STAFF COUNCIL EVENTS COMMITTEE MINUTES
August 11, 2005 10 AM
Room 317, Alumni Hall
Committee Chair: Katie Lowry

Members Present: Renee Bazeimore, Tazar J. Gissentanner, San Miller, Dave Bledsoe, Katie Lowry

Members Absent: Danny Darby, Preeti Sagar, Anita Webb

Members Excused: Carol Miller

Benefits Rep: Michelle Swain (for Tenesha Williams & Lesli Cotton)

Discussion: Vendor List
- This year, we are only inviting vendors that are associated with benefits (i.e. retirement, health/welfare) and employee information in relation to Georgia State (on-campus vendors).
- Discussed grouping vendors together and hanging signage from the ceiling with the following titles: *Health and Welfare, Retirement, Education, Auxiliary Services, and Georgia State Community*

Discussion: Registration
- Katie will send out the registration forms next week.
- Discussed making the deadline for registration September 12th. The registration form will also be on-line in PDF format on the Staff Council website

Discussion: Design & Set-Up
- GSU Logo signs should be posted on either end of the sign that would say "Annual Benefits Fair" Sponsored by The Office of HR & Staff Council"
- Renee will check to see if room 3 is free (State Room).
- 6 signs are needed all together
- So far we have 45 tables for 2 rooms but can fit 55.
- We will be using the House and Senate Rooms
- Dave, Renee, Lesli, and Katie will meet with Larry and Carol to work out the logistics of the room.
- We need table toppers w/ numbers
Discussions: Notification
- Gwen Maddox and Tammy Merck submitted an article to the Villager and posted and announcement on GroupWise.
- Tazar will be in charge of communicating the fair to the GSU community and contacting Deanne Hines about announcing the fair in her PR Meeting.
- Leanne Montgomery and Jarrett King are the contacts for the on-line calendars for the University.

Discussion: Financing
- Renec will obtain quotes on all items needed for the fair so a budget can be established.
- San will contact Graphcom about printing signs complimentary.
- If w charge outside vendors a set-up fee, the money would help with the cost of copying and decorations.

QUESTIONS

1. What are our current financing options?
2. Do we have a budget?
3. Is it to late to ask for a registration fee from out vendors?
4. Should outside vendors be charged only? And how much?
5. Do other institutions charge?
6. Where would they write checks to?
7. Should campus vendors pay out of their department budgets?
8. Is this fair?
9. Is this our decision to make or is it Staff Council’s?

Discussion: Next Year
- Book ballrooms now for next year
- Need to have permanent signs made for use every year

RECAP:
- Renec will be in charge of raffling off the give-away prizes.
- Vendors have been asked to donate items for raffling.
- Lesli will be asked by Michelle about getting someone from Kaiser to do a Health Screening.
- Ask Debbie if the massage therapist will come again this year to do free massages.
- We should not ask for a registration fee this year because it is too late. But do a follow-up letter with current vendors for next year registration with the fees included so they can add this to their budget.
- Tenesha Williams has contact and email address of outside vendors.