

## Events Task Force Minutes

2-4-19

Meeting Called to Order: 3:15

Consent Agenda: Brent motions, Christ 2nds. Motion passes 5-0-1.

1. Brent motions to add Budget Forum and Earth Day.
  - a. Francesca 2nds. Motion passes 5-0-1.

Approval of Past Minutes: Brent motions, Francesca seconds. Motion passes 5-0-1.

Actions Items: (None)

Discussion Items:

1. Valentine's Day/Self-Care
  - a. ---
2. Wellness Events/Period Supply Drive
  - a. ---
3. Peanut Butter Drive
  - a. 78 count in total.
  - b. 42 from Willamette Hall.
  - c. Benton Center is keeping their box for a little longer.
  - d. Consensus: event is a success.
  - e. Peanut Butter shelf life after expiration: 2 years.
  - f. Brent: 6 cases of peanut butter expired in 2018. We need to give these out first.
4. Bowling Bash Updates
  - a. Tomorrow from 3-5pm.
  - b. Brent needs to get his bowling in.

- c. Brent: additional promotion?
    - i. Francesca: new sign in front of SLC office.
    - ii. Chris: Brent and I have posted on LB Live.
    - iii. Chris: weekly events posting?
      - 1. Brent & Francesca thinks it is a good idea.
5. Study Jam/Updates
- a. Days and times are set in stone.
  - b. Francesca: should we go to the library? Chareanne recommends it.
    - i. Brent: we should keep them in the loop. Talk to Bryan.
    - ii. Library has mirroring hours to Study Jam.
    - iii. Francesca: Chareanne wanted more hours for Library to have actual mirroring hours.
    - iv. Barb: \$9,000 estimated expenses for Study Jam each year beginning next year.
      - 1. Chris: I think it is a good investment.
      - 2. Brent: I'd like to see the cost to keep the Library open.
      - 3. Francesca: \$530 estimated to help keep Learning Center open.
      - 4. Francesca: Let's simplify.
        - a. Brent: I'll talk with Bryan.
        - b. Chris: Francesca and I will focus on working with Chareanne
      - 5. Francesca: Benton Center will be open 11-4 on Saturday for Study Jam.
      - 6. Brent: Not doing Lebanon Center anymore.
        - a. (Back and forth discussion for clarification)
        - b. Chris: We could try it.
        - c. Justen: Let's keep it simple and do that well.
          - i. Multiple members agree.

d. Francesca: A little focus at the Benton Center and most at Albany Campus.

7. Marta: Advertising?

a. Chris: Waiting on info confirmation with Chareanne.

b. Marta: I can distribute posters to Lebanon Center.

6. Benton Center Snacks

a. Francesca: I'm doing a snack table at Benton Center to get students more aware and more warmed up to SLC.

i. Francesca: It has been going well so far.

ii. Ask: \$75 budget

iii. Brent: How long do you think the budget will last?

iv. Francesca: I'll try for the rest of the term. Alternate between Tuesday and Thursday.

1. Marta: Try to communicate Budget Forum info.

2. Francesca: I've told people about SLC applications.

3. Barb: I've sent out info for Bowling Bash.

4. Barb: By the way I make sure to ask people about whether they have office hours when in the office so folks don't get interrupted.

7. Team Bonding Updates

a. Chris: We'll talk more on Wednesday.

Task Reports:

1. Chair (Christopher):

a. Hey y'all. I met with Chereane for Study Jam this week. Look forward to filling everyone in on our plans on Monday! Got in touch with Media Center about sound for open mic during the Bazaar! Also been keeping in contact with Laveda. Called the Reps and Senators this week as well. Distributed Benton Center Posters for Bowling Bash. Talked to Marta

about Team Bonding and went to the OER meeting today! Thanks and happy week 4!

2. Executive Assistant (Waldo):

- a. I attended the ETF and Exec meeting this week and took minutes as usual. I posted the ETF minutes the day of the meeting and the Exec minutes will be posted on Monday. I do apologize again for the tardy minutes. Christina and I met during our office hours on Thursday with Barb to start working on our certification binder! I will not be at our table on College Night as I will be hosting the table for Poetry Club and/or PTK.

3. Executive Assistant (Christina):

- a. ---

4. Benton Center Coordinator (Francesca):

- a. Hello everyone! This week has been busy.
  - i. Study Jam meeting with Chris and Charene
  - ii. We discussed what we could change and improve for this terms study jam. I presented a request for an increase in budget at the Wednesday's meeting.
  - iii. We have all event posters displayed at the Benton Center and I am tabling for the upcoming SLC positions available.
  - iv. I am putting a budget request for more snacks at the Benton center today.

5. Lebanon Center Coordinator (*Vacant*):

- a. ---

6. Volunteer Coordinator (Brent):

- a. On Monday, I called my 7 representatives and asked them to support community colleges. I spoke with 4 of the 7 on the phone and left messages for the others. I reorganized the whiteboard in the office and updated dates and times for our events. I finished the Chili Cook-Off poster and distributed to appropriate people. Tuesday, I made a sandwich

board with posters and placed in Takena Hall. I helped Andrew pick up some peanut butter and rearranged the peanut butter in the LBLB. We have 6 cases of peanut butter that expired in Nov last year. Barb suggested calling the company and seeing if it is still viable. I also sent out an email/LBlive looking for volunteers. I attended the ETF meeting.

- b. Tuesday, I talked with Marta about increasing our promotions in the activities center and purchasing small flyer holders to stay on tables around campus. I increased my office hours to 6 hours this week. I toured the bulletin boards and hung posters/ removed old posters.
  - c. Wednesday, I created a slide for the period supply drive and sent Heather all current slides for the CCTVs. Coordinated with volunteers for College night and Winter Expo. Posted on LBlive. I attended the exec meeting. Created list for Budget Forum and college night and signed up SLC members. Will distribute via email this weekend.
  - d. Thursday, I hung Budget Forum posters. Worked with Caleb about logistics for the event.
  - e. Friday, I talked with Francesca about promotions for Study Jam and writing help a week prior. I need to create Study Jam and Writing poster this weekend. Confirmed 1 volunteer, outside SLC, to help with college night. I met with my SLC mentor and we discussed techniques for job applications. I am applying for internships. Terrell gave me techniques for writing a cover letter, resume, and an interview. He offered to look over my documents and hold some mock interviews.
7. Clubs Director (Justen):
- a. I chaired the second Council of Clubs meeting this term (on 1/30). Key notes include supporting clubs and future events, particularly with providing \$2000 to support KCACTF (Black Curtain Society). Over the next 3 weeks, I'll be visiting 17 clubs and co-curriculars at their meetings

to lend my support. Also I had my mentor meeting, and began doing class raps for the legislative session (on 1/31).

8. Communications Director (*Vacant*):

a. ---

9. Wellness Director (Krystal):

a. Period supply donation drive is in full swing and we already have a number of donations; I put out the last of the boxes this week. I started planning a meditation/self-care workshop in conjunction with Active Minds club, tentatively towards the end of the term.

10. Event Planner (Juan):

a. ---

11. Event Planner (Guadalupe):

a. ---

12. Event Planner (Andrew):

a. This week I wrapped up the peanut butter drive and which I would say was pretty successful. The Peanut Butter Drive got us 78 varying sized peanut butter jars for LB-LB. I've also been sending email with the deans and their assistance on how to improve my skills as an event planner through their feedback. In all an eventful week.

13. Advisor (Barb):

a. ---

Announcements & Reminders:

1. Budget Forum: Tomorrow 12-1pm in the Forum.

a. Brent: Looking for better marketing.

2. Earth Day: April 18th.

a. Brent: Wants to do it all day with community support.

b. Francesca: Let's do a recycling workshop.

c. Brent: I want any and all ideas and suggestions.

3. Barb: I talked with Kim Sullivan at International Programs and they are doing an International Photo contest. Prizes May 3rd. Sign-up on their website.

Adjournment: 3:51