STAFF COUNCIL EVENTS COMMITTEE MINUTES
July 14, 2005 at 10 AM
Room 317, Alumni Hall
Committee Chair: Katie Lowry

Members Present: Dave Bledsoe, Danny E. Darby, June Houston, Katie Lowry, Preeti Sagar, Anita Webb.

Members Absent: Rene Bazemore, Tazar J. Gissentanner, San Miller

Members Excused: Carol Miller

Meeting Commenced: 10:02 a.m.

Business: The Benefits Fair is tentatively scheduled for Monday, October 10. Open Enrollment begins Monday, October 3.

Vendor List for Benefits Fair: Debbie Rupp will be talking with Lesli Cotton in HR regarding exclusion of those outside vendors who also participate in the GSU Vendor Fair (sponsored by the Purchasing Department). Only those vendors who provide some sort of direct benefit to the GSU community will be invited, in addition to having internal vendor participants.

Fee for external Vendors at Benefits Fair: There was a discussion on imposing a nominal charge for outside vendors/participants in the Benefits Fair to be held in October. Some of the suggested amounts for the participation fee are $25/$35/$50.

The fee could be used for any costs associated with Internet hook-up, table-cloths and any other miscellaneous fees that Staff Council/Events Committee, participating GSU departments, and/or HR have had to absorb in the past. Katie will further evaluate these charges with Debbie and also discuss using any remaining funding for the benefit of future Staff Council sponsored events, or those organized by the Events Committee, i.e. Staff Council Retreat. Some other suggested uses for the remaining funds were using them for Staff Scholarships and other Staff Council Activities.

Events Committee Charge: From the Staff Council retreat held on June 16, 2005 the Events Committee was charged with developing the following for 2005-2006.

• Establish evaluation procedures for the retreat.
• Develop tokens of recognition or appreciation for Events Committee rotating members.
• Organize Staff Council’s Holiday Social.
• Organize Benefits Fair
Selection of Secretary: Several members of the Events Committee were absent at the first meeting held on July 14, a secretary will be appointed by the next monthly meeting. Katie Lowry will chair the Events Committee.

Benefits Fair Preparation: Discussion on how to improve and streamline the raffle ticket process on the day of the Fair. It was suggested that tags be attached to the bottom of vendor-donated raffle items so it is easier to read the names out loud. An agenda will be developed so both vendors and staff will be able to know approximate time for prize announcements, distribution of raffled items and wrap-up of the Fair. Another suggestion was to maintain a strict agenda and ask vendors to not wrap up prior to the 2 p.m. time limit for the Fair, so that staff can visit between 10 a.m. and 2 p.m.

Announcements: Next Events Committee Meets on Thursday, August 11 at 10 a.m. Room to be announced each time.

Adjournment: Meeting Adjourned at 10:35 a.m.

Respectfully submitted by Preeti Sagar, please send all corrections, changes, additions to psagar@gsu.edu.