

**Staff Advisory Committee
Special Called Retreat Meeting
June 9, 2021 - 8:00 a.m.**

Members Present: Angie Denson, Shana Eads, Amy Foster, Carrie Harris, Susan Henry, Bethany Jones, Andrea Kruszka, Charlene McClain, Kim Meredith,

Members Absent: Margo Dirkson, Kathy Faulkner, Michelle Holm, Corinne Johnson, Michael Sliger, Angie Wells

Others Present: Lee Wray and Donna Schrock

Summary:

Discussed location, schedule, cups to hand out, door prizes. Assignments for duties were talked about.

Proceedings:

Donna Schrock passed out schedules for the Clerical & Support Staff Retreat. A change was made to when the plaques will be presented. We need everyone there to help support the retreat, to sign up for a time that works for you to help. We hope all can be there to participate with the retreat and help where needed. It will be in the new Stonecipher Lecture Hall. The lunch will be in the large Lobby area. Registration and name tags will be on two tables by Room 206. Please print off the signs that were sent to help promote the event. Make sure we all register, only 59 so far.

Angie Denson brought in two cups as examples to hand out at the door. One is for cold drinks and one type was for either hot or cold. The department received the wrong color and they were free to them and one had the old logo on it. Angie also has pens we can put in, Amy has calendars and I will buy mints. Chartwells will give us a free coupon for each person to go into the dining area and receive a free lunch. They will be giving a presentation on dining also. Charlene suggested that we see if we could see if there are any lapel pins left that we could put in the cups. Lee was not aware that we would have that many to use.

Susan Henry volunteered to stuff the cups in her office. She will get with Angie Wells to get the cups and fill them. Have the items to Susan early next week. Plan on filling 100-120 cups. Susan will get the cups over to Stonecipher Hall for the event. Tables will be set up by 3:00 p.m. on Monday. The President and Kari Oldham will do opening statements and present the plaques for the Outstanding Staff Awards. Went through the schedule, assigned some jobs.

Andrea Kruszka went over the games / activities we will do to get people moving around the room. Will start with the birthday game; everyone will have to get in order of their birthday with everyone else without talking. Andrea will start off with her birthday being the middle of July and we follow from there. Only Andrea will speak we will all participate. The second game everyone will have received a number or color when they check in. Then you need to get in groups and find out what you all have in common.

There will be two simple box lunches and a vegetarian option. Boxed lunches include sandwich, chips, apple, and cookie. Coffee just in the morning. We will get bottled water, bottled sweet tea, Pepsi and diet Pepsi. Einstein's area has their chairs up on tables but lobby area is available.

Lee will be there for the Question & Answer Session and will recruit someone to answer questions with him. We talked about having questions submitted ahead of time. We added 15 min to Recruitment and 15 min less for Question & Answer. Door prizes will be given out with tickets drawn, Carrie Harris has tickets.

Amy Foster will contact their IT person to be available if needed for any electronic trouble we may have. Donna will talk with Torri to get an extra table for a total of three and Chartwells will have linens for the three. Angie will explain lunch and do the closing remarks with door prizes. Registration closes on Tuesday, July 13th, for lunches but hard close by Thursday for names.

Adjourned at 8:37 a.m.

Donna Schrock, recorder