

**Staff Council  
Special Events Committee Meeting  
Minutes  
January 15, 2009**

Members present: Nancy Gibson, Chair, Karen Eckert, Kim Gibson, Megan May, Andrew Poland, Shari Upchurch, and Dale Ray, Ex Officio Member

Members absent: Scott Cunningham, Melanie Curfman, Roxanne Fuentes, Lodema Lines, Judith Mathews, Amy Pfaff, Courtney Wooton

Nancy Gibson welcomed everyone and called the meeting to order. She welcomed Andrew Paul as a new member of the Special Events Committee.

**Legacy Project**

Nancy reported that she has had a couple of her constituents volunteer to help with the initial planting of the flowers. If anyone else has constituents who are interest, please forward their name and information to Nancy so she can contact them.

We will be receiving 12-15 flats of flowers, which hold 18 plants each. The plants are to be place 8" apart. We will also be provided with mulch as well. We will be notified by the Grounds Department 2 weeks prior to the first planting. It was suggested that we put up a temporary sign, such as the yard sale-type signs you can rent, until our sign is done. Nancy has been trying to contact the Architects Office with no response with regards to our permanent sign. It was noted that the Architects Office is currently running behind schedule due to budget cuts.

Nancy reported that we will need to provide our own shovels, troughs, rakes, gloves and trash bags. It was determined by the Committee that the initial planting should happen on a Saturday to help with everyone's schedule as well as the amount of traffic around the location.

Karen Eckert mentioned that she has to design a website for a class project and she would like to design a website for us that has place for people to sign up for specific times to help with the planting and/or maintenance of the location.

It was suggested that we get the Communications Committee to write an article and take pictures during the initial planting. It was also suggested that we contact Mary Hardin, editor of the SCOPE, to cover this as well. There was some discussion on trying to get the local media involved as well. Shari has a contact with Channel 6 and will try to see if she can get some coverage.

## **Blood Drive**

Nancy reported that the date has been set for April 29 from 9-3 for the blood drive pending approval from the Indiana Blood Center. Rooms in the Campus Center are available, however, they are very expensive to rent for the day. She found out that the Student Government can get these rooms free of charge. She contacted the President of the Student Government, Eduardo Nieto, to see if he would be willing to work with us on this. He was happy to rent the rooms for us and help us out for the Blood Drive. It was suggested that Eduardo become a member of the Special Events Committee, as this would be beneficial in many areas for all.

There are currently two locations set for the Blood Drive – the Campus Center and the Safeco Building. Nancy asked the Committee if they thought a third location would be good. The Committee agreed that a third location would be good, however, they felt that Taylor Hall was too close to the Campus Center. Dale mentioned that Van Nuys Medical Science Building had been used in the past and was very successful. The Bloodmobile parked on the medallion in front of the building and the check in was inside in the atrium. Shari works in this building and will contact the appropriate people to see if we can make this happen. Nancy will contact the Indiana Blood Center to see how they want the rooms set up.

Nancy asked the Committee if they thought the Communications Committee should take care of distributing the table tents, etc. this time. The Committee agreed that this is something they should take care of as part of the PR of the blood drive. They also should be in charge of creating a banner to hang up. It was suggested that the banner have both the IUPUI Staff Council and Student Government Blood Drive on it since they are helping us out this year.

After a brief discussion, it was decided to have the theme for the spring blood drive be the same as last year for continuity. It will be “Spring Into Life”. Karen Eckert has the flyer from last year and will share it with us for updating.

## **Staff Council Retreat**

It was suggested that this year’s Staff Council Retreat be different from year’s past. One suggestion is to have the agenda be what the Staff Council and its Committees want to accomplish in the next year. It was also suggested having a Dean speak at the Retreat. Another suggestion was to incorporate the new member orientation into the Retreat. Maybe have the orientation begin at 8:30 and then the rest of the Retreat begins at 9:00. This would hopefully get more new members involved in the Retreat. It was also suggested that a New Member Manual be put together to help new members know exactly what all the Staff Council does.

The Committee discussed putting together a survey of all Council members to see what they would like to get out of the retreat. Karen mentioned that she has access to a computer program that can do this for us. Once we come up with the questions, we need to get approval from the Executive Committee and then submit them to Karen and she will send out to the Council.

### **Miscellaneous Items**

Nancy noted that there is a Development Committee listed as a committee for the Staff Council; however, it is currently not an active committee. She suggested that this Committee would be appropriate to take over the Legacy Project and Blood Drive, based on their written mission. Karen will look into why this committee is not currently active and will report at the next Special Events Committee meeting.

Kim reported that she researched some staff councils at other IU campuses as well as a couple of other Big 10 schools to see how they raise money. She mentioned that she saw that there was a Professional Staff Council for professional staff only at one campus and she either couldn't find or did not have access to other IU sites. She reported that Ohio State holds a hidden benefits fair and an arts and craft fair, which is more of a show instead of sale. They give ribbons for best in show, people's choice, etc. IU East also holds an arts and crafts fair and sell a cookbook.

Nancy reported that it had been discussed in the past about having all the IU schools in the state have a joint staff council as well as each individual council. It was mentioned that the logistics would be very difficult for this.

### **Adjourn and Next Meeting**

The next Special Events Committee meeting will be held on Monday, March 2 at 3:30 pm in EF 325. Magon Works from the Indiana Blood Center will be at this meeting to work on the Blood Drive.