**SAS Meeting Minutes 2/7/19**

**9:00-10:00 am; 107 Malloy Hall**

**Attending:** ~~Noelle Elliott,~~ Jenny Petersen, Olivia Williamson, Kristine Alumbaugh, Christine Grandy, Tammy Kaczor, Jessica Likens, Kim Murray, Kelly Huth, Cassie Rekos

**Administration**: Mo Marnocha, Michelle LaCourt, ~~Kim Patton~~, Dean Sarah Mustillo

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

**Public Forum -** No public forum topics.

**Minutes**

* The minutes of the previous meeting were approved. Jessica will make a few corrections.

**Introductions**

We were introduced to our newest members, Kelly Huth and Cassie Rekos!

**Lunch and Learns**

* Jenny updated us on potential building tours:
  + Matthew Fulcher is in the process of connecting us with someone to lead a building tour. Potentially to be scheduled in April.
  + Bond Hall, Washington Hall, or new architecture building
* Staff Potluck L&L is scheduled for next Wednesday.
  + We still need people to sign up
  + Olivia will bring name tags
  + Jenny will bring SAS name tags with our new logo!
* Make South Bend
  + Would not work for a lunch & learn, but could work as an idea for a workshop.
  + They could come for a workshop, but there is a fee of $25/person plus $50 flat fee for the person.
  + They sent a few ideas of things we could do: abstracts, coasters, create your own whiteboards, etc.
* Kristine suggested that some of our staff teach people how to knit for a March lunch & learn.
  + With a small donation, we could provide some supplies so that people could practice.
  + Christine will reach out to staff about availability.
* Christine followed up with self-defense and is waiting to hear back.
  + Jessica will reach out to Laura Miller-Graff and ask about any self-defense ideas her lab may have.

**Event Planning**

* Spring Break Event – Cooking Demonstration with Victorian Pantry; Wednesday, March 13, 9 am – 1 pm (possibly 11-2).
  + Steve from Victorian Pantry is able to do a cooking demonstration with tasting samples for our group within our budget. He is available from 9 am – 1 pm. Olivia will email to confirm a time.
  + Will check on Jenkins-Nanovich forum and kitchen. Kelly will reach out to see if we can use the space.
  + After this, we should just need a flyer and RSVP.
* Summer Event – Possible bus trip to Chicago
  + Kim checked on the bus company. They are open and have a 56-passenger bus for a 10-hour trip. Kim will check on Friday availability.
  + Tammy compiled a great list of possible activities!
    - Will need to narrow down the options and let people choose; could also have a free day.
    - Will need to review and consider the prices and budget for each activity.
    - Can add things to a list on the drive of other activities we think of.

**Website/Logo/Membership**

* Jenny has been elected as our new Vice President!
* Will need to update website bios and photos.

**Administration Updates**

* We updated the administration on our plans for Lunch & Learns, Spring and Summer Events, and
* Michelle suggested that we prioritize the limited seats on the bus to SAS committee and retirees. We will know in May who is taking the retirement incentive program.

**Next meeting will be March 14, 2019 at 9:00 am in 339 O’Shaughnessy.**

Minutes submitted by Jessica Likens 2/7/19