**Longwood University Staff Advisory Committee**

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

**Call to Order**: Samantha Dunn-Miller, Chair

**Confirmation of Quorum**

* **Present:** Samantha Dunn-Miller, John Hogge, Daniel Derflinger, Shannon Meador, Dana Slater, Jesse McDaniel, Jessica Stimpson, Barbara Johnson
* **Absent:** Daniel Cooper, Meagan Morrissey, Jodi Gunn, Sarina Holder, Charlotte Pfamatter

**Committee Open Forum**

**Treasurer’s Report**: Barbara Johnson, Treasurer. Local account $212.17, agency account $2080.24. Pending agency account debits: $392.13 for Cookie Crumble and $135.32 for Halloween Bash.

**Old Business:**

* Fundraisers/Projects:
	+ **T-shirts** – on hold
	+ **Cookbooks** –on hold
	+ **Auction** –Moving forward with silent auction. Shannon is going to check on donation guidelines/regulations.
		- Timeline
			* November: confirm donation guidelines, decide how many items each member will solicit, and generate a list of leads.
			* December – January: obtain donations.
			* February – March: host silent auction.
	+ **Cookie Crumble** – Overall the event was positive and well received. Less than 10 cookies were left over. Almost no lemonade was consumed. Lots of bees. Suggested no lemonade next year. Discussed possibility of replacing annual cookie crumble with monthly departmental/building recognition by SAC. Dana is going to find out catering regulations Aramark vs. another vendor. Easier to work with building coordinator to get staff count by building vs. department. Could deliver variety of baked goods including gluten free option.
	+ **Membership Submission: Need 3** – Cheng Peng (A/P) in CGE has volunteered to join SAC and the committee unanimously approved membership. Need three more members (2 classified, 1 A/P).
	+ **Secretary Nominations** – Jesse volunteered to become secretary. The committee unanimously approved nomination.
	+ **Halloween Bash: October 30th 10am - 12noon. Arrive for set up 8:30 a.m.** – Farrah Young, Kim Redford, and Angela Comer are judges. Jessica is going to be the official tabulator. Chris Kukk is not available to emcee. Dana is going to ask someone else suggested during the meeting: Jake Milne, Jeff Halliday, Ryan Stouffer, Sasha Johnson, Kim Bass, Pam Tracy, or Ronda Scarrow. John is going to provide music and be the back up emcee if necessary. The ATC has 73 children. The SAC has made 75 gift bags to be handed out with a rice krispie treat, cheese balls, and mini play-doh. There will be a fall back-drop for photos. Barbara will provide corn stalks, Jesse will provide mums and straw bales, and Samantha is looking for a rustic bench. Prizes will include trophies, $10 Starbucks gift cards, and gift bags filled with office supplies like sticky notes and pens.

**New Business:**

* **Email received** –email from suggestion/complaint form submission page regarding employees being notified of parking lot closures more often. Is this Matt McWilliams or Events and Ceremonies? John is going to reach out to Denise Hill in Events and Ceremonies and see what their procedure is and if something has changed recently.

**Next Meeting:** Thursday, November 16th 1:30p.m. Rotunda 103

**Adjournment**