**Longwood University Staff Advisory Committee Meeting**

**April 18, 2024**

**1:30pm**

**Rotunda 103**

**Agenda**

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

**Confirmation of Quorum**: Samantha Dunn-Miller, Jessica Stimpson, Barbara Johnson, Jesse McDaniel, Cindy Elliot, Sandra Haney, Shannon Meador, Sarina Holder, Kathleen Roberts, Dana Slater and Susan Cottrell.

**Committee Open Forum:**

From Megan via email since she was not able to attend in person: Issue was brought to her attention by another faculty member regarding the concern of the price of replacing their university ID if it was damaged @ no fault of their own) not broken, lost or stolen and stopped working). Defective ID. Can someone reach out to Lancer Card to ask why the fee’s are so high.

**Secretary’s Report:** Getting minutes uploaded to Box and get active members updated on website.

**Treasurers Report**: Barbara Johnson- No change in balance from last meeting. Currently have $212.17 in local fund and $1,265.78 in agency fund.

**Old Business**:

Auction:

Silent auctions dates and pictures have been done of all received items on hand. Barbara organized and uploaded the pictures to BOX excel sheet. This sheet will go live once final and will keep open for bidding for 2 full weeks.

Ice-cream Social: Snowie RVA booked: May 28th 1-3-Race Street. We will have to pay $150 fee to conferences and events to have Snowie RVA on campus (they are already on the approved vendor list). Emailed asking conferences and events to bill SAC the $150 and it will be paid out of fund. They will then keep track of the cups and then Snowie RVA will bill us directly. John will work on getting flier to Shannon to send to all staff for notification.

Halloween Bash: Date is set for Thursday, October 31st in Blackwell.

**New Business:**

Barbara Johnson will be leaving Longwood University so will be rolling off of the committee as of April 26, 2024.

**Members:** New- Kathleen Roberts-Title IX, Sandra Haynie-Greenwood Library

Voted today to approve new members: Amber Collins, Jennifer Armes and Candice McCade. Jennifer Armes has agreed to take over the treasurer role to replace Barbara Johnson.

Next Meeting: May 16th @ 1:30pm-Rotunda 103.

Adjournment