Minutes of the Communication Subcommittee of the
Staff Advisory Committee to the President
Thursday, June 6, 2013
Randolph Hall 106D

Attending: Herbert Frasier, Susan Hallatt, Jennifer McClerklin, Anne McNeal, Marlene Williams

Anne McNeal called the meeting to order at 10:00 AM.

Celebration of Staff

Location:
The only space large enough to accommodate all staff at once is the TD Arena floor. An event requires three days including set-up and tear-down, and there is not a three-day window available in the immediate future.

Instead, we will have a “drop-in” for three hours, 10:00 a.m. – 1:00 p.m., preferably at the Stern Ballroom.

Date:
Because of the Orientation schedule, the ideal dates would be June 26, 27 or 28.

Venue:
The pre-function area of the ballroom will hold two tables: one for SAC volunteers, in 30-minute shifts, to accept staff suggestions; and one for the raffle ticket container and raffle prizes.

The Ballroom will be set in both rounds and cocktail tables to keep things moving.

A PowerPoint presentation about SAC will be shown on the video screens on a continuous loop.

We will post a list of raffle prizes. The drawing will be held at 12:45.

Assignments:

Location and set-up: Jenn
Menu including linens: Anne (Check with Amy Orr about a discount from Dining Services.)
PowerPoint: Susan
Raffle tickets: Anne (Including lines for name and phone)
Raffle prizes: Susan and Jenn (Anne will provide portfolios)
Invitation: Anne (Including info about raffle prizes)
SAC name badges: Anne

The raffle tickets and name badges will be paid from the SAC budget, pending Marcia White’s approval.