

Staff Appreciation Committee Meeting
Wednesday, Aug. 8, 2018 | Noon to 1 p.m. | MU Plata 210

Attendees: Tina Nguyen, Jennifer Gladwell, Melissa McGehee, Patricia Rosciano, Margaret Schmidt, Cheryl Warren, Linda Anderson, Kristen Lee, Stephen Potter, Michael McDade, Kelsey Gaude, Jeannie Colton, Dominique Dozier, Sarah Nucci, Joel Hansen, Rebecca Herrera

Welcome

Introduction of all attendees

BBQ Dates

Downtown, date is Sept. 20, 2018. Event will take place in the Civic Space Park across from the University Center. Linda Anderson and DPC personnel working on vendor list and equipment order – more to be included this year for shading purposes. Slight change to the menu, offering cole slaw instead of potato salad. Seeking volunteers for assistance on the day of, please contact Linda. No silent auction/giveaways to be provided, timing of BBQ does not allow enough time. Still determining whether an Early Bird prize will be available – more to come.

- Reminders/Questions:
 - What is the plan for the transient population? City of Phoenix staff will supervise and clear out as needed. Check in for event requires showing ID and plate/utensils provided so none will be able to get food without first checking in. Food is offered at the end to anyone who is not ASU staff members, should there be any leftovers. ASU Police also attends and ensures they have a presence.
 - Will there be any entertainment? Yes, “canned music” via iPod.
 - Remember to submit fire marshal permit in no later than Sept. 1 or face a \$300 penalty fee.
 - Are the plates/utensils all compostable? Linda to connect Kelsey and Andrew’s Catering to discuss further. If not, we may need to buy them.

Polytechnic, date is Oct. 31, 2018 (on Halloween). The event is taking place in SDFC Court 3, indoors. A costume contest will be incorporated and prizes/trophies to be made available.

Tempe and West, date selection is still pending. We are hoping to lock in the renovated football stadium for Tempe.

Catering

Jennifer processing exception forms for DPC and Poly.

Event Coordination

Linda managing Marching Order for invitation. May end up releasing just the first two dates. Distribute invites no later than Sept. 1.

Fundraising

Table until the next meeting.

Logistics

Joni Fesler involved with logistics. Also considering an RFP in the future for better pricing with Classic, ProEm and Pride. We will send the proper Special Event Permit Request to the Fire Marshal’s office by September 1st to ensure all paperwork is approved.

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Program/Stage

To be tabled until we are closer to Tempe BBQ. May not need as big a stage if no band.

Sustainability

No additional discussion. Linda to connect Kelsey and Andrew's Catering.

Vendors

Linda working on securing vendors. To date, DPC will have four to six and the same for Poly. Tempe and West, TBD. Tempe will have a game zone.

Volunteers

Again, reminder if you are available to volunteer at end of the BBQ's, please let Linda know.

Meeting adjourned at 12:44 p.m.