

SEAC Meeting January 10, 2008

Attending: Mary Williams, Jacki Betsworth, Meghan Bethke, Christy Heal, Julie Lucking, Betsy Salvatore

Approval of December 13th Minutes

No copies available, so we will approve via email or at the next meeting.

Student Employee Celebration

- Correct calendar date is April 13 – 19, 2008. This is the same week as National Library Week.
- **Location.** Betsy has made tentative reservations. LL Chapel is available; Weyerhaeuser may not be available for our Tues/Thursday preference; suggested that we also check Kagin ballroom availability.

ACTION: Betsy will double check reservation dates & notify us by email. We will make decisions about venue via email.

- **Publicity.** Group approved bulletin articles submitted by Christy. Articles will be posted with amended publication dates that reflect the later week.
- **Food** – flexibility of last year's cake arrangement with Bon Appetit was wonderful. Before we finalize our food, we will check with Bon Appetit again. Soft-serve ice cream or root beer floats suggested. Budget = \$500.00 for everything, including prizes, etc. Estimate: 100 – 150 students; possibly \$300 of our \$500 budget for food; rest for prizes, decorations. Display case is reserved; we'll need to fill it.
- **Prizes** – Last year, everyone got a certificate. We would like to recognize them in this way again. We could choose to give each nominee a gift bag. Or we can have door prizes, but must be present to win. Gift certificates for specified purpose are tax-exempt; generic gift cards must be included as taxable income on recipients' W-2s. Next month, we will look at the number of nominees and determine the best plan.

ACTION: Betsy will talk with Deb Novotny to see what's available @ our price point.

ACTION: Mary will determine how many nominees we may need to make prize bags for & will report to SEAC.

ACTION: Julie will contact President Rosenberg to see if he is available to attend.

ACTION: Meghan will make contacts to see whether we can feature the selection on the Mac Weekly.

ACTION: Jacki will check to see whether we still have last year's winner, put her on a READ poster?

ACTION: Meghan will draft an email soliciting funds from departments for prizes.

Announcements:

- Mary reminded all to come to JobX training next week.

Next meeting: February 14, 2008

Meeting adjourned @ 3:25 p.m.

Respectfully submitted,

Jacki Betsworth