

Staff Council Minutes

Meeting Date: April 5, 2023

Start/End Time: 2:04pm / 3:45pm

Location: MCB 122

Attendance: Dominic Dertatevasion, Cathy Edwards, Lori Hayes, Keith Benton, Megan Schmidt, Andrew Barnes, Kate Pharr, Carla Krystyniak, Debbie Bugenhagen, Jennifer Marinari

Other guests in attendance: None

Called to order at 2:04 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.
- Kate Pharr announced she will be leaving The System and therefore leaving Staff Council. Carla Krystyniak will be taking over EOQ.
- 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
 - o Association of Former Students Lot
 - o Lot 48 (SE Entrance Kyle Field)
 - o UCG for any overflow (can validate parking)
 - Tables/Tent – confirmed
 - o # for guests/tent size – approx. 90 seats
 - o Other tables: Cathy ask what type of cloths
 1. 13 – caterer
 2. 1 – DJ
 3. 1 – registration > silent auction cashier
 4. 6 – silent auction
 5. 1 – popcorn
 6. 1 – balloon animals/facepainting
 - Aggie Park takes care of trash cleanup
 - Back-up venue: **None**
 - Registration Table – Debbie will be at registration table
 - o Name tags – blank name tags
 - o Door prize buckets – Megan will print RSVP list and cut them and put all in bucket – adult and kid separated.
 - o Must be present to win
- Caterer: Mallett Brothers Barbeque (*Cathy*) – confirmed
 - Veggie option available to those who mentioned dietary restrictions

- Cathy – find out when to pay caterer and send tax exempt form
- Cathy will send map to council so they can forward to vendors
- Corn tortillas
- Beef + chicken fajitas
- Fixings
- Rice
- Cobbler
- Tea
- Lemonade
- Kid's Food Option: Chick-fil-A (*Lori*) – **None**
- Activities (*All*)
 - MarCom photographer (*Kate*) – **confirmed**
 - Lil' Wranglers (*Jennifer*) – **confirmed**
 - Bounce House (*Carla*) – **confirmed**
 - o Regular bounce house
 - o Obstacle course
 - DJ (*Megan*) – **confirmed**
 - o Table linen – fitted maroon tablecloth – **SC closet**
 - o On-stage power requirements – just one outlet
 - Charity the Clown: Balloon animals & face-painting (*Megan*) – **confirmed**
 - Bubble machine + bubbles (*Carla*) – **confirmed**
 - Popcorn machine (*Dominic*)
 - o Power available under trees (machine has 3-prong plug)
 - o Popcorn & bags – **SC closet**
 - Yard Games (*Cathy*) – **confirmed**
 - o Corn Hole
 - o Washers
 - o Ring Toss
 - o Jenga
 - o Connect Four
 - o Frisbee
 - o Soccer ball
 - o Football
 - Door Prizes (*Cathy*)
 - o Adults
 1. Items from Chancellor's Closet – **received**
 - 3 Paperweights
 - 3 Notepads w/ System Conch
 - 10 Key fobs
 - 10 Badge holders
 2. Five 1-Day Off – **received Cathy will print**
 3. Baseball tickets: Sam Houston, April 25, 2023 – **confirmed**
 - o Kids
 1. Art set – **received**
 2. Hungry Hungry Hippos – **received**
 3. Walkie Talkies set – **received**

4. Magnetic Tiles set – received
 5. Meccano 10-in-1 Racing Vehicles building kit – received
 6. Playdoh 12-pack + Silicone mat set – received
- Children's gift bags (*Debbie*)
 - Cane's gift cards, Qty 150 (*Debbie*) – SC closet
 - Chick-fil-A gift cards (*Lori*) – None
 - Signature Care Bags, Qty 109 – (*Carla*) –
 - o Aggieland Safari stickers (included) - pick up Friday?
 - o Coloring book & crayons (included) - pick up Friday?
 - Bags (RELLIS), Qty 21 SC closet
 - HEB Cups, Qty 400 – SC Closet – we stuffed them in new bags at meeting
 - Student Volunteers, Qty 10 (MSC Hospitality) (*Dominic*) – confirmed
 - Centerpieces, Qty 10 nice sized plants (*Debbie*) – working on this
 - Coolers & bottled water (*Keith*)
 - Coolers – SC closet
 - Bottled water – SC closet
 - Invite & RSVP's (*Lori & Megan*)
 - RSVP website (*Megan*) – completed
 - Invitation (*Lori*) – sent
 - RSVP Reminder (*Megan*) – sent
 - Final RSVP Counts (*Megan*) – done
 - Final Count to Caterer (*Cathy*) – confirmeds
 - Silent Auction (*Lori*)
 - Spreadsheet
 - Triplicate forms, Qty 100 – Aggieland Printing – in printing production
 - Banners – shipped 4/5/23
 - Cathy check if hooks are on the wooden wall
 - Cathy ask about ladder
 - Item/Paper Weights, Qty 150
 - QR code to be printed- Lori
 - Cathy check on confirmation emails, lori, megan, Carla, Dominic
 - Payment methods: Cash, Check, Credit card
 - o Flywire for credit card payments (*Cathy*) – completed
 - o TEAMS meeting with Lori and Megan for Flywire
 - o Cathy make updates to store
 1. Change to “total amount due” (for all items)
 2. Auction item (list all item #s)
 - o Leave Flywire point of contact info with Lori
 - o On-site payments at picnic – CREDIT CARD ONLY
 - o Cash, Check, Credit card – accepted Wed & Thurs at MCB
 - Preview Email: list of silent auction items ahead of picnic – Friday, 4/7/23
 - o List of Items
 - o Payment methods
 - o Payment process
 - [Silent Auction Payment & Distribution Procedure – STAFF COUNCIL](#) review
 - [Silent Auction Preview & Payment Info Email](#) review
 - [Silent Auction QR Code Payment Sign](#) review

- [Picnic Operational Schedule](#) review
- [Picnic Supplies Checklist](#) review
- **EVERYONE CHECK THIS LIST!!**

Staff Appreciation Week

Lori Hayes

- Staff gifts (*Jennifer*)
 - Bamboo cutting boards – Arrived
 - Koozies – Arrived
- Friday Event – Ice Cream Social (*Cathy*) – confirmed
 - 4/14/2023, 1:30-3:30 PM
 - MCB – Back Porch
 - Flavors:
 - o Oreo
 - o Strawberry Cheesecake
 - o Pink Lemonade
 - o Mango
 - Quotes:
 - o $400 \times 3.99 = 1,596$ (-10 % discount) = \$1,436
 - o $200 \times 3.99 = 798$ (10% discount) \$718.20
 - o Charging only for pops sold
 - o Lori will pay vendor via cc at event and give tax exempt form
- Custodians
 - Edwin to pass along invites to picnic & ice cream social
 - o Confirmed that he has not – Megan sent to Pat/Katina
 - They can receive the Staff Appreciation gifts
 - They will *not* participate in Department Days
- Popcorn Machine – popcorn machine works and makes YUMMY popcorn, according to Keith Benton. 😊 (Just seeing if anyone actually reads these!) LOL
- Goody Bags Prep – cups stuffed in new bags. Carla will pick up stickers and coloring books Friday and whoever is available on Monday can stuff kid goody bags.

3:45pm

Adjournment

Next meeting

- Staff Council: Wednesday, Apr 12, 2023 (or move to following week?)