**Longwood University Staff Advisory Committee Meeting**

**August 15, 2024**

**1:30pm**

**Rotunda 103**

**Agenda**

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

**Confirmation of Quorum**: Quorum confirmed. In attendance today: Jessica Stimpson, Amber Collins, Jesse McDaniel, Meg Morrissey, Jennifer Armes, Cindy Elliot, Jodi Gunn, Susan Cottrell, Daniel Derflinger and Kandace, McCabe.

**Committee Open Forum**:

Congratulations on new role to Jodi- Get Jessica added to UPC meeting invitations.

President’s welcome coming up

**Treasurers Report:**

FY 25- Not updated for local account yet. As of now, the local account balance totals: 638.67 (account-foundation).

Other account: $1,632.78 (local account) This fund may be impacted and taken away.

FY 25 budgets will be loaded in the next 2 weeks.

**Old Business**:

Auction: 1 item remaining that was not picked up. Jessica to reach out and touch base with the winner of the item.

Update-

Cookie crumble- 9/26 Location: Lankford Patio, 1230-330

\*Jennifer to help get the cookies. We will not do lemonade again and will do water.

\*Amber to put together the flier to use on the website and Shannon will send out to all faculty/staff.

Since out meeting in August- Chair sent out an email to decide on where we would like to purchase our cookies from this year. The options were: Aramark, Sweet Sarah Bakery or Sam’s Club. The committee has voted to purchase items for the cookie crumble from Sam’s club.

**Fundraisers-**

\*Question to Shannon- are we allowed to do 50/50 raffles? Just cash. Shannon not sure but will check. Jessica to reach out to Kirsten Bowen to ask if they would give us a parking pass to use.

Valentines’ day- idea of doing a candy gram

Halloween Bash- will be on Halloween in Blackwell. Jessica to ask Samantha how the catering piece works for the food. How much do we usually pay and how donations are done?

\*Expectation will be any skits done for Halloween bash will be a maximum of 3 minutes.

\*Who will judges be? We had 4 total last year. Plan to do 3 this year to prevent a tied vote. Email ideas to Jessica before next mtg, 9/19/24.

Will do the pumpkin decorating contest again.

Prize ideas: should we do lancer cash again? What were the issues with that last year, if any? Gift/goodie baskets? Trophies?

Master of ceremonies: would John be interested? Jessica to ask.

**New Business**:

**Membership:** We still need 2 people; either AP or Classified.

**Next Meeting:** September 19, 2024 @ 1:30pm-Rotunda 103

Adjournment