**Longwood University Staff Advisory Committee**

Meeting Agenda
February 16, 2023 | 1:30 p.m. | Upchurch 304

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

**Confirmation of Quorum**-

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

**Committee Open Forum**

* Steam tunnel impact on campus – specifically Andy Taylor more communication would allow them to coordinate better. Kirsten is talking to Russ about this.

**Treasurer’s Report**- Denise Hill - absent

* 2 accounts with a combined total of $2,292.41 (no change)

**Old Business**

* T Shirts –
* 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.
* If we go with Elliots we would need an estimate of how many t-shirts we will be ordering, need to think about an ideal number
* Do we want to use Comfort Colors of Guildan? Guildan would be a cheaper option
* Nicole Perkins would be the one to help with setting up a store
* Book fund is still open
* Don’t forget to send your folks we can solicit membership to, these can be emailed to Robin (some have already sent theirs)
	+ Chair, Vice Chair, Treasurer and Secretary Positions will be open, we will try to follow suit from last year’s voting ways with the tally method to keep it less “stressful”. We will also hold the elections in May and transition in June so we can meet together at least once prior to the end of fiscal year and those of rolling off leave.
* Need an AP person to replace Ashley Crute, anyone have a definite yes person that is also AP? I believe all the suggestions I have gotten are classified so far.
* Is Elwood still with John?

**New Business**

* Send out winter/spring email to campus advertising book fund?
	+ What else can be in this email?
	+ Do we want to include spring ice-cream social in mid/late May to this email? As a save the date in a way.
	+ Also share that we are looking for new members and a way they can reach out if interested.
	+ Could we also sell the t-shirts at the ice-cream social?

**Next Meeting**

* March 16, 2023 – will be back in Rotunda

**Adjournment**