

**SAS Meeting Minutes for 10/18/17**  
**9:00-10:30 am; 3060F Jenkins-Nanovic Hall**

**Attending:** Noelle Elliott, Cheryl Lee, Laurie Mastic, Marie Revak, Maribel Rodriguez, Terri Sweeney, Olivia Williamson

**Absent:** Leslie Lestinsky, Jenny Petersen, Rhonda Singleton

**Administration:** Mo Marnocha, Michelle LaCourt

**Meeting called to order at 9:00 am**

**Public Forum**

**Minutes**

- The minutes of the previous meeting were approved as read.

**Lunch and Learn**

- Marsha Stevenson from the Hesburgh Library will present at the November 15<sup>th</sup> Lunch and Learn in 119 O'Shaughnessy Hall.
- Julie Boser from Human Resources will present on the Life Works Employee Assistance program at the December Lunch and Learn also scheduled in 119 O'Shaughnessy Hall.  
*11/7/17 – Late entry: Lucinda Miller will present on the Life Works Employee Assistance program.*

**SAS Trivia Night**

- Trivia Night fundraiser proved to be a great success with the event raising over \$2,300.
- Feedback from the event is listed below with helpful hints for next year's trivia night.
  - Mix the categories of trivia questions so to include other themes beyond just questions relating to Halloween.
  - Table markers including the captain names and table numbers should be available when setting up the tables. This will help minimize confusion of where players are assigned to sit.
  - It was suggested that a chart of the tables be made available when assigning tables/players and to insert the names of the players on each table.
  - Have the projector and laptop available for setup when the tables are being arranged in the auditorium so to avoid last minute rearranging of tables.
  - It was suggested the presenter have a clicker to use during the slide presentation to help synchronize the slides.
  - There was an issue related to the legality of how the door prizes were given away and the proceeds from the *Heads or Tails* game. It was perceived by Little Flower Parish that these activities were games of chance and therefore were not in compliance with the rules of the State of Indiana Gaming department. It was suggested that instead of using a coin toss in the *Heads or Tails* game, to substitute with names of two authors or writers and refer to the game as a *Game of Knowledge*. In an attempt to avoid this issue in the future, it was suggested that an exemption be filed with the State of Indiana Gaming department when the prizes and awards combined are less than \$1,000. Another option is to obtain a gaming license with the State for an estimated

- \$50. The recommendation was made to apply for the exemption in August of 2018 to insure that the State's approval is obtained prior to next Fall's trivia event.
- The committee is tentatively looking at next year's trivia night to be held at the end of October (26<sup>th</sup>) or the first week in November (2<sup>nd</sup>). Marie offered to call Little Flower Church to reserve space and will inquire about space at St. Joseph High School. Terri offered to contact Christ the King Church for availability of their gym.

### **Actor's Troupe Fall Workshop Event**

- It was reported in the morning session that an inappropriate remark was made by one of the presenters which was received offensively by several members of the group. SAS members who attended felt more appropriate language could have been used. However despite the insolent remark, the overall response to the Actor's Troupe workshop was positive and several would recommend it to their co-workers.

### **Administration Updates**

- Laurie introduced Michelle LaCourt, Sr. Director of Finance and Administration, to the SAS members who they in turn shared a little about themselves.
- Laurie relayed to Michelle the upcoming Winter workshop (How we are hooked on our cell phones and How to disconnect from them) and highlighted a few of the events.
- Terri commented that she was grateful to Mike Selsor, business manager at Christ the King Church, for picking up the projector screen that she borrowed from the Church. In appreciation of his service, Mo suggested sending him a thank-you gift. Terri agreed to coordinate the gift with Linda Brady in the Dean's Office.
- Laurie shared that several SAS committee members will be stepping down at the end of the year including Rhonda, Maribel and herself. Terri added she will be stepping down also.

**Meeting adjourned at 10:29 am.**

Minutes submitted by Terri Sweeney on 10/20/17.