

Longwood University Staff Advisory Committee

Meeting Minutes

August 15, 2019 | 1:30 p.m. | Ruffner 103

Call to Order- Kathyn Nasburg, Co-Chair

Confirmation of Quorum- Kathyn Nasburg, Acting Secretary & Co-Chair

Treasurer's Report- Suzanne Stetson, Acting Treasurer & Co-Chair

- Work to answer questions about the budget, our accounts, and our funds.

Approval of the Minutes

- Motion to approve: Kathyn
- Second: Roxanne
- Approved by quorum count

Old Business

- **Post Office Letter**
 - o Reviewed it as a group
 - o Will send the letter to the group to make changes
 - o Kathyn will send the letter to Louise Waller and Lori Blackwood once it has been finalized.
- **Welcome, Welcome Back**
 - o Took place in the Soza Ballroom in Upchurch University Center
 - o Feedback:
 - Change table location for nametags and put it close to the doorway
 - Less food and no ham biscuits.
 - Ask for pictures from Summer Vacation before event so they can be playing on a slideshow during the event.
 - Remind folks about what SAC is what we do for them.
- **Membership**
 - o **We are now at 14 members**
 - Roxanne Martin was elected Treasurer and Dustyn Hall was elected Secretary

New Business

- **September Office Recognition**
 - o Thursday 8/29 at 10am in Upchurch, we will recognize the Student Engagement Unit (12 people total).
 - o Suzanne will order the Starbucks catering
- **Halloween Bash Planning**
 - o Date: October 31st from 10am until 12pm

- Judges: Michelle Meadows, Kathy Charleston, and Larry Robertson. Kathryn will email asking for their participation.
- Categories: Large group (7 or more), Small group (6 or less), and Individual
- Registration form and rubric for judges will be made by Kylie
- Flyer will be made by Dustyn
- Line-up the acts in the hall to create less distraction and chaos
- Remind the acts to keep their act between 2-3 minutes
- Start gathering swag for prizes
- **High Rise Tours**
 - Suzanne will reach out to Tim Pierson to see if this is possible for us to facilitate a tour for the staff before the students arrive.

Open Forum

- No questions or concerns at this time.

Adjournment

- The meeting adjourned at 2:37 p.m.