**Longwood University Staff Advisory Committee**

Meeting Agenda
September 15, 2022 | 1:30 p.m. | Rotunda 103

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

**Confirmation of Quorum**-

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

**Committee Open Forum**

* None

**Treasurer’s Report**- Denise Hill

* Balance of $2,857.01. Nothing new to report from last meeting.
* Denise reminded the committee that we have a local account and an agency account. Both are not state funds and can be spent how we decide.

**Old Business**

* T Shirts – Kirsten to update committee
	+ T-Shirt Fundraising Notes with Nicole Perkins
	+ Advertised with a sign in their office that said the price and included where the proceeds were going. Proceeds is the key word to include.
	+ On receipts only give total amount, but for cash logs need to break down the price of the shirt, with the tax amount, and the total.
	+ Keep record who purchases with name and amount.
	+ They did cash and online registration through Net Community through Razer’s Edge. Nicole can set up a portal for us to use through Net Community. She does it for Athletics. The money collected would go to Linda Lock and then the Foundation and then be swept to our local account.
	+ Nicole has used Judy Ellington as the vendor.
		- Question and suggestions presented by the committee:
			* Can we pre-order, so that we do not have a lot of extra t-shirts. Kirsten will ask Judy Ellington. If so, we should select available dates to order.
			* Can we have options for short-sleeve and long-sleeve? Kirsten will ask Judy Ellington.
			* Only allow staff to purchase with cash at the Halloween Bash.
				+ Multiple cash handlers would not be easy to manage.
* Traveling Elwood – On the move – who’s next?
	+ John Hogge
* Welcome Back Email – went out last week!
* Cookie Crumble is 9/29 – don’t forget to sign up if you have not already
	+ Tabling kit from Upchurch (2 chairs, table and tent – instructions for set up included) Any takers on getting this setting this up for us?
		- John Hogge and Danny Cooper will pick up the tabling kit from the ground floor of Upchurch that morning at 10:00am and set it up.
		- Denise will order the cookies based on the amounts last year with fewer sugar cookies and more of the rest. We will also order lemonade and water.
		- Robin will reach out to Kylie for flyers used in the previous years with SAC information.
* Book Fund
	+ 1 application so far – Emily Davidson

**New Business**

* I have reached out to Aramark on Halloween bash and food order – covering the cost. Waiting to hear back. Can we or have we reserved the space? 10/28 10-12
	+ Denise will book both Blackwell and the dining hall until we hear from Aramark.
	+ We need to work on the sign-up portal for Halloween and send an email
	+ Ashley will ask Emily to have the Andy Taylor Center trick-or-treating during our Halloween Bash.

**Next Meeting**

* October 20th at 1:30 in Rotunda 103

**Adjournment**