

SAS Meeting Minutes 5/16/18
9:00-10:30 am; 5 Shaw Center for Children and Families

Attending: ~~Noelle Elliott~~, Cheryl Lee, Jenny Petersen, Olivia Williamson, Kristine Alumbaugh, and Christine Grandy, Jessica Likens, Kim Murray, and Marie Revak

Administration: Mo Marnocha, Michelle Lacourt and ~~Kim Patton~~

Meeting called to order at 9:00 am

Public Forum- No employees came in, but we did discuss issues with interoffice mail delivery to off-campus sites. Marie will send Cheryl someone to contact to troubleshoot/locate a missing delivery.

Minutes

- The minutes of the previous meeting were approved.

Summer Events

- Unity Gardens
 - Date: May 29, 2018 (Rain date May 30, 2018)
 - Olivia confirmed Cardinal buses for transportation. They will pick up at Library Circle starting at 8:15 to leave at 8:30. Buses will return at 3:30 pm.
 - Food has been confirmed with Martin's. We may need to pick up plates, napkins and cutlery.
 - Everyone will bring their own water or drinks.

Breast Cancer Trivia Night 2018

- Date: Saturday, Oct. 20, 2018
- Location is St. Joseph High School – Leep Hall. Mo, Michelle and Marie will confirm that the contract has been signed and sent to Randy at St. Joe. Michelle signed the contract in December.
 - Will check on issues with insurance to make sure we are covered.
 - After the contract is confirmed, Marie/Mo will cancel reservation with Little Flower church.
 - Marie and Cheryl will plan to check out the space and technology in July or August. Will use music from each decade, TBD with technology.
- Will use donor items as award for trivia winner and best table.
- Cheryl will share Excel sheet to plot tables and table reservations.
- Marie and Tammy will look into getting table number stands. Tammy will ask friend at Merry Me Events.
- Recommendations for bartenders: Marie will ask Eileen Barany. If unavailable, Jenny will look into other recommendations.
- Olivia and Cheryl will develop questions for heads/tails game and trivia. Cheryl will MC.
- Mo has a card reader.
- Duties:

- Kim will lead collecting donations for the silent auction and create silent auction sheets (. Olivia will share the Google sheet from previous years to add a tab for this year's donations. Everyone can add ideas.
- Marketing: Christine
- Trivia tallying: Olivia, Kristine
- Monitoring Silent Auction table: Jessica, Tammy
- Runners: Noelle and Tammy's children (Need 2-3)

Administration Updates

- There are enough volunteers for graduation. Will wear polos and dress pants.
- There was a move to schedule meetings for an hour rather than an hour and a half (can allow for more time, if needed). Administration may join meetings at 9:30/9:45. All were in favor.

This was the final meeting of the semester. Next meeting T.B.D.

Minutes submitted by Jessica Likens 5/16/18