**Staff Appreciation Committee Meeting – BBQ Planning**

Wednesday, August 2, 2017 Noon to 1 p.m.  
MU 225

Attendees: Jeannie Colton, Steve Potter, Linda Anderson, Laura Cox, Jim Obenour, Sarah Nucci, Carmen Jackson, Eric Williams, Josh Ellner, Carmela Nicolosi, Rhonda Howman, Ann Urich, Jennifer Mareiro, Jan Debevec, Angela Biddle, Jamie LaRue, Margaret Schmidt and Chester Henderson.

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**Welcome**

Jeannie welcomed everyone in the room and on the phone. Each person introduced themselves. Steve Potter reported that the budget has been increased by $15,000 this year due to increased expenses over the years with no adjustment to the budgets. Costs have increased due to increased numbers of attendees and costs associated with meeting Fire Marshal guidelines and making events safe.

**Catering** – We have sent informal Request for Bids to several caterers and bids are due this Friday, August 4th. If needed, the committee will scheduling tastings week of August 14th and winning bid will be announced by Friday, August 18th.

**Fundraising/Silent Auction** – Robin Hawkins has stepped down due to position/department change, so James Obenour volunteered to chair subcommittee. Angela Biddle, Janette Debevec and Rhonda Howman to assist. Linda Anderson to send James solicitation letter for Silent Auction prizes to begin getting items. Downtown BBQ will not have a Silent Auction this year since the date is so early.

**Logistics** – Joni Fesler volunteered to be chair. She will work with Bonnie Lawless, last year’s chair, to submit forms to Fire Marshal.

**Program-Stage** – Margaret Schmidt will schedule Sparky at all four events again this year and will work with Linda Anderson on event program/announcements. Discussion followed re:having canned music this year to save money and because of short time before Downtown event. We can plan to have live band every other year or so.

**Sustainability** – Josh Ellner will chair again this year. He will work with caterer on training for Zero Waste, and will be involved with the bid process.

**Vendors** – Carmen Jackson and Ann Urich volunteered to assist, as Steve Potter would like someone else to be sub-committee chairs this year.

**Volunteers** – Chester Henderson will assist Linda Anderson with volunteer sign ups and day of coordination of volunteers/direct them to their posts.
**Event Coordination** – Linda Anderson to get updated graphic to Marching Orders for RSVP. Mass email invite to be sent out ASAP. Josh Ellner will send new Facilities contact (Alex Conan) to Linda/Steve for assistance with generator, signage, set up, clean up, etc.

**Other** – Steve Potter stated Kevin Salcido is to send a letter to upper management encouraging staff to be able to participate in Staff Council. Linda will share Dropbox BBQ file with all sub-committee chairs.

2017-18 BBQ Dates:

- September 18, 2017 – Downtown Phoenix campus – Civic Space Park
- November 14, 2017 – Poly campus – SDFC Grassy Basin
- February 1, 2018 – West campus – Fletcher Library Lawn
- March 21, 2018 – Tempe campus – SDFC Field

**Minutes** - If someone would like to volunteer to keep minutes of the meetings and send to the committee, contact Rebecca Herrera, Jeannie Colton, or Linda Anderson.

Meeting adjourned 12:41pm.