

## Southwestern Staff Council Minutes December 10, 2014

**Present:** Claudio Brigueda, Jamie Collins, Kirk Fast, Debbie Flaming, Janet Grabeal, Mallory Hankins, Michael Kluver, Tommy McDaniel, Kathy Megli, Glenda Printz, Nancy Sanders, Jessica Smith, Justin Weathers **Not present:** Joe Dube

1. Call to Order – Kathy Megli – 9:33 am
2. Approve November's minutes – Previously Emailed
  - The October 8, 2014 minutes were presented via email prior to the meeting.
    - Rewording on item 3
    - Remove Nancy Sanders from the present list.
    - Michael Kluver motioned to approve the minutes with the changes, seconded by Claudio Brigueda. Approved by majority vote.
3. Update on Craft Show Fundraiser – Debbie Flaming
  - A proposal to have the craft show was sent to Tom Fagan and it was approved.
  - It will be held in the Wellness Center on September 12, 2015, 9am-4pm.
  - Garrett King will advertise it with other Parent's Day activities.
  - Want to have 30-35 booths, money will have to be received before a spot will be reserved. SWOSU staff will get first pick, then it will go out to the public.
  - The Masonic Lodge will help during the show and will match the money raised for scholarships.
  - Tommy McDaniel is a Masonic Lodge member said that they can match up to \$1000.
  - The name will be The Bulldog Bazaar.
  - Kathy Megli talked to Brenda Burgess about setting up

### **ACTION ITEMS:**

- ✚ **Mallory Hankins** - Will take over the webpage.
- ✚ **Kathy Megli** – Send a letter to Tom Fagan to allow us to do focus groups with staff.
- ✚ **Jamie Collins** – Will look into focus group training.

4. Staff Recognition Reception Wrap-up
  - The attendance was higher this year than last year.
  - Thank you notes still need to be written and sent out.
  - Over all the reception went well.
5. Sayre Staff Recognition Reception
  - Kathy will get a car from the physical plant, so anyone who wants to attend can.
6. New Business
  - **Craft Show – Debbie Flaming**
    - Justin will get measurements of the wellness center for booths.
    - Want to plan it for September 2015. Possibly on Parent's Day. We need to decide if we want to make it ruled or unruled. We will charge \$50 per booth, which will get us enough money to cover the scholarships. We will not allow booths to sell food so that SSC can sell food and drinks to raise

- extra money. We would also like to give a percentage to charity. We will try to advertise for booth sign-up in January.
- o If we don't get enough crafters to rent booth space we can then open it up to local businesses.
  - o We need SSC members to help come up with a catchy name.
  - o Committee will consist of Debbie, Jessica, Janet, Glenda, and Kathy.
  - o The Committee will set a date.

**ACTION ITEMS:**

- + **Justin Weathers** – Get measurements of the wellness center for booths.
- + **All SCC Members** – Think of a catchy name for the craft show.
- + **Craft Show Committee** – Set a date for the craft show.

7. Meeting Adjournment – 10:45 am

- Debbie Flaming motioned to adjourn, seconded by Michael Kluver. Approved by majority vote.

**Next SSC meeting – December 10, 2014.**