**Longwood University Staff Advisory Committee**

Meeting Agenda
January 19, 2023 | 1:30 p.m. | Rotunda 103

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

**Confirmation of Quorum**-

* **Present:** Robin Gregory, Nicole Gilson, Denise Hill, Michael Barnett, Sarina Holder, Daniel Cooper, Carlton Hobbs, Cathy Carter, Shannon Meador
* **Absent:** Kirsten Bowen, Ashley Long, Samantha Dunn-Miller, John Hogge, Tammy Benhoff, Emily Davidson

**Committee Open Forum**

**NA**

**Treasurer’s Report**- Denise Hill

* 2 accounts with a combined total of $2,292.41

**Old Business**

* T Shirts – Still up in the air – Kirsten can’t get in touch with Judy – any ideas for a quick turn around?
	+ What options can we use if we don’t hear back from Judy?
	+ What requirements have to be followed, can we use anyone that is able to use license?
	+ Checked on orientation shirts and they are done through Judy as well.
	+ Will want to do a pre-order for t-shirts so we know how many to get before the order.
* Traveling Elwood
	+ Currently still with John last time that Robin checked

**New Business**

* Advertise Book fund again for spring on FB page.
	+ Can apply through 5 pm of withdrawal deadline (3/29)
	+ Michael will post on the Facebook page
* Interested in holding office?
	+ Current Chair, Vice Chair, Treasurer and Secretary positions will be open as those
	currently holding those roles will roll off of the committee in June
	+ If you think you might be interested in one or more of these positions please reach out and chat with the current position holder to see what that position entails.
	+ Also, please keep in mind we will need a list of folks to solicit membership to as well, classified and A/P.
		- Anyone that has suggested names please send them to Robin. Ideally, only one email with a list of names.
	+ The current plan is to hold elections in May and transition the new officers in June before
	the fiscal year ends.
* Update member list to remove Lisa and add Shannon as well as remove Ashley Crute.
* Ideas for someone we can recruit now to replace Ashley Crute now that will serve currently and the next two years?
	+ Cathy gave name to Robin to reach out to a potential new member

**Next Meeting**

* February 16, 2023

**Adjournment**