



December 9, 2014

8:30 am

Minutes

Call to Order

Quorum Confirmation (Confirmed) (12 voting members in attendance).

Meeting Attendees: Josh Ramaglia, Charlotte Berryhill, Hilary Hamilton, Beth Sullins, Eric McKinney, Angie Childers, Sarah Caldwell, Jenna Tow, Kaitlin Seagraves, Ruth Neal, Ashlee Taylor, Alisa Dougless, Tricia Rahal, Lorri Craig, Kerri Jackson

Meeting called to order at 8:30 a.m. by Alisa Dougless.

- I. Approval of Minutes: Minutes from November's meeting were approved with no corrections.
- II. Treasurer's Report: no report
- III. Committee Reports:
  - a. Merit Committee: No report
  - b. Membership & Policy: No report
  - c. Communications: The website still needs updates for pictures and bios.
- IV. Old Business
  - A. Holiday Decorations – discussion around existing decorations, organization, storage. Alisa has had discussions with Operations to share responsibility for decorating campus, but issues with short staffing may make this challenging. Proposed having a Chair in charge of decorations next year. Several people volunteered to help put decorations away, go through existing decorations and figure out what is needed for next year.
  - B. Pop-Up Shops and Wrapping – very successful, over 150 attended (Topeca Coffee, Stella & Dot, Glacier Confections and On a Whim). Two more wrapping sessions are scheduled. Asking for donations of wrapping paper and ribbon.
  - C. OU-Tulsa Items – an email went out to all Tulsa staff, faculty, students, for items we still have for sale. We need design suggestions for additional promotional items to sell in the Spring.
- V. New Business
  - A. Holiday Party – Still need volunteers. Whole Foods is catering, President's office is providing wine.
  - B. January Announcement – Starting in January, the 15<sup>th</sup> of each month will be "Spirit Day" on campus. People who wear OU attire will be entered into a drawing.
  - C. Staff Week – April 20-24 – Need to send an email out for design ideas, and form a volunteer committee to organize the activities for that week.



- D. Staff Week – April 20-24 – Need to send an email out for design ideas, and form a volunteer committee to organize the activities for that week.
- E. President Schumann will attend the February Staff Senate meeting.
- F. Other holidays – discussion about Valentine’s Day ideas, and possibly Chinese New Year. Tabled until January meeting.

Round Robin discussion – email distribution lists, “one team, one fight”, and other announcements. There will be some sort of staff event for when the HSC payroll changes happen in June.

Meeting was adjourned at 9:30 a.m.

**Next Meeting: Tuesday, February 10, 8:30 am, 2C33**