

Staff Council Meeting Minutes

Meeting Date: January 23, 2024
 Start / End Time: 3:03 PM / 4:35 PM
 Location: MCB 122

Attendance:

	Cathy Edwards		Meredith Fox (Teams)		Carla Vogel
	Andrew Barnes		Pamela Luckenbill		Wes Wynn
	Keith Benton		Sean Ray		Jiying Yu (Teams)
			Ashley Scott		

Guests in Attendance: No other guests in attendance

Called to order at: 3:03 pm by Cathy Edwards.

Approval of December 13, 2023, Meeting Minutes and Today’s Agenda: Wess Wynn made a motion to accept. Sean Ray seconded that motion. Motion passed.

Treasurer Report – Andrew Barnes

- It was reported that our accounts are looking good and are on target with the activities we have done and also ones we are planning in the future.
- Scholarship account is all caught up with deposits, withdrawals, etc.
- Approximately \$200 will come out for the additional apparel sale items.
- Chancellor Century Council (Donor Group) matches all of Staff Council’s fundraising efforts. For the Fall of 2023, they will match \$907.

Annual Meeting After Action Review – Cathy Edwards

- Ask Chancellor to speak about exciting things happening in the System that would be pertinent to employees
- Two tables for gifts instead of just one
- Bus – text them earlier in the program to ensure they are ready as soon as meeting is over

- Some standing on the bus; if RSVP numbers increase significantly, we might need to add a third round of buses.
- Be sure bus drivers contact us to see if we need a second round;
- Make slide show next year – pics of events throughout year – send to System employees afterwards and include pics of main awards – for people unable to attend
- For 45/50 year recipients ask if they want to say a few words of wisdom; things they have learned; maybe have fun facts about the year they started on screen

Annual Picnic Overview – Cathy Edwards and Pamela Luckenbill

- Date: Tuesday, April 9, 2024; 6-8pm
 - Possibly start at 5:30pm?
- Save the Date - *Cathy* will send out.
- Location – Aggie Park
 - Aggie Park: 750 Throckmorton St., College Station 77840
 - Parking: Association of Former Students Lot, Lot 48 (SE Entrance Kyle Field), and UCG for any overflow (can validate parking) (*Cathy*)
 - Will coordinate UPD for us if we go with beer/wine truck – (*Cathy*)
- Tables/Tent - (*Cathy*)
- Aggie Park takes care of trash cleanup
- Back up Venue – Hall of Champions (*Cathy*)
- Caterer - Last year we used Mallett Brothers (*Cathy*)
- Activities (*All*)
 - Reveille (Jiying)
 - MarCom photographer (Sean)
 - Aggie Wranglers / Little Wranglers (Sean)
 - Bounce House + 10 Tables (Wes)
 - Drink (Alcohol) Truck (Carla)
 - Dessert truck (Carla)
 - DJ (Andrew)
 - Charity the Clown (Jiying)
 - Bubble machine (Pamela)
 - Aggieland Humane Society (Wes)
 - Popcorn Machine (Wes)
- Adult Door Prizes (*Cathy*)
 - Items from Gift Closet (Chancellor)
 - Days Off
 - Baseball tickets
- Kid Door Prize ideas (Meredith)
- Children’s gift bags (Meredith)
 - Cane’s gift cards
 - Chick-fil-A gift cards, if needed
 - Bags – enough on-hand?
 - HEB Cups
 - Coloring Books and Crayons
- Student Volunteers ROTC/MSU Hospitality (Andrew)
- Centerpieces (Keith)
- Silent Auction (*All*)
 - Spreadsheet
 - Triplicate form vendor?

- Flywire for credit card payments (Sean)
- Banner (Cathy)
- Coolers & bottled water for Staff Council members (*Keith*)
 - Coolers in the Staff Council closet
 - Bottled water – Staff council closet
- Staff Gift Ideas
 - Cathy will look at catalog and look at options to bring to next meeting

Scholarship Committee Update – Cathy Edwards

- Pamela confirmed that there is language on the website that states the amounts of scholarships are subject to change depending on the success of fundraising efforts.

“Hot Stuff” Chili Cookoff– All

- February 23rd: room set up 1:30; chili set up 2:00; event 2:30-3:30
- Three categories: Beans, No Beans, Spicy
- Cathy will send invite for Staff Council set up
- Pamela will create and send out invite, create winner certificates, and reserve 122, 124 and small room in between
 - Certificates: 1st, 2nd, 3rd, place and people’s choice (staff vote) for each category
 - If we only have a few entries in one category we might alter how many awards
- Cathy will send email to staff asking who wants to participate – enter by Feb 16
 - Tell participants they need to be prepared to share certain ingredients if asked by someone with an allergy/food sensitivity
- Cathy will check papergoods, 2 oz cups, table cloths (throw away ones)
- Pamela will go to Sams: Valentine cookies, oyster crackers, fritos, small sample spoons
- Wes will gather extension cords and power strips
- Once we have all the team entries, Jiyong will make signs on 8.5x11 paper that say the name of the team and what category they are entering.

Staff Survey Update – Pamela Luckenbill

- The survey was shown to the Council. Changes were made. Pamela will let us know when it is ready to be sent to staff. Goal is to have it out by mid-February.

Fall Apparel Sale Final Update – Sean Ray

- We have paid Aggieland Outfitters for the large order as well as the small order.
- We have a couple of items that weren’t claimed. We will use as auction items at the picnic.

Announcement – Cathy Edwards

- Kathleen Colt is leaving The System at the end of January and therefore will be leaving Staff Council

Event Sheets – Cathy Edwards

- Cathy will send the template out to the group. All members who are in charge of an event need to complete an Event Sheet” to include in our Staff Council Manual.
- Andrew – Treasurer
- Sean – Apparel Sale
- Keith – Scholarships
- Pamela – Gingerbread House Contest

- Scotty's House, Annual Meeting – Cathy
- EOQ – Cathy and Meredith
- Tree Decorating - Cathy

Discussion/Other Items – All

- Due to our next scheduled meeting being on Valentine's Day, we decided to move it to Tuesday, February 13th.

Adjournment

- Cathy made a motion to adjourn the meeting. The meeting ended at 4:35 PM.

Next Meeting:

Tuesday, February 13, 2024

3:00 PM – 5:00 PM

Room MCB 122