

**Support Staff Board Meeting
Godbey Office Room
September 11, 2002
2:00 P.M.**

Board Members Present:

Linda Brillheart	Katherine Clark
Peggy Dalton	Kay Lookadoo
Melissa Anderson	Kimberly Patterson
Pat Johnston	Naomi Ratcliffe
Amber Dobbins	Naydine Shenk
Candy Mady	Shirley Mann
Jo Ann Smith	

Chair Linda Brillheart called the meeting to order.

Melissa Anderson reported that there was \$1,555.81 in the Treasury at this time.

Chair Linda Brillheart reported on recent activities of the Support Staff.

Flowers were sent to Sabrina Conner for the loss of her brother. The \$35.00 flower arrangement cost had already been deducted from the above amount.

On August 16, 2002, pastries were placed in all buildings for faculty and staff as a “Welcome Back” and to signify the beginning of the Fall Semester.

The Board discussed that monetary donations were being collected for Valerie Dunbar in the recent loss of her grandchild. Anyone wishing to make a donation, should see Peggy Dalton.

The Board implemented a Dues “Incentive” to encourage the Support Staff Assembly to pay their annual dues of \$5.00. Every Support Staff member that pays their dues to the Business Office by October 31, 2002 will have their name placed in a drawing for a \$25.00 Wal-Mart Gift Certificate. The drawing will be held at the Halloween Reception on October 31, 2002. Melissa Anderson will be responsible for placing all paying members names in a container for drawing.

Upcoming Events:

Candy Bar Sale – Ongoing throughout the year; Peggy Dalton will purchase the candy bars and the Support Staff will sell them throughout the year as an ongoing fundraiser. As the supply diminishes, Peggy will purchase more.

Hamburger Bake Sale – Wednesday, October 2nd – We will purchase 240 hamburger patties this year instead of 200. Everyone should look around for the best prices on can drinks. All vegetables will be bagged separately as done before. Kim Patterson and Amber Dobbins will head this event.

Boss’s Day – Wednesday, October 16th – Pastries and Coffee will be available in each building at a central location. Pat Johnston will head this event.

Halloween Reception – Thursday, October 31st - Hosted by Word Processing; This event will be held in the Godbey Board Room.

Winter Fest – Door/Area Decorating Contest; E-mail will be sent out by November 22nd (before Thanksgiving Holiday) asking for participants. All decorating must be completed by Thursday, December 5th. Judging will be performed again by an outside person and will be done between Thursday, December 5th and Monday, December 9th. No one was assigned to head this event.

Online Bake Sale – E-mail to be sent out by November 1st ; All baked goods will have a delivery date of Friday, November 22nd or any other time as requested by the purchaser. Naomi Ratcliffe and Linda Brillheart will head this event

Virginia Diner Sale – Kay Lookadoo will head this event. She will gather all information from Virginia Diner and a date will be set once all information is received. The Board is requesting a delivery date before Christmas.

March of Dimes Walk-A-Thon – The Support Staff will participate in this event again. Candy Mady suggested Rick Scott to help with the design aspects of a T-Shirt and slogan. A reminder was given to everyone to think about a person to be the Captain for the NRCC team. More will be discussed later in the year.

The Support Staff Assembly Web Page is located at:

<http://www.nr.edu/nrcc2/%7Essa/index.htm> and needs some updating. Chair Linda Brillheart asked for all Board members to view this page and offer some suggestions on improving it and updating with correct information. Some suggestions made were that projects completed in the past several years and the projects completed in the past year need to be separated. Also, there are several recent activities that should be added to the web page, such as the March of Dimes walk.

The Support Staff now has a storage cabinet. It is being kept in the Auditors closet in Godbey Hall. It was suggested that only the President have a key to the cabinet and anyone requesting materials from the cabinet, should contact the current President. This is something that will be handed down each year to the newly elected President. A “Stock the Cabinet” shower was suggested to help supply the cabinet with items needed throughout the year for different Support Staff functions. No date was set for this.

Candy Mady will draft a letter from the Support Staff Assembly to the Calendar Committee for the request of making Labor Day a Holiday for NRCC Staff. The Calendar Committee meets Thursday, September 12, 2002 at 11:00 am. Candy will e-mail a copy of the letter to each Board member for any suggestions or comments before the letter is finalized and presented to the Calendar Committee.

There being nothing more, the meeting was adjourned at 3:10 pm.

Respectfully submitted,
Melissa Anderson
Secretary/Treasurer

Approved by,
Linda Brillheart
Chair