

January 9, 2013

General Staff Organization Meeting Minutes

Attending: Annie Brelsford, Therese Grant, Elaine Haig-Widner, Kyle Hilsenberg, Rita Marie (for Rita Johnson), Janet McDaniel, Beth Miguel Alipio, Sue Morgan, Jim Pilon, Bronica Sam, Lisa Walker

Budget Report: Umbrella sales totaled \$810, at a cost of \$720 leaving a balance of \$233.30 in our 06 budget. We have a balance of \$171.76 in our 64 budget, however supply expenses have yet to be deducted.

Surplus Umbrellas/ Sales: We have 20 umbrellas left to sell, which would bring in an additional \$300.00. We discussed setting up tables next week in UW1 and UW2 to sell remaining umbrellas. Annie also suggested we send out an email directed to different department to buy “courtesy umbrellas” to have in their program/school offices.

- Action Item: Annie will draft an email, along with Therese, to send to different programs and get in touch with Robyn.
- Sue will send an email to liaisons to volunteer for different shifts to sell umbrellas the week of Jan. 14 – 18, and send a FUAC request for UW2 for Jan. 16 and 18.

Holiday Party Wrap Up: Discussion centered around student workers and the ratio of desserts to side dishes at our last Holiday Party. After much discussion it was decided we need to include student workers in the event, and to be more specific in our messaging to different departments about bringing enough food to feed your department and to make sure a variety of side dishes are provided. One idea floated around was to have different departments “sponsor” certain catered side dishes, instead of people bring home cooked items. We also talked about having a high school jazz band or choir sing at the next Holiday Party.

- Action Item: Annie will gather costs from different caterers regarding side dishes and cost
- Action Item: Jim will research local high school bands/choirs

Town Hall: The Jan. 15 Town Hall has been cancelled and will be rescheduled at a later date.

- Action Item: Lisa will contact Melissa Arias to see her availability for the next Town Hall to talk about the GSO donation program.

Pop-on-In: Sue distributed bags with GSO welcome cards and Tootsie Pops for liaisons to have in their program suites. When there is a new hire in their unit, liaisons can give the new hire a welcome card and Tootsie Pop on behalf of the GSO.

Poinsettia Sales: We discussed giving staff the opportunity to pre-order poinsettias at the October Pancake breakfast, to be distributed at the Holiday Party. This will need to be well publicized before the October breakfast.

- Action Item: Lisa will contact nurseries in the area.

Spring Informational Presentation: Liaisons thought it would be informative to learn more about the use and benefits of social media for their program/schools.

- Action Item: Lisa will research Laura Mansfield's availability, either early February or March.
- Kyle will check on the availability of UW2 005.

Finances: We'd like to have cost analysis/projections for the year regarding parties/event/scholarships.

- Action Item: Sue will set up a meeting with Jim and Lisa.

Meeting adjourned / Next meeting is scheduled for Wednesday, March 13 – UW1 103.