

**Staff Council
Special Events Committee Meeting
Minutes
May 4, 2009**

Members present: Nancy Gibson, Chair, Karen Eckert, Kim Gibson, Lodema Lines, Andrew Poland, Shari Upchurch and Sue Herrell, President, IUPUI Staff Council

Members absent: Scott Cunningham, Melanie Curfman, Roxanne Fuentes, Judith Mathews, Megan May, Amy Pfaff

Blood Drive

Nancy reported that the IUPUI Spring Into Life Blood Drive was successful. A total 116 pints of blood were collected for the Indiana Blood Center. She thanked everyone for their hard work.

Staff Council Retreat

Date and location

The date for the Staff Council Retreat will be Friday, July 10. The Committee looked at the survey results from last year's retreat. Several people mentioned that they would like more activities and interaction with other Staff Council members at the retreat. It was also mentioned that Bradford Woods is a hard location for some to attend due to the distance. However, after much discussion regarding location, it was decided by the Committee that the retreat will be held at Bradford Woods again. The cost of the retreat is considerably less at Bradford Woods. Sue Herrell stated that we should have a budget of around \$2500, so we can use the extra money to have more team-building activities throughout the day.

Theme

The Committee discussed a theme for this year's retreat. A tentative theme is "Staying positive in trying times". All items that will be covered in the retreat will be given to Staff Council members prior to the retreat to help them be ready to discuss these items.

It was suggested that an outside speaker come in to discuss strategies for saving money, etc. Shari Upchurch suggested that her sister-in-law, Rhonda Upchurch, would be a perfect speaker for this. She is a Regional Vice President with Primerica and spends a large part of her time working with families to help get them out of debt. Shari will send the contact information to Sue so she can arrange to meet with Rhonda regarding speaking. The Committee also would like to work in the 30th anniversary into the retreat as well.

Prizes

Nancy reported that she currently has 5 prizes already for the retreat. She also mentioned that CVS has donated bottled water for the event. The Committee thought it would be better to give away fewer prizes and have people earn them rather than draw for them. It was suggested that small goody bags be put together for everyone in lieu of giving away prizes to everyone. There are enough Hot Box tickets to use already. Nancy asked everyone to think of places to contact for prizes and for goody bag items. Shari volunteered to contact the Indianapolis Indians for tickets. Karen believes she has the e-file of the donation letter that she can send to everyone.

Activities

After discussion regarding activities for the retreat, the following items were suggested:

- Break into groups and have a scavenger hunt. Winning team wins a prize.
- Play the game “Two truths and a lie”. This game will require everyone to hang a card around their neck telling two truths and one lie about themselves. Everyone will go around trying to guess which one is the lie and which ones are the truths. If the person guesses correctly, they will get the person’s tag. The person with the most tags collected at the end of the game will win a prize.
- Doing more outdoor and indoor team-building activities. Contact Bradford Woods to see what they offer and how many people need to participate.

Seating

One of the common comments in the survey was that there was not enough interaction between Staff Council members during the retreat. It was also suggested that everyone be assigned a table so that we can make sure that new Staff Council members can be placed with current members. This will help the new members feel more welcome and will be able to ask questions throughout the event. The table assignment can be put on the nametag.

New Member Orientation

The Committee then discussed having new member orientation prior to the retreat. This will help new members know what to expect at the retreat and help them make a decision as to what committee they would like to serve on. It was suggested that the orientation be held either a couple of weeks prior to the retreat or 30 minutes before the retreat begins in a different room. After some discussion, it was decided that the best time to have the orientation would be a couple of weeks prior to the retreat.

Committees

It was suggested that the Committee Chairs tell about their committee throughout the day instead of during one long introduction. This will help break up the monotony and give everyone a chance to think about what committee they would like to serve on. The committees will break into groups towards the end of the day to discuss the goals for the next year.

Adjourn and Next Meeting

The next Special Events Committee meeting will be held on Monday, June 1 at 3:30 pm in EF 325. Note that an additional meeting may be called prior to the retreat to help finalize plans.