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.