

Support Staff Meeting
Edwards 206
November 18, 2002
2:00 P.M.

Members Present:

Linda Brillheart	Zelina Custer
Peggy Dalton	Valerie Dunbar
Melissa Anderson	Sheryl Helms
Pat Johnston	Pam Howard
Katherine Clark	Brenda Jones
Amber Dobbins	Alisa Mercer
Kay Lookadoo	Sara Olsen
Candy Mady	Naomi Ratcliffe
Naydine Shenk	

Chair Linda Brillheart called the meeting to order.

Chair Linda Brillheart introduced all officers and informed all members of the recent activities that the Support Staff has been involved in and the profits from these activities.

Hamburger Bake Sale: Profit of \$532.00
Virginia Diner Peanut Sale: Profit of \$902.40
On-line Bake Sale: Profit of \$972.00
Candy Bar Sale: Still on going

Activities the Support Staff has conducted:

Boss's Day - Pastries and Coffee were available in each building.
Halloween Reception – Was held in Godbey Board Room. Word Processing hosted this event.

Melissa Anderson reported that there was \$4,256.13 in the Treasury at this time. The Virginia Diner bill had not yet been paid out of these funds. The bill for this was \$1,017.60.

Linda Brillheart mentioned the Holiday Decorating contest. All participants must notify Betty Gordon before December 2, 2002. The theme is “Winterfest”. Entries will be judged on scale, theme and originality. The winners will receive Wal-Mart gift certificates in the amounts of \$25, \$15, and \$10 for first, second and third place. An e-mail has been sent out from Betty Gordon.

The Christmas exchange this year will be “Stock the Support Staff Cabinet.” The cabinet holds items that are used for receptions throughout the year that the Support Staff conducts. It was mentioned that the cabinet is in need of everything from paper products to reusable products. Members will still wrap their gifts and exchange them at the annual Support Staff Christmas party.

Aaron Morris is the Web Designer who is working on our web page. Linda Brillheart asked all members to look at the web page and offer suggestions or additional information that may

be needed.

Kay Lookadoo has designed a calendar with College personnel pictured throughout the calendar. The Support Staff will print these calendars and sell them for around \$10.00 each.

JoAnn Smith is heading up a recycling program for printer cartridges. Anyone having used printer cartridges should not throw them out. Please contact JoAnn for further information concerning this recycling program.

Also, Joyce Taylor is working on publishing the Support Staff cookbook again. She is in need of some “proof-readers” to scan this document. This will be another fund-raiser the Support Staff will hold.

The handicap ramp is about ready to begin construction. The total estimate given to the Support Staff by Shelor, Inc. is \$1,420.00. Mr. Shelor has donated his portion of the labor cost. This quote is good through the end of this month, however, it is unsure if construction will begin by the end of November. The Support Staff still needs to decide on how and where to place the plaque honoring Lee Oliver. Certain chemicals, etc. can harm the plaque, so research must still be done as to the material needed to make the plaque and the location of the plaque.

At that time, Peggy Dalton introduced Bonnie Wynn to speak on New River Community College History. The NRCC History book will be published soon and everyone on campus will receive a copy at that time.

There being nothing more, the meeting was adjourned at 3:00 pm.

Respectfully submitted,
Melissa Anderson
Secretary/Treasurer

Approved by,
Linda Brillheart
Chair