

Meeting Minutes
January 9, 2008 at 9:30
Facilities Services Break Room

- I. Call to Order at 9:33 a.m. by Jeff
- II. Those present: Jeff Cook, Peggy Dunn, Sally Kelly, Bobbi Maul, Kevin Ruybal, Ruby Sanchez, Jacqueline Vigil.
- III. Approval of Agenda; motion by Bobbi, Jacquie second, motion passed.
- IV. Approval of previous meeting minutes; motion by Jacquie, Peggy second, motion passed.
- V. Clarified General Meeting Minutes of Dec. 19, 2007, copies to be e-mailed to council members for e-mail approval.
- VI. **Treasurer's Report**
 - a. Jacquie passed out Treasurer's report with balance of \$4901.04 but indicated that that's not a true amount, as she's waiting to clear up a questionable bill with the company who we purchased the Final Exam Packages from. Vigil said it looks like we were not credited for a mis-shipment but hopes to have it cleared up by the end of this week. Also \$150 of \$4901.04 needs to be deposited into the Scholarship fund. Jacquie will do a PO to Jeff for that amount. Jacquie also is going to deposit \$1,200 worth of checks which were collected for the final exam fund raiser.
 - b. Three final exam packages were left over. Discussed giving to charity or other needy students. Decided to give one to Bobbi's work study student. Bobbi said she would be responsible for finding two other students to donate them to.
 - c. Sodexo will be paid \$239.00 by the State Classified Employee Council for the catering that was provided at ASC during the State Liaison meeting which was held at ASC in November.
 - d. The \$1.49 that's reflected as a charge to the bookstore is a tax charge that was charged in error. Loretta will be clearing it up soon.

Motion made by Ruby to approve Treasure's Report, Bobbi second, motion passed.

VII. Old Business

- a. Paycheck Inserts. Jeff will get approval from Bill Schlaufman to do the paycheck inserts again. They have to be in the Business Office no later than Feb. 15th to go in the February check stubs. We're not making any changes to the wording, so that's already been approved. Jacquie will print.
- b. Bylaws. Jeff indicated that we need to change the Bylaws to read "2/3 of members equals a Quorum and make changes in position quantities" and on the front page it needs to read that the Bylaws were revised December, 19th 2007. Need to get updated copies to Bill Manshiem, Traci Rogers and Dr. Svaldi by our next meeting. Peggy and Bobbi will put together booklets for these individuals. Bobbi and Peggy agreed to update and re-organize the information on the Shared Drive, as so much of it is outdated and it's difficult to find pertinent information.

VIII. New Business

- a. Valentines Day Fundraiser to be held Thursday February 14, 2008. Jacquie, Ruby and Bobbi will check with Chef Charles to request his permission to use his facilities as we did last year. Need to request help from our scholarship recipients. Ruby will ask her daughter and Peggy will ask her daughter to help the evening before to cook and prepare the food. Jacquie will ask her vendor, Bruce and Otis for their help. Bobbi will contact Stacie Dove. Peggy will ask Greg Cook for his assistance the day of the event. Sally suggested that for the auction of baked goods that we assign numbers to the items as they come in to simplify the paperwork. Peggy will check with Ed Crowther to request his help as auctioneer again this year. We'd like to pre-sell as many tickets as possible. Each council member will be given at least 10 to sell, then more if needed. Jacquie will get the file of the tickets to Peggy for her to print. Bobbi requested we put nice candles on the table. Otis will provide a portable air compressor for balloons. It was suggested that Jacquie purchase red and green table decorations which are on sale at a discount as soon as possible. Jeff will reserve the rooms and take care of the facilities agreement. We would like to buy the meat and breadsticks from Domino's again this year. We need to meet again to make final preparations. We'll send an e-mail to notify council members as to when the meeting will be.

- b. Craft Fair. Bobbi recommended that we get started right away with the advertisement and scheduling of the Craft Fair. We discussed charging a possible \$10-\$25 fee for vendors and an additional deposit for “clean up”. Decided probably the best time to hold the Fair would be the first week-end in November, possibly to be held in Plachy Hall, College Center or some other centralized facility in the community. Kevin will check on game schedules as soon as they become available.
- c. Summer Social will be discussed more at a later date.

IX. Reports

- a. No Budget Committee Report
- b. Presidential Meetings. We would like to plan on meeting again with Dr. Svaldi in March. Jacquie will contact James concerning calendaring.
- c. State Liaison Council. Kevin and Jeff will be attending the state meeting on January 31 and February 1 at Westminster College, in an effort to help them recruit more involvement from Classified Employees on their campus.

Next meeting date will be February 6, 2008.

Meeting was adjourned at 10:43 with a motion by Sally and a Second from Peggy.

Respectfully Submitted by,

Peggy Dunn, Secretary