

GSO Liaison Meeting Minutes  
Tuesday, November 10, 2015 / UWB Beardsless Crossing, 102M, 12:00 p.m. – 1:00 p.m.  
[www.uwb.edu/gso](http://www.uwb.edu/gso)

Meeting called to order at 12:13pm.

Report of Officers: Therese Grant and Lisa Walker, Co-Chairs Christy Grayum, Secretary / Jim Pilon, Acting Treasurer

**In Attendance:** Alice LeFlore, Gina Christian, Daniele Raymond

Lisa brought to our attention proper voting on minutes as outlined in the bylaws. We will start approving minutes again beginning in January. We also need to recruit more GSO Liaisons. Christy will reach out to Michelle Darci Nursing, Erica Spencer IAS, Charollette Rasmussen STEM, and Robyn Smidley Teaching and Learning Center.

### Continuing Business

#### 1. Budget Report, Jim

- Jim Prepared a budget report handout which provided balances as follows:
  - GSO-B, November balance, \$9,332.43
  - GSO – Revenue, November balance, \$24.52
  - UWB General Staff Org (Discretionary), November balance, \$652.79
- Jim reported that there was incorrect postage expenses incorrectly charged \$40.90 and \$13.97. Jim placed a hold on the GSO-B budget on any postage charges so that we can identify who is using this budget by mistake.
- Anticipate charges to hit the GSO-B budget include \$179 for tea and coffee service and \$350 for Continental Breakfast.
- Jim shared his plans with the Treasurer duties that include the following
  - Report the recent status
  - Reconcile the monthly budgets in MyFD and update tracking sheets of all three budgets
  - Set up procedures for collecting and processing revenue and expenses
  - Set up a budget spreadsheet for Executive Committee
  - Set up standard monthly procedures for reporting expenditures

#### 2. Bylaws

**Action Item:** Lisa will send out bylaws in the next two weeks

#### 3. Pancake Breakfast Summary

Christy reported that we had a successful breakfast, attendance was very high. Feedback from attendees was that they wanted pancakes. We had very few volunteers and could not have done a pancake breakfast. Next year we will do pancakes. Therese suggested we use Pacific NW Catering for next year because they are reasonable. Becky did a wonderful job catering our event and putting in the work to help contribute to our successful breakfast.

#### 4. Scholarship

- Deadline November 17<sup>th</sup>
- Chair of Scholarship Committee, Emily Christian
  - Alice will remain on committee, need one more volunteer
    - Dani would like someone to send her an email about what being on the Committee will include.

#### 5. Poinsettia Sales, Gina

- Gina reported that we have reached our goal selling 110 plants!
- Deadline is November 12<sup>th</sup> Lisa said that Tiffany worked with our vendor last year to ask for an extension. Gina will reach out to see what can be done.
- Feedback from buyers is that they would like to purchase plants using a credit card. We will look into involving the Cashier's Office next year
- Christy received a gracious offer from Robyn Smidley to have plants delivered at the Truly House. Everyone thought this was a wonderful idea. Therese wanted to make sure that Robyn was thanked for

her generous offer. Christy will get volunteers to label and organize the plants and to assist with delivery.

- Lisa suggested we have facilities move the plants from the Truly House to Northcreek but Therese thought it would cost \$250 which we all thought was too much money. Alice, Christy, and Dani all thought it was not too much effort to do it ourselves.

### **New Business**

1. Annual Holiday Party
  - December 8<sup>th</sup> is the date we set pending availability of North Creek Events Center
    - Christy will check on availability and send out the FUAC if available.
  - Once the date is official we need to start sending out emails to let the staff know as well as the signup sheet. It was suggested that we switch up the departments again so that Student Affairs does not have to bring drinks again. We may assign Facilities to this.
2. Future Guest Speakers
  - Kelly Snyder, Upcoming Legislative Session
  - Wayne Au, Diversity Council
  - Sue and Sharene, Whole U

### **Announcements**

Adjourn / Next meeting is scheduled for Wednesday, January 13<sup>th</sup>, 2015, 12-1:00 p.m., Location TBD