

## **SAG Steering Committee minutes 7/24/17**

In attendance: Idalia Sepúlveda, Candace Hairston, Jamin Totino, MJ Lynn, Lilly Routledge, Lisa Quimby, Rebecca Shepard, Lori Dawson

### **1. Steering committee jobs**

- a. Candace volunteered for the “secretary” position and will be responsible for scheduling meetings and booking rooms
- b. MJ volunteered to update the SAG website; Idalia will give him access to make changes to the website
- c. Lori and Jamin volunteered as meeting facilitators
- d. We agreed to put together list of positions and who is holding them. This document will be added to our shared files.

### **2. Shared files: Box vs Datastor**

Box can be accessed off campus without VPN, but the folder may be tied to the person who initially sets it up. Datastor doesn't have one particular owner for a directory, however, it can only be accessed on campus or through the VPN. We have agreed to go with Box for now. We already have some files on Box and need to make sure the entire committee has access. We also need to find out if we can have the Box files associated with the SAG steering committee account, rather than an individual committee member's account. Some of us are also new to Box and would like an orientation. Lisa will ask Ben Harwood to give us a brief tutorial.

### **3. Welcome reception planning**

- a. After the successful event last year, we have agreed to follow the same plan.
- b. Date/location: Thursday, Sept 28; Lilly reserved the Surrey reserved 4:30-6:30pm, and we should be able to get in early to set up.
- c. Music – Rebecca will contact John Nazarenko to recommend a couple of students (last year paid \$30 or 50 each)
- d. Raffle – Last year we obtained funds from HR, and most prizes were from businesses off campus. Lilly will contact HR about funds for raffle prizes. Rebecca will contact Carol Schnitzer from Purchasing to see if they can donate a couple of prizes. MJ will shop for other prizes. Jamin may have leftover raffle tickets from last year.
- e. Menu – beer, wine, appetizers from Dining Services were successful last year. We need to give them a final count of attendees 3 days before the event. Rebecca will pass last year's menu on to MJ. Candace will send out a “save the date” announcement with an RSVP.
- f. Rebecca volunteered to decorate name tags with different colors for new staff and for steering committee members
- g. Activities – Idalia will work with Amanda McEnery (if Amanda is willing) on “fun facts”. Last year we stopped the music to talk and draw raffle numbers 4-5 times throughout event. Lilly will ask for list of new staff (new since last September) so that we can introduce them.

- h. Decorations – we need table decorations. Lilly will look into small/tall tables to encourage people to move and mingle instead of park in one spot. We will also have a reception table with name tags, a sign in sheet, and information on SAG at reception table. Steering committee members will staff the table in shifts (two people at a time).
  - i. Photographer – Idalia will organize this.
  - j. Other ideas
    - i. Prize for which area has the most staff attend the event – Idalia will organize this
    - ii. Ask if various people want to either reach out to staff or have us make announcements at the event (Kristie Ford, Darren Drabek, etc.)
4. Our next meeting
- a. We have agreed to have an in-depth conversation about the group and the focus of upcoming meetings and events. We plan to decide on a few topics and organize the dates around the availability of the guest speaker.
  - b. Kristie Ford recently reached out to us regarding CLTL, expressing that she would like to meet with us. Our next meeting would be an ideal time for this. Idalia will find out about her availability, and we will organize our next meeting around those times.
5. Ideas for future events
- a. Follow up on last year's book discussion ("What If?" by Steve L. Robbins) – discussion of next steps
  - b. Talk with Joshua Woodfork – there will be an event in October that is a follow up to the "In It" programming this past spring.
  - c. Opportunity program update – Kelli Johnson (director) might be interested to give an update to everyone; let's try to do this in the fall (maybe October?)
  - d. Some sort of wellness event or add-on to the wellness fair that HR already does, a collaboration rather than a separate event. Possibly also coordinate with Jennifer Schmid-Fareed (mindfulness program coordinator for the office of religious and spiritual life) to organize something for staff. This could be during finals week, along with "survival week" programming for students. We could also do a wellness event later in the year (Jan. of Feb.), perhaps a short (45 min? 3-hr?) retreat for staff.
  - e. Lilly will reach out to massage schools in the area to see if we can set up monthly massage event.