

# SEAC Meeting March 13, 2008

**Attending: Mary Williams, Jacki Betsworth, Meghan Bethke, Christy Heal, Hannah Adams, Nick Christensen, Betsy Salvatore**

## **Approval of February 14th Minutes**

- Hannah motioned to approve; Christy seconded. Approved.
- 12/2008 minutes draft that was previously posted to website with all changes suggested by the group was also approved.

## **Student employee celebration**

1. Posters, banners, table tents, other communication
  - Christy has a student who can do banners. Betsy will forward info to her.
  - Meghan has arranged for Paula Leonhardt to photograph the event.
2. Gifts/prizes update
  - 20 gift card donations have been received. Vendors include the Highlander, Jamba Juice, and Breadsmith.
  - Breadsmith will donate 5 gift certificates.
  - \$5 cash, \$10 checks were received from individual donors. Money will be used to purchase cards from local vendors. Total to date = 28 cards.
  - IRS regulations require us to record recipient names, even for small amounts. HR suggested that we have someone at the gift bag area to collect strips of paper (preattached to gift cards) with each winner's name & I.D.
  - Last year, we posted a sign at the event listing gift donors. We hope to do this again.

## **ACTION:**

- **Mary** will contact nominees and their supervisors with event details.
- **Mary** will preattach blank I.D. strips to gift cards.
- **Meghan** will contact MacWeekly editor concerning coverage of the event & possible interview with Mary.
- **Betsy** will follow up with Highlander to see if they still plan to donate a sweatshirt.
- **Betsy** will call in Harmon Room setup.
- **Jacki & Christy** will staff the table at the event.
- **Jacki** will troubleshoot Harmon Room setup & prep on the day of the event.
- **Nick & Hannah** will plan decorations. The SORC (in Campus Center) has balloons & sidewalk chalk.

Meeting adjourned @ 2:05 p.m.

Respectfully submitted,

Jacki Betsworth