









Staff Council Meeting Minutes

Meeting Date: February 13, 2024
 Start / End Time: 3:04 PM / 4:17 PM
 Location: MCB 124

Attendance:

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

Guests in Attendance: No other guests in attendance

Called to order at: 3:04 pm by Cathy Edwards.

Approval of January 23, 2024 Meeting Minutes and Today's Agenda: Wes Wynn made a motion to accept. Keith Benton 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.
- Balances haven't changed since last meeting.

Chili Cook-off - Cathy Edwards and Pamela Luckenbill

- March 1st; room set up 1:30; chili set up 2:00; event 2:30-3:30; awards 3:45
- Three Categories: beans, no beans, spicy
- Pamela will send a reminder of the due date for entries – February 16th; only three entries as of today
- Judges – we will ask people that day to be judges
- Cathy will bring paper goods
- Pamela – Sam's – cookies, oyster crackers, Fritos, small spoons
- Wes – gather extension cords and power strips
- Jiying – make team signs – name of team and category they entered

Annual Picnic – Cathy Edwards and Pamela Luckenbill

- Date: Tuesday, April 9, 2024; 5:30-8pm
- Early release at 4pm for attendees

- 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*) - requested quote
- Aggie Park takes care of trash cleanup
- Back up Venue – Hall of Champions (*Cathy*) - secured; cancel by APRIL 3rd
- Caterer - Mallett Brothers (*Cathy*) - requested quote
- Activities (*All*)
 - ~~Reveille and STEM presentation~~ (*Jiying*) - not available; need to book in the Fall next year
 - Yell Leaders – 7pm will do three yells; available for pics before and after
 - MarCom photographer (*Sean*) - waiting on confirmation
 - Aggie Wranglers / Little Wranglers (*Sean*) - waiting on confirmation
 - Bounce House + 10 Tables (*Wes*) - \$650 for obstacle course, slide and 1 bounce house – *Wes* will go ahead and book. *Cathy* to check on tables?
 - Drink (Alcohol) Truck (*Carla*) - still need to reach out
 - Dessert truck (*Carla*) - still need to reach out
 - DJ (*Andrew*) - deposit will be paid soon
 - Charity the Clown (*Jiying*) - *Jiying* will go ahead and book - \$320 for two clowns
 - Bubble machine (*Pamela*) - *Pamela* is going to buy a machine so we can use every year
 - Aggieland Humane Society (*Wes*) - waiting on confirmation; we will allow them to promote their adoptions
 - Popcorn Machine (*Wes*) - *Wes* will order popcorn/butter packs and food gloves if we don't have any in the closet
- Door Prizes (*Cathy*) - *Cathy* will secure all of this
 - Items from Gift Closet (*Chancellor*)
 - Days Off
 - Baseball tickets
- Kid Door Prize ideas (*Meredith*) - *Cathy* will send *Meredith* list of what we ordered last year
- Children's gift bags (*Meredith*) - *Cathy* and *Meredith* will inventory what is in the closet and decide what all we need
 - Cane's gift cards
 - Chick-fil-A gift cards
 - Bags
 - HEB Cups
 - Coloring Books and Crayons
- Student Volunteers ROTC/MSC Hospitality (*Andrew*) - 12 volunteers secured
- Centerpieces (*Keith*) - *Pamela* will ask Benz Floral Design School to donate
- Silent Auction (*All*)
 - Spreadsheet - *Cathy* is updating; everyone needs to go to the spreadsheet and sign up to call AT LEAST 10 businesses; add more if you know of other businesses that might donate
 - 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
 - Cathy will ask last year’s chairs if this water was for everyone or just the Staff Council members
- Staff Gift Ideas
 - Cathy will look at catalog and look at options to bring to next meeting
- Registration wristbands – Pamela will look at options for wristbands that would include tickets for drink and/or dessert tickets.

Profit Share Update – Cathy Edwards

- Several food trucks set up this Spring
- Cathy is looking for new food trucks to set up
- Staff would like breakfast tacos – possible monthly – Cathy will see if there is a food truck that would do this as a profit share

Bombers Game – Cathy Edwards

- We decided we want to continue this activity. Cathy will set up for early June.
- Discuss different menu options with them.

Staff Survey Update – Pamela Luckenbill

- Pamela shared results of staff surveys. jiy
- Pamela will send an email thanking the staff for the ideas and tell them that many of the ideas are being researched and planned for next year as this year’s appreciation days have already been planned.

Event Sheets – Cathy Edwards

- Cathy sent template out and reminded everyone to be working on these events sheets if they were responsible for an event.

Discussion/Other Items – All

- Sean looking into us ordering Staff Council polos so we can wear them at the Picnic

Adjournment

- Andrew made a motion to adjourn the meeting. Seconded by Sean. The meeting ended at 4:17 PM.

Next Meeting:

Tuesday, February 13, 2024
 3:00 PM – 5:00 PM
 Room MCB 122