- Next SAC meeting moved from May 2 to May 13, 1:00-2:00 pm