

Tulsa Staff Senate Minutes  
February 6<sup>th</sup>, 2014  
Time: 10AM – 11AM, Meeting Location: 3100

Meeting Attendees: Kerri Jackson, Jenna Tow, Ruth Neal, Rick Koontz, Michelle Bickle, Barbara Holt, Charlotte Berryhill, Kody Burns, Heather Knotts, Beth Sullins, Vicki Ford, Hillary Hamilton, Lynne Wright, Melissa Morrow, Krista Pettersen, Alisa Dougless

- I. Approval Of Minutes
  - November & December minutes were approved.
- II. Treasurer's Report – Michelle Bickle
  - Staff Senate Treasury Report for month ending Dec 2013 was viewed.
  - **Expenses incurred** –

Gift wrapping	\$81.95
I AM Staff Senate magnets	\$55.00
Holiday Reception	\$738.42
  - **Monies Earned-**

Gift Wrapping	\$247.00
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  - Total for all accounts:** **\$7145.21**
- III. Secretary's Report – Kody Burns
  - No New Report.
- IV. Committee Reports
  - A. Merit Award Committee –**
    1. Cortney Dennis has resigned so Krista Pettersen will be heading the committee. Krista handed out Merit Nomination award form to review.
    2. Committee will be Krista Pettersen, Alisa Dougless, Beth Sullivan, Ruth Neal, Charlotte Berryhill, and Melissa Morrow.
    3. President Clancy will need to approve either 4 or 6 Merit award winners. Staff Week Committee will meet with him this month to discuss.
    4. Beth Sullivan will be creating a Qualtrics nomination form that can be sent out to ease the nominating process.
    5. An email with nomination details will be sent out in February with nominations being accepted until March 1<sup>st</sup>.
  - B. TAC Committee – Alisa Dougless & Heather Knotts**
    1. Pei Wei Fundraiser is being arranged for March.
    2. It was approved to purchase OU-Tulsa shirts for resale with Staff Senate/TAC funds.
    3. Buying lunch for volunteers who contribute for 4 hours + was discussed. The discussion was tabled until the next meeting when price quotes could be offered.
    4. Cupid Express (glacier's chocolates) will be offered again this year for Valentine's Day. Order emails have gone out.
  - C. Staff Week Committee – Heather Knotts & Kody Burns**
    1. Staff Week Committee and Tulsa Activities Committee have combined.
    2. There is no word on whether Fidelity has accepted the sponsorship proposal. No deadline is known at this point.
    3. A list of events and budget information will be provided at the next meeting.
  - D. Membership Policy Review Committee – Alisa Dougless**
    1. Upcoming elections were discussed. Alisa will check dates and have more info. next month.
  - E. Communications/ Marketing Committee**
    1. Bios and pictures for the website were requested.
- V. Old Business - None
- VI. New Business - None
- VII. Announcements
  - Rick Koontz announced that an ATM will be installed on February 11<sup>th</sup>, 2014.
- VIII. Adjournment – Meeting was adjourned at 10:55AM.

Next Meeting will be March, 6<sup>th</sup>, 2014