

Support Staff Assembly Minutes

October 7, 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

Misty McKinnon

Lynn Taylor

Angela Winn

Old Business- Updates

- A copy of the minutes was handed out to all present
- The Support Staff Open Meeting had 32 in attendance
- Brad Collins and Melissa Anderson received information packets about the cookbook fundraiser project
- The RADA knives fundraiser has made \$57.30 so far
- The VT Raffle raised \$272.00 for the SSA
- Currently, the SSA has \$1,027.53 in the account.
- Support Staff email listing has been updated

New Business

OBJECTIVE 1: Bosses Day 10/16/2008

- Angela Winn will order goodies from MK's Gourmet Pizzeria. The SSA voted to present the bosses with a treat and gift certificate.

OBJECTIVE 2: Dues Beginning 10/15/2008

- Several ideas of places to call for gift certificate donations
 - o Hilda Haga will draft a letter to present to vendors
 - o Barbara Dobbins will visit Lowes
 - o Misty McKinnon will donate a Mary Kay gift basket, ask Mexican Restaurant
 - o Angela Winn checking with Roger Atkins about concert tickets
 - o Kimberly Johnston will ask for a Home and Garden prize
- Staff paying dues will be entered into a weekly drawing and receive a gift upon payment
- The SSA will collect from offices prior to the Halloween Reception

OBJECTIVE 3: Halloween Reception 10/31/2008, 1:00 p.m. - 3:00 p.m.

- Lynn Taylor will take care of decorations
- Brad Collins will help with set-up
- Hilda Haga will create the flyer and look in cabinet for party supplies

OBJECTIVE 4: Volunteerism

- Pat McPeak requested a \$25 donation for Veteran's Day- Declined
- The Christmas Store requested we take a family- Accepted

OBJECTIVE 5: Upcoming Activities

- *Cookbook Email*- first week in November
- *Stacy Martin "Financial Planning"*- to be a guest speaker for a support staff meeting
- *Support Staff Christmas Social*- 12/9/2008, 11:00-1:00 Edwards 117
- *25th SSA Anniversary*- tabled discussion

The next meeting date will be November 4 at 11:00.