**Longwood University Staff Advisory Committee**

Meeting Agenda
August 25, 2022 | 1:30 p.m. | Rotunda 103

**Call to Order**- Robin Gregory, Chair

**Confirmation of Quorum**-

* **Present:** Robin Gregory, Danny Cooper, Lisa Mooney, Michael Barnett, Emily Davidson, Denise Hill, Kirsten Bowen, John Hogge, Nicole Gilson, Sarina Hartman, Cathy Carter
* **Absent:** Ashley Long (maternity leave for fall 2022),

**Committee Open Forum**

* Michael Barnett: Has access to the Facebook site, and requests members attending events or interacting with faculty/staff/students to send him a picture and description.
* Sitting down with Billy next week to go over the website.
* Requested to be sent information on upcoming events in case he misses any notifications.
* Kirsten Bowen: Update on parking concerns from last week.
	+ One possibility is to change the 15-minute parking spots in front of the library back to untimed visitor spots for patrons. We could also issue guest permits for the library to distribute, but this would require patrons to park, walk into the library, and then walk back out to their vehicles to park.
	+ Chief Mooney is working with Emily Davidson on the Andy Taylor Parking concerns. Emily mentioned that they do have two 15-minute parking spots, but one sign says 10-minute. I reached out to Chief Mooney after the meeting. He confirmed that these are temporary signs and the only ones that were available at the time. The new signs have been ordered and both will be 15-minutes. Emily liked the idea of having visiting families use the parking garage. They will need to get a code to be able to use this option.

**Treasurer’s Report**- Denise Hill

* There are two accounts with a combined total of $2,857.01.

**Old Business**

* T Shirts – Email from Billy – who can take the lead and train with Kathyn?
	+ Denise Hill: Will reach out to Roxanne to ask if we have to follow SWAM/eVA regulations when purchasing t-shirts. She will also ask if we should use the agency or foundation funds.
	+ Kirsten Bowen: Connecting with Kathyn to find out the process of using online mall
* Traveling Elwood – he’s here and ready to travel!
	+ Lisa Mooney: Suggested Staff Advisory Committee members taking a picture of Elwood somewhere on campus and sending out to staff to guess. SAC members should volunteer as they would like to complete this task.
	+ Danny Cooper: Suggested putting this pictures on SAC social media and posting them on the shout outs section on Solomon.
* Welcome Back Email – Working on it – will send to Kirsten for proofing soon then to Lisa to send out with Book Fund promo
	+ Facebook post could be beneficial to share welcome back email as well
	+ Can promote book fund on Facebook page depending upon the popularity
* Robin still needs to send out Cookie Crumble sign-up sheet
	+ Event to take place on 9/29 1PM-3PM

**New Business**

* Older but new business – training for the online mall with Kathyn for t-shirt sales?
	+ Kirsten connecting with Kathyn to find out what goes into using online mall.

**Next Meeting**

* September 15th at 1:30 in Rotunda 103

**Adjournment**