**Longwood University Staff Advisory Committee**

Meeting Agenda
October 20, 2022 | 1:30 p.m. | Rotunda 103

**Call to Order**- Kirsten Bowen – Co- Chair

**Confirmation of Quorum**-

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

**Committee Open Forum**

**Treasurer’s Report**- Denise Hill

* Balance of the two accounts is $2,570.97
* Spent $286.04 on Cookie Crumble, this is less than last year

**Old Business**

* T Shirts – Kirsten to update committee?
	+ Met with Judy Ellington and sent the top 4 colors over to see if they are available through Comfort Colors
	+ Reaching out to Billy about the logo to see if a different version is available to use on the shirts
	+ Looking into the difference of Comfort Colors and Hanes due to stock problems
	+ Will need to decide on a preorder amount 24, 48, 72, 144, or 288. Will need to decide on amount before moving forward and ordering. Once a quantity is decided a quote will be received.
	+ Kirsten will talk to Nicole Perkins to see about selling the shirts to everyone on campus.
* Traveling Elwood – still waiting for an updated picture from John
* Cookie Crumble update – all the cookies left the table – was a great event with great weather
	+ Do we want to order more next year? Sugar was the only one left at the end
* Book Fund
	+ 1 application so far
* Halloween Bash
	+ Next week 10/28 in the Lee Grand, reminder went out 10/21
	+ Candy/toys are purchased
	+ A couple cheesy games are purchased for staff to play
	+ Photo props – members checking to see what they have to bring in
	+ Someone want to make a sign with hashtags to use when staff posts pictures? – Nicole is making sign and coming up with hashtag for the post.
	+ Carlton is doing music still?
* Confirmed and tested to make sure it works.
	+ One group entry in costume contest/ Library and I assume Carlton will work with them on their music 
	+ Who has the trophies from last year and who wants to gather them up?
		- Denise is checking on the trophy from the single winner and getting it back from the Help Desk.
	+ Do we want to do a raffle? If so, need to purchase a gift card! – Consensus is a gift card wouldn’t be a good raffle because the winner would be taxed on it. If we do raffles a gift basket or something similar would be better.
		- Time line
			* 9:30 need about 4-5 folks to show up to help set up (Can get in around 8:30)
			* 10 am mingle/eat/games
			* 10:30 ATC trick or treating (Make sure this is okay with Emily)
				+ Do we want to make baggies (I have some, if so need a head count, if not we need to make each bowl on the table different, easily can do this with the variety of toys and candy I have bought or you guys can discuss how the trick or treating will be done or the easiest way to do this will be?)
				+ 45 children will push tables closer, so they are able to get children around the room for trick or treating. Some will be in a stroller.
			* 11:00 Costume contest begins
			* 11:30-12 clean up
	+ Denise is getting more table cloths as we will be using about 20 tables.
	+ If we need more games Carlton said some may be in the library we can use.

**New Business**

**Next Meeting**

* November 17th 1:30 in Rotunda 103

**Adjournment**