**Longwood University Staff Advisory Committee**

Meeting Agenda
August 24, 2023 | 1:30 p.m. | Rotunda 103

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

**Confirmation of Quorum**: No Quorum

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

**Committee Open Forum**

**Treasurer’s Report**: Barbara Johnson, Treasurer. Local account $212.17, agency account $2080.24.

**Old Business:**

* Fundraisers/Projects:
	+ **T-shirts** – Samantha is going to ask Kirsten for all data gathered so far.
	+ **Cookbooks –** Create template, gather recipes with end of semester deadline, sell preorders, publish on campus. Offer an eBook for sale?

**New Business:**

* **Silent auction –** this has been a successful fundraiser in the past. What are the stipulations that go along with gift certificates? We need to decide how to solicit donations.
* **Cookie Crumble –** Date: 09/28/2023 from 1pm-3pm behind Lankford. Samantha will secure location. Barbara will ask Shannon for a faculty/staff headcount for 2022 and 2023 to ensure enough cookies are ordered. Barbara will order cookies (less sugar cookies), lemonade, and water from Aramark. John will create a flyer invitation and Shannon will send it to all faculty/staff.
* **Halloween Bash –** Date: 10/30/2023. Robyn has decorations and games. Samantha secured location. Think about decorations, tablecloths, and candy. Samantha suggested the ATC parade through staff outside of Rotunda after bash ends. Do we want to offer prizes outside of trophies? Do we want to purchase new trophies? Do we want to hold other contests? Pumpkin decorating? Do we want judges? We need a music playlist – Samantha is going to ask Carlton for his playlist from last year. Do we want the same food as last year, or something different?

**Next Meeting:** Thursday, September 21st

**Adjournment**