**Longwood University Staff Advisory Committee**

Meeting Agenda
August 26, 2021 | 1:30 p.m. | Zoom

**Call to Order**- Kylie Dyer, Chair

**Confirmation of Quorum**- Dustyn Hall, Secretary

* **Present:** Kylie Dyer, Dustyn Hall, Nicole Gilson, Ashley Crute, Robin Gregory, Benjamin Gano, Ashley Long, Billy Tucker, Denise Hill, & Cherri Shideler
* **Absent:** Meagan Martz, Katie Trammell, Lisa Mooney, Roxanne Martin, and Kirsten Bowen.

**Open Forum**

* Benjamin Gano: Has tried to attend a meeting before, went to an incorrect location, and was just interested in what SAC does.
	+ Kylie: we are going to work on communication efforts and make sure that we are advertising proper information to campus and fellow staff members.

**Treasurer’s Report**- Roxanne Martin, Treasurer

* + Fund balances have not changed since last meeting.
		- $2,670 in Foundation
		- $1,353 in Agency

**Old Business**

* Response to Slippery Colonnades
	+ Kylie reached out to Mike Lonon and he went over to the Colonnades to inspect, put in a work order for the clogged gutters, and he is going to get back to Kylie regarding the specific issue with the sidewalk.
* Book Fund Promotion
	+ We are going to promote the Book Fund via weekly email.
	+ Dustyn and Kylie are working on the graphics/verbiage for the Facebook page.
	+ There is a simple form on the website to complete if anyone wants to apply for the Book Fund.

**New Business**

* Welcome Back Email
	+ Kylie has talked with Lisa and that will occur here shortly we hope.
	+ The email is packed full of information, links, etc.
* Events
	+ What can we do now that is engaging and interactive? Also note that we don’t have a ton of time to plan and the year has already started.
	+ Should we just focus our energies to the Halloween Bash?
	+ What if we just do a simple table with lemonade, water, and coffee, and invite staff to stop by the table and chat?
	+ Lemonade Booth on Wednesday, September 29th from 3-5pm. Kylie will send a calendar invite and an email about setting shifts.
* Halloween Bash
	+ Let’s shoot for Thursday, October 28 from 10am-12 noon.
	+ Tentatively scheduling the event for Blackwell Ballroom
	+ Ashley Long will reserve the space and we will finish discussing details during our September meeting.
* Welcoming New Members
	+ Welcome to the Committee: Ashley Crute (CBE), Denise Hill (UEC), and Kirsten Bowen (IT).
	+ We are awaiting responses to invitations from
* Updating Website Information
	+ Dustyn is going to update the member list and send that to Billy for updating on the website.
	+ Can we try to link the forms on the website so we get notifications?
	+ Making a note about meetings possibly being virtual, and the links can be request by contacting a said member.
* Next Meeting in Person
	+ Rotunda 103, Third Thursday, at 1:30pm

**Adjournment**

* The meeting adjourned at 2:04pm.