

# **Support Staff Assembly Minutes**

**September 9, 2008**

**11:00 a.m.**

Meeting Called to Order: 11:00

## Members Present

Melissa Anderson

Brad Collins

Barbara Dobbins

Hilda Haga

Kimberly Johnston

Pat Johnston

Lynn Taylor

Angela Winn

## Old Business- Updates

- A copy of the minutes was handed out to all present.
- The muffins and fruit went over well on the first day of classes.
- Details discussed about fundraisers and future meetings.

## New Business

### **OBJECTIVE 1: Support Staff Open Meeting 9/30/2008 at 10:00-12:00**

- Hilda Haga made a template invitation for us to preview
- Brad Collins suggested a tri-fold information stand at a table
- Pat Johnston has 3 scrapbooks to share for a "historic" view of SSA, copies of the constitution, and possibly a slideshow
- Kimberly Johnston will create a ½ sheet for door prize drawings and ½ sheet for suggestions and volunteers for future events
- Angela Winn suggested 2 information sessions at 10:15 and 11:15
- Lynn Taylor will take care of reserving the room and purchasing the food.

### **OBJECTIVE 2: Fundraising Ideas**

- RADA Knives- presented by Angela Winn
  - o Angela will set up an online account for continuous purchases
  - o Profit is 40% and RADA mails a check to the organization each month
  - o A display will be at the Support Staff Open Meeting
- Cookbook- presented by Brad Collins
  - o Brad will bring information to the next Support Staff Board Meeting
  - o Discussed the possibility of starting this project over the holidays
- Three Prize Raffle- presented by group
  - o Misty McKinnon will donate Mary Kay
  - o Kimberly Johnston will ask for a donation from Home and Garden dealer
  - o Third prize is still undecided – possibly VT tickets donated by Lynn Taylor

### **OBJECTIVE 3: Other Meeting Dates**

*Bosses Day- 10/16/2008*

- Angela will call MK's Gourmet Pizzeria again this year for suggestions after last year's successful "Mug of Goodies"

*Halloween Reception- 10/31/2008*

- Suggested Lynn Taylor help with decorations

*Support Staff Christmas Social- 12/9/2008*

**OBJECTIVE 4: Support Staff Email**

- The updated email list of all support staff was sent to the NRCC Help Desk and will be updated on the current email system

The next meeting date will be October 7 at 11:00.