Call to Order/Introductions
Ben Nickol called the meeting to order at 4:10 pm.

Attendance
The following persons were present: Mary Twardos, Mary Ann George, Rick Henry, Therese Collette, Ben Nickol (Chair), Kim Haughee, and Christy Stergar, Karmen Williams.

Review of Minutes
Members reviewed the minutes from the September meeting. Mary Ann made a motion to approve the minutes and Kim seconded. Minutes were approved by a unanimous vote.

Old/Ongoing Business

Newsletter
Ben reported that the newsletter is ready to send tomorrow. He and Mary Ann collaborated on content and layout. Ben asked that Karmen Williams name be added to the list of members.

Trivia Night
This is scheduled for Thursday October 15 from 6 – 8. Ben will be the trivia master for our team. Members discussed the $10 fee and Therese suggested that we include the agency who will receive the money. All agreed and it will be added to the newsletter.

Habitat for Humanity
We are scheduled to volunteer on Saturday November 21. The site is open from 9:00 to 4:00 but people can work any time. Details will be in the newsletter. Mary has a signup sheet at her desk. Ben asked about liability and Mary Ann stated that when we participated last year, the site coordinator had us sign waivers, volunteer hours, etc. We are not sure about lunch. Our crew was served lunch but others in the past were not. Mary will ask when she contacts H for H and give them our final count for that day and notify participants if lunch is provided.

New Business

Glen Zeigler/Longevity Awards and Centerpieces for Luncheons
Mary met with Glen and brought us samples of possible longevity awards and centerpiece designs. The centerpieces would be paid for out of the welding budget as it would be a project for welding students. The longevity awards’ cost range from $10 - $15 depending on design we choose. The committee discussed both these items and decided that we should make a decision on the centerpiece design today (snowflake and trees) but would ask Glen to come to our
November meeting to provide more information about the longevity awards. There was a discussion about providing these new awards to recipients from last year but after discussing and realizing that awards were not given out two years ago either, the group decided that this year’s recipients would receive the awards and we will move forward from here. Ben thanked Mary for getting this information and project going.

Winter Luncheon
We are on the schedule for Monday December 14.
Menu Options: Therese will re-send the e-mail with the Chili O’Brien’s link to the menu. Committee members should rate their top three menu choices and that will determine the choices offered to the campus. Karmen asked about dietary restrictions and Vegetarian options. Therese will work with Chili’s to figure that out. In the past the caterers have provided options in the back that people needed to ask for. WE have used tickets in the past to ensure that people take the entrée that the chose. Mary stated that we can send the menu items to Chili’s any time and head count is usually required two weeks before the event.

Meeting Date Adjustment
There was a discussion about changing the meeting day to the 1st or 3rd Thursday of the month. This conflicts with ASCR which meets at 4:00 on both those days. The meeting will remain on the 2nd Thursday of the month at 4:00.

Open Forum
Mary Ann reported that the survey sent to staff about wellness participation and interest in additional information had 42 responses and 17 people. She and Christy have divided the list and will follow up with individuals to get them on the incentive program or provide information about the various wellness options available.

Mary Ann is on Karen Raphael-Conley’s list to print the large walking routes for the DON and AIR campuses. The goal is to have it done by the end of this semester.

Meeting adjourned at 5:00 pm.

Action Item: Mary will invite Glen Zeigler to our November meeting to talk about longevity awards.

Action Item: Therese will re-send the Chili O’Brien link to members.

Action Item: Ben will follow up with non-attending members on the roster to determine interest in remaining on committee

Action Item: Ben will send the newsletter out on Friday October 9.