

**2007 STAFF COUNCIL
COMMITTEE
3/27/07 2:00PM**

Those in attendance:

Alberta Cook, Chair	Laina Pond
Sharon Hodge	Donna Zeigler
Amanda Traylor	Donna McPherson
Ann Lay	Debbie Patrick

Those absent:

Darlene Martin (on medical leave)
Stefanie Ivy

- ❖ Minutes of the January 30, 2007 and the February 15, 2007 meetings were read and approved.
- ❖ **Letters to University Presidents:** Alberta has received favorable input from the letters which were sent to the Presidents of the University System of Georgia. By having Chancellor Davis as our guest speaker, we hope to draw a large number of registrants.
- ❖ **Conference Budget:** Alberta passed out the proposed conference budget worksheet which was developed by Staff Council and submitted to Ron Dempsey. Ron Dempsey has agreed to fund the \$1,600.00 for the 2007 Staff Council Conference; \$800.00 has been deposited into the Staff Council account and the second payment of \$800.00 will be deposited after July 1st. The 2007 Staff Council Conference Committee owes Staff Council \$818.00 for the candy bars. Once all candy is sold and monies reimbursed to Staff Council, the committee should show an \$1800.00 candy profit. Monies expended: \$238.00 for 2 reams of letterhead and 2 boxes of envelopes. Approximately \$20.00 in postage (Laina will advise committee).
- ❖ **Hotel:** Ann has contacted the Crowne Plaza located off of Franklin Road and Marietta Parkway, and reserved 25 rooms at a price of \$75/single or double. The deadline for registration will be September 4th. The price for the Wingate Inn located on Franklin Road and Delk is the same as originally quoted to us last year, \$64.00. Ann will contact the Wingate Inn to get a deadline for reservations.
- ❖ **Door Prizes:** Laina mailed letters to vendors for door prizes and/or monetary assistance for the conference. She has received declines from 3M, Bank of America and Barnes & Nobel. She will keep the committee advised.

Revised Conference Schedule:

Thursday, October 4, 2007

- Check-in 4:00PM
- Chair Meeting 5:30PM
- Fashion Show 6:30PM (30-40 min)
- Dinner - on own 7:30PM

Friday, October 5, 2007

- Registration and Breakfast 7:30 AM – 8:45 AM Ballroom
(Dr. Rossbacher – welcome) 8:45 AM – 9:00 AM
- First Workshop 9:15 AM – 10:15 AM
(door prize given out at beginning of workshop to get people in on time)
(3) workshops, choice of one:
 - Nutrition? - LA Fitness
 - 7 Habits of Highly Effective People - Dawn Ramsey
 - Stress Management - LaJuana Cochrane
- Break and coffee 10:15 AM – 10:30 AM
- Second Workshop 10:30 AM – 11:30 PM
(door prize given out at beginning of workshop to get people in on time)
(3) workshops, choice of one:
 - Safety in the Workplace - John Bauer
 - TBA - Phyllis Weatherly
 - Nutrition? - LA Fitness
- Break 11:30 AM – 11:45 AM
- Luncheon 11:45 AM – 12:45 AM
- Speaker 12:45 PM **(time needed for Chancellor Davis' speech – TBD)**
- New Chair speaks
- Door prizes
- ADJOURN

- ❖ **Catering/Food Service:** Ann passed around the proposed menu w/cost for the break, breakfast and luncheon to be catered by Carlyle. There will be an additional fee for tablecloths etc.

- ❖ **Registration:** The registration fee will be \$60.00. Registration will start after July 1st. Stefanie e-mailed the logo to Donna McPherson for posting on the Staff Council webpage with a “teaser” regarding the conference. Laina has already designed a page with information about Chancellor Davis, and information on the conference. She and Donna will coordinate this page.

Alberta will contact Dawn Ramsey regarding the registration process and what the fee will cover. ConEd will charge \$5.00/registrant for processing. Alberta will check on the layout of the registration page including the hotel information. She will give ConEd the conference schedule. Debbie will contact the workshop presenters for a short blurb about their presentation.

- ❖ **Bags:** The committee looked through catalogues for tote bags. Alberta will check with AmeriPress re pricing. Donna Zeigler will also check with a firm in Cartersville. We will have to meet with a rep soon in order to have the bags by the end of September. This will be discussed next meeting.
- ❖ **Parking:** Donna Zeigler will contact Gary Chasteen regarding parking.
- ❖ **Staff Council:** Staff Council would like to know their role regarding the conference. There are seven members on the council, 2 of which are already on this committee. Basically it was agreed that the members would be ambassadors and assist in stuffing the tote bags with various “freebies”. The committee thought it best for Staff Council to purchase the same polo shirts.

NEXT MEETING: IN THE ECET CONFERENCE ROOM – date to be determined