

SAC meeting minutes 03/04/2015

Approval of last month's minutes? Approved and seconded

Treasurer's report

- Current balance 3,795.87
 - o Last month's charges
 - \$400 deposit for bowling at AMF

Committee reports - Nothing to report

Jill Wood (HR representative) was to speak with us today but unfortunately she had to cancel.

Communication plan

- We have filled open spots in our communication chain with volunteers to pass on information.
- The website has been updated
- John volunteered to make the next blog entry.

Wellness

- Received the full list of accepted bids last week.
- The list will be forwarded to the group
- We will work on our information brochure so that it can be sent out, posted to the website, blog entry, etc. We will work with HR before anything is sent out since they asked for our assistance.

Picnic

- President Wolfe and Betsy Rodrigues cannot be there.
- Rentals for chairs and table
 - o A1 and campus facilities are options
 - Campus facilities will match any offer
 - Please confirm the chairs campus facilities offers before we make a final decision.
 - o Both companies drop off and we set up and take down.
 - o The number we asked for last year is a good number to use again this year.
- Award payments
 - o Payments go through HR
 - The goal would be to process all payments by ACH instead of paper check.
 - We could use a ceremonial check instead for pictures.
- Picnic attendance communication plan
 - o Email with bowling winners and save the date announcement will be sent out.
 - First email will be sent out April 30th
 - Reminder email will be sent May 11th
 - Last chance email will be sent May 29th
 - Deadline June 2nd
 - o Catering needs firm numbers one week before the event. Final numbers need to be submitted June 5th.

- 2 separate emails communications will be sent out.
 - One for picnic attendance
 - One for award nominations
- Picnic nominations communication plan
 - Email schedule
 - First email will be sent out March 20th
 - Reminder email will be sent out April 6th
 - Deadline for submitting will be April 20th
 - Meeting schedule
 - April 24th SAC meeting to review initial submissions
 - Reach out to those that were nominated to have additional information submitted
 - May 6th deadline for additional information
 - May 15th SAC meeting to make award recommendations for the President
- Awards nominations process
 - Add language so that it clearly states you cannot nominate yourself
 - Add language so that it states SAC members cannot nominate others for awards except the wellness award.
 - Remove the wall of fame ward
 - Changes
 - Add text box for all award criteria
 - Add a button to upload an attachment
 - Add an additional layer to get a second reference, email interview, in person interview, etc.
 - Instead of making the person choose the award they think the nominee fits just have them submit their nominee and SAC figures out what award is best for them.
- Picnic program changes?
 - What activities should we include?
 - Volleyball
 - Scavenger hunt
 - Water cup game
 - Cards
 - Bingo
 - Live music
 - Tailgating games
 - Trail walk
- Awards plaque orders
 - We will reach out and get cost comparisons
- Picnic jobs
 - We went through a roles check list and assigned jobs
 - The completed checklist will be sent to all of the members for review.

New Business – nothing at this time