STAFF COUNCIL EVENTS COMMITTEE MINUTES
Meeting # 3- 8/25/05 - Room 923 COE – 10 AM
Committee Chair: Katie Lowry

Members Present: Katie Lowry, Preeti Sagar, Anita Webb, Tazar J. Gissentanner

Members Absent: Dave Bledsoe, Danny E. Darby

Members Excused: Carol Miller, Sandy Miller

Benefits Representatives: Lesli Cotton, Tenesha Williams

BUSINESS
Fair Setup and Arrangements
- Rence and Katie will meet with Carol Golder of the Student Center in reference to setup of the ballroom.
- Katie spoke to Melissa Buchheit regarding demonstrations of various programs offered by the fitness center, i.e. hip-hop, spinning and yoga.
- Separate Seating Area at the Fair: A meeting/seating area could be designated with signage indicating that it is to be used as a meeting space for vendors and fair attendees who may have questions and need to sit down with an insurance representative etc. Some of the suggested phrases for signage were “due to limited seating space, please allow others to utilize this space as well,” or, “please limit seated meetings with vendors to 15 minutes when using this seating area.”
- Discussion on designated volunteers to handle the various areas of need for the fair. Also need volunteers for supplies, setup, signage etc.
- Some of the ideas for making the fair more attractive to GSU staff and faculty—feed them cookies! If allowed to bring in outside food to the ballroom, we could have volunteers from staff council bring in cookies and provide disposable platters, but this idea will be further investigated.
- Areas Volunteers Needed – Setup, Vendor Coordination and assistance, Public Relations.

Areas of Setup for Fair
1. Health and Welfare
2. Retirement
3. Education
4. Auxiliary Services
5. GSU Community
Volunteer Designation for Fair Day & Specific Duties of Events Committee Members

Anita, Dave, Danny and Preeti will coordinate volunteer for Fair day and devise an hourly schedule so that enough people are present at the Staff Council table. Volunteers will also be needed as greeters from 9 a.m. to 3 p.m. and to dispense raffle tickets. They will also prepare a proposed budget worksheet to be presented to staff council so that funding can be requested. Renee will handle the scheduling of entertainment (provided by the Rialto) and the raffle. San will handle decorations and signage. Tazar will be in-charge of Communications for the event. Anita will be in charge of supplies for the Staff Council table.

Communication of the Event

- Via Groupwise announcement.
- Flyers – will be given to Lesli and HRAC members by September 15, so that they can make copies in their individual departments and post them in their areas. This would be a cost-effective and efficient way to disperse information in various departments across campus.
- Advertisement in The Villager( Newspaper.)

Meeting Adjourned 11:30 a.m.

Respectfully submitted by Preeti Sagar