

Staff Council Minutes

Meeting Date: March 15, 2023

Start/End Time: 3:04pm – 4:05pm

Location: MCB 122

Attendance: Debbie Bugenhagen, Dominic Dertatevasion (webex), Cathy Edwards, Lori Hayes, Keith Benton, Megan Schmidt, Andrew Barnes

Other guests in attendance: None

Called to order at 3:04 pm Motion made by Debbie Bugenhagen and seconded by Megan Schmidt.

General Business:

- **Annual Picnic** (Lori and Megan)
 - Tuesday, April 11, 2023
 - Time: 6-8pm
 - Setup: Staff Council arrives at 2pm to begin set up
 - Location: Veteran's Park – Issue came up with the contract – OGC discussing – **Megan** will keep us updated
 - Catering
 - See Catering Options in Share Drive
 - Members liked the fajita option – **Cathy** will check on **CORN TORTILLAS**
 - Ask if veggies are cooked with meat
 - We can do juice boxes instead of lemonade
- **Activities (All)**
 - MarCom photographer (*Kate*) – confirmed
 - Lil' Wranglers (*Jennifer*) - need update from **Jennifer**
 - Bounce House + 10 Tables (*Carla*) – confirmed
 - Drink (Alcohol) Truck (*Megan, Carla*)
 - **Carla** ask about ticket payment process and deposit
 - DJ (*Megan*) – confirmed
 - Charity the Clown: Balloon animals & facepainting (*Megan*) – confirmed
 - Bubble machine (*Carla*) – confirmed
 - Aggieland Humane Society (**Dominic**)
 - Will reach out to a group on campus
 - Popcorn machine (*Dominic*)
 - We need to test the machine
 - **Lori** will bring popcorn – we would need to buy bags
 - Door Prizes (**Cathy**)
 - Items from Chancellor's Closet
 - **Cathy** to confirm on Monday – 10 items
 - Five 1-Day Off – confirmed
 - Baseball tickets – 4 tickets to Sam Houston
- **Children's gift bags (???)**
 - Cane's gift cards, Qty 125 (*Debbie*) – received
 - Chick-fil-A gift cards (*Lori*) – waiting for response

- Zaxby's – waiting for response on gifts and they want to bring mascot
 - Bags – Staff Council closet (*Jennifer*)
 - HEB Cups (*Lori*) – **Staff Council closet**
 - Coloring books & crayons – will do if needed
- **Student Volunteers (ROTC) (*Dominic*)**
- **Centerpieces**, Qty 10 nice sized plants (*Debbie*)
- **Silent Auction (*Lori*)**
 - Spreadsheet
 - **If all staff council members could commit to at least a few, that would be a big help; if a member isn't responsible for other things for the picnic, please commit to contacting more than a few.**
 - Triplicate form – will submit template for quote Aggieland Printing
 - Flywire for credit card payments (*Cathy*)
 - Cathy still working on
 - Banner
 - Preview list of silent auction items ahead of picnic
- **Coolers & bottled water (*Keith*)**
 - Coolers – to be purchased – Keith purchasing a couple
 - Bottled water – Staff council closet – Debbie will check how much we currently have and Keith will get more, if needed
 - Purchase juice boxes at same time?
- Staff Appreciation Week (*Lori Hayes*)
 - Staff gifts (*Jennifer*)
 - Bamboo cutting board
 - Koozie
 - Friday event – Ice cream social (all)
 - Will discuss next week
 - **Cathy** will get prices for Sweet Pops
 - Lori suggested a Field Day for next year for one of the days
- Next meeting: Wednesday, March 22, 2023

Meeting adjourned at 4:05pm