November 16, 2023

Staff Advisory Committee meeting- Rotunda 103

Call to order- 9 in attendance

Confirmation of Quorum- not enough in attendance but will continue to meet

Committee open forum:

**Treasurer’s Reports**:

Local Account- $212.17

 This account does not have restrictions because it is a foundations accnt.

Agency Account- $1,265.78- This is the balance after all purchases clear

 NO restrictions

Halloween bash-

$422.33 spent total

$247-Lancer cash awarded as prizes

$175.33-This amount spent on materials

\*No inquiries from anyone to use book fund

**Secretary’s Report-**

\*None at this time. Future reports will be uploaded to Box and John to upload onto website.

**Old Business-**

\*Halloween Bash Recap-

\*Samantha- I think it went really well this year. Samantha thanked everyone for the help and team work. Depts are already talking about competing and participating for next year.

\*Recipients of Lancer Cash reached out to thank Barbara on the Lancer Cash and they were grateful. Maybe we can use this as an advertisement incentive for participation going forward.

 -1st place winners for costumes-each person got $10

 -2nd place winners for costume-$5

 3rd place winner for costume- candy basket

-Pumpkin contest- Plan was for 1st place to get $10 (had to decide to break this up this year because the pumpkin décor winner this year was split amongst HR so they all got $3).

-2nd place pumpkin- $5

\*Several SAC members took a bucket of candy with gift bags to HR after the bash to recognize their participation.

\*We had a lot of food left over. Do not want to cut the amount due to the amount of people that showed this year, we could have even more next year.

\*Next year’s date for Halloween Bash: Registration is that week so what do we want to do to plan the event. Will keep this in mind. Dana to ask events and Conferences to book Blackwell for 10/30 & 10/31 for 2024 Bash.

\***Membership-**

2 new members as a result of the Halloween Bash and interests in our committee.

\*We voted on the new members collectively via email and offered membership. Both accepted.

 -Cindy Elliot- Library

 -Katie- Budget Manager for college of Grad and Prof. Studies

Still need 2 members- Samantha will take ideas for new members by email if we want to let her know of ideas we have for new members and she will do the outreach.

 -Keep Cheng in mind for the future, however, she accepted a position on a different committee.

**Parking updates:**

 -We had seen a few emails come through but unsure if it is related to us discussing it.

**New Business**:

Silent Auction-

Assignments- who wants to touch base with who: Barbara to send out a BOX invitation and we will keep up with who is doing what there.

Donations- See below

Gift Cards- See below

\*Dana- Aramark and the cookie crumble- We do not have to use them. Events and ceremonies will let Dana know what places on campus that you must use them (where there is a kitchen). If we do not use them, we have to plan it with Events & Ceremonies. IF we use a caterer, must be an approved caterer on the University list.

\*Taxability of some of the prizes we can give out to the individual- if $25 or above (gift card or cash) this is considered reportable income and forms have to be filled out. $24 and below, nothing needs to be reported.

\*Gift certificates CAN be donated more than $25 and used for auction with no reporting (i.e- if someone donates $30 gift certificate and someone buys for $10).

\*Donations from outside of longwood- no reporting.

\*Donations from Longwood- no reporting because it would not be cash specific.

Jesse brought forward a concern that had been reported from another staff member. They had concerns on how fast the facilities staff were driving the golf carts. Staff was walking on the sidewalk and the person on the golf cart “stepped on the gas and went around them”. Daniel Derflinger to discuss with Dept.

Samantha- No meeting in December. Next is schedule for January 25th @ 130pm.

-Discussed future monthly meeting dates for the year. Dana to contact Conferences & Events to ask to use Rotunda 103, 130-230 for each of the monthly meeting dates. Alternate meeting room is Upchurch 304 (if needed).

Meeting Adjourned.