**Longwood University Staff Advisory Committee**

Meeting Agenda
September 16, 2021 | 1:30 p.m. | Rotunda 103

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

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

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

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

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

**Old Business**

* Response to Slippery Colonnades
	+ Update: The carpenters removed 12 bags of leaves from the gutters and cleared out several of the downspouts so there should be much less water ponding in the area. I’ll try to observe it during one of the rain events this week.
	+ It helped, but when I observed it during the hurricane remnants, I saw that the French end has a wind tunnel effect that pulled rain directly onto that concrete. I’m talking with Capital Design and Planning about some sort of surface treatment.
* Book Fund Promotion
	+ Book Fund Promotion will be in the Weekly Email till October 1st
	+ 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
	+ Didn’t receive approval in time (Kylie sent it very late for approval)
	+ We will look to send that out before our next meeting as a half-way mark email maybe?
* Events
	+ Calling the event: “SAC’s Cookie Crumble”
	+ Event taking place on Wednesday, September 29th from 3-5pm
	+ Lemonade, water, and cookies – $324.93 plus tax \*(if this qualifies as a tax exempt event, we can remove the State Tax - a little savings)
		- Lemonade - $125.93 (7 gallons)
		- Assorted Cookies - $199.00 (100 cookies)
		- You could designate a masked, gloved helper to hand out the cookies. We can put the cookies in little baker’s wax sleeves – very safe. You could also have a masked, gloved helper pour the lemonade from the dispenser and hand out to optimize safety. And of course, having a bottle of hand sanitizer at the table will add to the safety measures.
	+ Committee prefers we have pre-packaged cookies so no one is in charge of serving them... they become grab and go.
	+ Kylie needs to add Cathy Carter to the event invitation.
	+ Kylie will also need to check on the method by which lemonade will be dispensed... do we need a server?
* Halloween Bash
	+ What is our COVID-19 backup plan? Outdoor Event?
		- Maybe we have a backup plan for Stubbs Lawn or Lancaster Lawn?
	+ Let’s shoot for Thursday, October 28 from 10am-12 noon in Blackwell Ballroom.
	+ Theme: Mask-querade Bash!
	+ No current event issues aside from being masked since it is inside.
	+ Tricky part of the event is the food.
		- What if we do pre-packaged, grab and go snacks like rice krispie treats, cookies, candy, etc.
	+ Let’s add a paper mask and pumpkin painting contest to the slate of competitions. Those items will be due bt 9am that day.
	+ Should we incorporate a food drive competition amongst offices?
	+ Let’s do the baskets again for prizes.
	+ Goody bags with candy... we will stuff at the next meeting.
* Welcoming New Members
	+ Welcome to the Committee: Ashley Crute (CBE), Denise Hill (UEC), and Kirsten Bowen (IT) and last but not least, Cathy Carter (CCAS)
* Updating Website Information
	+ Member List and Meeting Minutes have been updated on the website
	+ Kylie now has access to the staffadvisory@longwood.edu email.
	+ SAC Interest Form is in production
	+ Making a note about meetings possibly being virtual, and the links can be request by contacting a said member.

**Open Forum**

* Billy: There are bricks missing from the walkways on Wheeler Lawn. Can facilities put a cone up so someone doesn’t step in a hole
	+ Dustyn: students are taking bricks as some sort of new “tradition” because they think is it funny or sentimental to have a piece of Wheeler. Facilities is aware of the issue and they are working to fix it.
* Billy: Why aren’t the Lancaster chimes going off anymore?
* Cathy: Can we please ask about the potholes in the Graham Lot? They are really deep and it is everyone’s understanding that parking pass costs cover the parking lot upkeep, so why haven’t they been fixed?
* Robin: I think it would be neat to have a travelling Elwood stuffed animal that we can give to a different office each month and let them keep it for the month.
	+ We can include fun activities for the office to do.
	+ Katie: why don’t we put Elwood in a Suggestion Box, call him Elwood in a Box, and as he travels, we get insights from our fellow staff members?
		- That is a great idea!
	+ Robin/Roxanne are going to price out one of the Elwood stuffed animals at the Bookstore.

**Next Meeting**

* October 21st at 1:30pm in Rotunda 103
	+ Kylie has sent a meeting reminder to everyone via email.

**Adjournment**

* The meeting adjourned at 2:16.