

Members present: Nancy Gibson, Kristy Chapman, Rochelle Hudson, Holli Smith, Becky Thacker, Janice Walls, Lucy Smiley, Beth Chaisson, Susan Bradley, Lyndsi Moser, and Lindsey Berry (Indiana Blood Center)

**Legacy Project:**

- Completed 10/13/10 by SEC.
- Kristy was able to get 2 extra volunteers from her unit to help with the planting.
- Despite the rain, Michigan/West portal was completed. Limestone portal will be planted by Ken at a later date.
- Karen will place signage by the portals to acknowledge the Staff Council Legacy Project.
- Kristy indicated that discussions will be begin soon for a timeline for the spring planting so more notice can be given to volunteers.
- THANKS to all of you that participated in the planting!

**Retreat Survey Results:**

- Kristy provided the survey results from Retreat attendees.
- There was an overall positive reflection and feedback regarding the schedule, presentations, and activities throughout the day.
- Retreat task force should consider feedback from “Recommendations for speakers or workshop topics,” “Food and menu choices,” and “Retreat activities continued or added” as they brainstorm for 2011 retreat.
- Sue provided an alternate location option – The Jameson Camp and Retreat Center for the 2011 retreat.

**Fall Blood Drive:**

- Scheduled for Tuesday, 11/2/2010.
- Kristy is working on final approval for the sites. Tentatively we will have bloodmobiles at Taylor Hall (10am-3pm), VanNuys Med Sci Building (10am-3pm), and IT Building (8:30am-4:30pm).
  - Due to problems in past years with bloodmobiles at the Med Sci Building, Kristy will explore the Dental School as an alternate location.
- SEC would like to have a separate room (outside of the bloodmobile) for the IBC to conduct their screenings. SEC would also use this space for a Staff Council table where we will greet volunteers, distribute the IBC reward cards and other IBC incentives, and Staff Council information.
  - Kristy has obtained the names of the appropriate contact people at each site to check on the feasibility of this request.
  - Karen will send out a sign-up sheet for volunteers to man the Staff Council tables at each donation site. We would appreciate everyone’s help on this day!
  - Kristy will check with Karen for any remaining Staff Council gifts for donors. We would like these gifts to be small, as the spring blood drive will be more substantial.
- Lindsey Berry (IBC) will provide fliers (for posting in campus buildings), handouts, and signage for each location. She will also send small packages of Oreos, “I Gave Blood Today” stickers, and IBC reward cards for all donors. The IBC will provide hyperlinks for each donation site to schedule a donation time.
  - Nancy requested limiting each time slot to 3 people (instead of 4) to allow for walk-ins. Although the current set-up of 4 per slot is determined by software programming, Lindsey will look into setting up placeholders for us. Most likely this extra space is needed for Taylor Hall only.
- Meagan Senesac (Communications) will assist in advertising for the blood drive.
- Maggie Stimming will promote the blood drive in the Work/Life Newsletter emails.

### **Task Forces:**

- As mentioned at the September meeting, SEC will be dividing into task forces for each project.
- After the meeting, Kristy distributed an email naming all SEC projects with a request to sign up for the task force(s) you would like to serve on.
  - To date, we have the following members committed to these task forces:
    - 1.Spring Blood Drive
    - 2.Legacy Project
    - 3.Holiday Party – Nancy, Lindsay Macy
    - 4.Community Project – Rochelle, Lyndsi, Roxana Fuentes
    - 5.Retreat – Roxana Fuentes
  - If you haven't already, please email Kristy so she can finalize the task forces.
  - All SEC members will eventually help with the Retreat as summer approaches.

### **“Fall” Project:**

- Continuing last year's project, SEC has decided to maintain Staff Council partnership with the Ronald McDonald House (RMH).
- Karen previously mentioned that this does not have to remain a fall project – it can be moved to another time of year.
  - To lessen the burden on Staff Council during the holidays, a timeline of Feb-Mar was suggested for the project. This new timeframe may also be more beneficial to the RMH as holiday donations may need to be replenished.
  - Kristy will ask the Executive Committee of the SEC's decision to move this project to springtime.
- Both donations and meal-making for the RMH were suggested. SEC decided that members could handle both in the spring.
  - Rochelle suggested that meal-making could be scheduled once a quarter and/or an additional charity be added to our project.

### **Holiday Party:**

- Staff Council will hold their December meeting at the Center for Young Children.
- SEC will be responsible for planning/providing refreshments for Staff Council.
  - Kristy will contact Chartwells to see if they will donate any food for refreshments, or provide smaller items (individually wrapped cookies) as gifts for the CYC kids.
- Staff Council will be encouraged to donate hats, gloves, scarves, etc. for the CYC Giving Tree which is a CYC donation to the Damien Center.

**Next meeting: Thursday, November 11<sup>th</sup>, 3-4pm @ Dental School room 245**