



Staff Council

THE TEXAS A&M UNIVERSITY SYSTEM

Staff Council Meeting Minutes

Meeting Date: March 6, 2025
Start / End Time: 3:00 pm / 5:00 pm
Location: MCB Building, Rm 124

Attendance:

| | | | | | | | |
|---|---------------|---|-------------------|---|----------------------|---|--------------|
| | Shelby Aaron | | Tonia Kaikal | ✓ | Matt Pierce | ✓ | Mandy Vance |
| ✓ | Isabel Campos | | Michael Kellett | ✓ | Sean Ray | ✓ | Carla Vogel |
| | Leigh Cherry | ✓ | Stephanie King | ✓ | Shyamala Rajagopalan | ✓ | Miriam Brown |
| | Meredith Fox | ✓ | Lynette Loche | ✓ | Angela Rothstein | | |
| ✓ | Matthew Hanel | ✓ | Pamela Luckenbill | | Ashley Scott | | |

Guests in Attendance: No other guests in attendance

Called to order at: 3:07 pm by Pamela Luckenbill.

Agenda was approved by Mandy.

February minutes were approved by Carla with no changes needed.

Treasurer's Report and Review of Proposed Budget was completed:

Secretary:

Meeting Minutes from March will be approved at the next meeting

Scholarship Committee:

Spring 2025 accepting applications.

Employee of Quarter Committee

Stephanie and Angela will organize the EOQ Committee and select applicant from nominations. Need to have the final nominee by 03/27/2025 to order plaque.

Event Review – Lesson Learned:

Ginderbread House and Ugly Sweater – Isabel will work on feedback and complete event sheet.

Apparel Sales – Sean will work on event sheet, Pamela will pay the Highpoint Invoice.

Chili Cookoff – Tonia will work on event sheet, notes add water or other beverages

Employee Appreciation Award:

Decided on the golf umbrella, Pamela will order.

Isabel will organize the Ice Cream Social and will create calendar invite to get a head count for order.

Annual Picnic:

Date/Time: April 8th 5:30 pm – 8:30 pm

Location: Legend Event Center

Items Confirmed:

- Early Release Approved for 4:30pm
- Popcorn Machine and supplies
- Bubble Machine and liquid
- DJ Confirmed and paid
- Little Aggie Wranglers @ 5:40pm
- Aggie Wranglers @ 6pm
- Yell Leaders @ 7pm
- Flywire is set up for the Silent Auction
- Water bottles iced down in cooler for setup - Matt Pierce
 - (Coolers and water bottles already in MCB-124)

Actions Needed:

- ➔ Pamela will send out official event invitation
- ➔ Sean will let the DJ know he may set up anytime after 2pm and be ready to start at 5:30.
- ➔ Pamela will finalize Event Schedule
- ➔ Pamela will create drink tickets
- ➔ Early Check in Help Needed:
 - 4/4 from 11am until 1:30pm – 2 volunteers needed to sit in MCB atrium
 - 4/7 from 11am until 1:30pm – 2 volunteers needed to sit in MCB atrium
- ➔ Caterer: Isabel and Pamela will finalize contract with Mallett Brothers
- ➔ Charity the Clown: Matt will finalize booking
- ➔ Michael will book MarComm Photography
- ➔ Miriam will help coordinate Bounce House
- ➔ Everyone will reach out to groups for volunteers
- ➔ Door Prizes: Need help to purchase 8 door prizes (Total budget of \$180)
 - Miriam will help wrap these aesthetically!
- ➔ Stephanie will get quotes or a donation for the Silent Auction Donations
- ➔ Isabel will collect the Lost and Found items to be included in the auction
- ➔ Pamela will finish sending out Acknowledgement Letters
- ➔ Pamela will create the Table Display Signs (Let me know if you want to help!)
- ➔ Pamela will create the Triplicate Forms (Let me know if you want to help!)
- ➔ Pamela will get USB 3.0 Drive, Hanging File Box, raffle tickets, name tags, crinkle paper, gift bags (Unless someone else wants to shop!)

Discussed contacting remaining vendors for donations. Ensuring we received donations by 03/28/2025.

Adjournment

- Stephanie made a motion to adjourn the meeting. Matt Hanel seconded the motion. The meeting ended at 4:42 pm.

Next Meeting:

Thursday, April 10, 2024

3:00 – 5:00 PM

MCB, Room 124