

## Staff Council Minutes

**Meeting Date:** March 29, 2023

**Start/End Time:** 2:08pm / 3:00pm

**Location:** MCB 122

**Attendance:** Dominic Dertatevasion (via webex), Cathy Edwards, Lori Hayes, Keith Benton, Megan Schmidt, Andrew Barnes, Kate Pharr, Dayla Hall, Carla Krystyniak

**Other guests in attendance:** None

Called to order at 2:08 pm. Motion made by Kate Pharr and seconded by Megan Schmidt.

### General Business:

- FlyWire Account – Dayla will request additional users: Andrew Barnes, Lori Hayes, Megan Schmidt to the account.
- Dayla Hall will be leaving Staff Council due to a job promotion. Andrew Barnes will take over Treasurer duties. Motion made by Carla Krystyniak and seconded by Kate Pharr.
- Annual Picnic (*Lori Hayes, Megan Smidt*)
  - Date: Tuesday, April 11, 2023 – confirmed
  - Time: 6:00 – 8:00 PM – confirmed
  - Location (*Megan, Cathy*) – confirmed
    - Aggie Park: 750 Throckmorton St., College Station 77840
  - Parking -confirmed
    - Association of Former Students Lot - confirmed
    - Lot 48 (SE Entrance Kyle Field) - confirmed
    - UCG for any overflow (can validate parking)
      - Cathy will order validating tickets
  - Tables/Tent – confirmed – Cathy will confirm number with Ashley & Co.
    - 13 – caterer
    - 1 – DJ
    - 1 – registration
    - 6 – silent auction
    - 1 – popcorn
    - 1 – balloon animals/facepainting
  - Aggie Park takes care of trash cleanup
  - Back-up venue: Hall of Champions (*Cathy*) – pending
  - Caterer: Mallett Brothers Barbeque (*Cathy*) – confirmed
    - Beef + chicken fajitas, fixings, rice, beans, cobbler, tea, lemonade
    - Cathy – confirm with caterer on veggie option, corn tortillas and telling them about other food we are having

- Kid's Food Option: Chick-fil-A (*Lori*) – pending
  - Chicken nugget tray(s)
- Activities (*All*)
  - MarCom photographer (*Kate*) – confirmed
  - Lil' Wranglers / Aggie Wranglers (*Jennifer*) – Kate will check on this.
  - Bounce House (*Carla*) – confirmed- waiting on addendum and insurance from company
    - Regular bounce house
    - Obstacle course
  - DJ (*Megan*) – confirmed
    - Table linen – fitted maroon tablecloth – SC closet
  - On-stage power requirements – just one outlet
  - Charity the Clown: Balloon animals & face-painting (*Megan*) – confirmed
  - Bubble machine (*Carla*) – confirmed – Carla bringing bubbles
  - Aggieland Humane Society/Pets with a Purpose (*Dominic*) – haven't heard back and the other one said they had a conflict – we will try this for next year
  - Popcorn machine (*Dominic*)
    - Power available under trees. Normal plug on machine? NEED TO TEST AT NEXT MEETING
    - Popcorn & bags – popcorn in SC closet, bags w/ Lori;
- Door Prizes (*Cathy*)
  - Adults
    - Items from Chancellor's Closet – received and Cathy will put together door prize bags with multiple items
    - 3 Paperweights
    - 3 Notepads w/ System Conch
    - 10 Key fobs
    - 10 Badge holders
    - Five 1-Day Off – received - Cathy will print on cardstock
    - Baseball tickets: Sam Houston, April 25, 2023 – confirmed
  - Kids
    - Art set – received
    - Hungry Hungry Hippos – received
    - Walkie Talkies set – received
    - Magnetic Tiles set – received

- Meccano 10-in-1 Racing Vehicles building kit – received
  - Playdoh 12-pack + Silicone mat set – received
- Children's gift bags (*Debbie*) - put together next week
  - Cane's gift cards, Qty 125 (*Debbie*) – SC closet (in RELLIS bags)
  - Chick-fil-A gift cards (*Lori*) – maybe
  - Bags (RELLIS), Qty 140 – Save for 2024 – SC closet
  - Bags (Signature Care/Aggieland Safari), Qty 125 – (*Lori*) Pending p/u - Cala will pick up on Friday
  - Aggieland Safari stickers (included)
  - Coloring book & crayons (included)
  - HEB Cups, Qty 400 – SC closet (in RELLIS bags)
- Hospitality Volunteers (Dominic) - 10 volunteers confirmed
- Centerpieces, Qty 10 nice sized plants (*Debbie*) - pending
- Silent Auction (*Lori*)
  - Andrew contacting Aggieland Outfitters for donation
  - Cathy will add Sweet Pops Kettle Baskets to spreadsheet
  - Ask if the Chancellor will donate something with him or on his property.
  - Triplicate form – Aggieland Printing – pending
  - Flywire for credit card payments (*Cathy*) - Cathy and Lori will finalize process for payments
  - Banner – in progress
  - Preview list of silent auction items ahead of picnic – mention that credit card payments are the only method on the night of the picnic if you want to take item home. Cash purchase can be done later.
- Coolers & bottled water (*Keith*)
  - Coolers – SC closet
  - Bottled water – SC closet
- Official Invite (*Lori*)
  - Invitation (*Lori*)
  - RSVP website (*Megan*)
  - Do we want only employee names for adult door prizes? Employee and guests' names
  - What date close registration by? - Cathy will check with caterer for when we have to get final number to them.
  - Ask Josie if custodians will get gifts and other staff appreciations, picnic? Custodians can participate in picnic, receive staff gifts and attend ice cream social.
  - Food truck?
- Staff Appreciation Week

- Staff gifts (*Jennifer*)
  - Bamboo cutting boards – *Jennifer's office*
  - Koozies – *Jennifer's office*
- Friday Event – Ice Cream Social (*Cathy*) - *Cathy will secure the order*
- Send Invite to Custodians? (they were asking about why they didn't receive it) - Cathy will ask Edwin to pass along invites for food trucks and other socials to custodians
- Also related – do we give them appreciation gifts on Tuesday also? Josie said yes.

Next meeting

- Staff Council: Wednesday, Apr 5, 2023