

Staff Council Meeting Minutes for October 15, 2004

Submitted by Gail Daggett, October 22, 2004

Present: Anna Kiser, Kim Maxwell, Cathy Archer, Nancy Land, Marcie Reynolds, Terri Hellmann, Cheryl Little, Anna Chaplin, Oleatha Love, Kathleen Mills, Gail Daggett, Rita Martin, Marsha Shaw

President's Report

- Introduction of new staff member, Oleatha Love, who is the new secretary for Gerry Stroman, in University Division.
- Final orders were taken by Anna Chaplin for IUK Staff Council shirts.
- The deadline for Staff Council scholarship applications is February 6, 2005. Staff scholarship applications for up to \$300 per recipient, are available at every staff meeting for any staff member who qualifies, or you may contact Anna any time to receive your application.

Updates

- Silent Wreath Auction – As of this date, 11 wreaths out of 31 do not have bids. Another email promoting the wreathes will be sent to staff and students by Bill Yost. It was suggested by Kim Maxwell that we put a sign up making the wreathes more visible. Any wreathes without bids will be displayed for sale at the door prize table in front of KC132 at the Annual Arts and Craft Show; and if they don't sell there, they will be sold at the Christmas auction. Bids will be tallied after 3:00 p.m. on October 25th to determine the bid winners and to make sure bids are valid. Wreathes must be paid for by check or cash payments in the exact amount.

Cathy Archer requested volunteers to help take the wreath display down at 3:00 on 25th in lieu of her possible absence. The following list of members volunteered: Terri Hellmann, Anna Chaplin, Marcia Reynolds, Cheryl Little, Kathleen Mills, and Gail Daggett.

- 13th Annual Arts and Craft Show – November 6th, from 9:00 a.m. to 3:00 p.m. Tara Halbrook, Chair, reported that all 83 booth spaces have been filled and \$2,215 in rental monies has thus far been collected. For those who have not yet paid for their space(s), a second letter will be sent by Tara on Monday, 10/18/04. Flyers were distributed by Anna Chaplin advertising the Arts and Craft Show to those staff members attending today’s meeting. Copies of the flyers can be made and posted at each staff member’s discretion. To promote the Arts and Craft Show, Anna and Tara have been invited to WZWZ Radio Station on November 2nd, and Coca Cola is donating two banners, one to be hung across Washington Street and the other in front of IU Kokomo Campus. Teena Vanmeter in Student Activities will be contacted regarding advertising the show on the electronic scroll sign in the Commons. In addition, Media Relations notified the Kokomo Tribune, this information has been appearing in the Community Events section. Mary Ellen Stephenson needs to know if any other staff members, other than the usual, will have a booth this year.

Volunteers are needed to help set up on Friday, November 5th and to work at the show on Saturday. A sign-up sheet will be emailed to the entire staff by Anna Chaplin. At least four volunteers will be needed to help in the morning. It was decided that numbers will be written on the beginning and ending door prize tickets in order to keep track of the attendance at this event. A table will be set up in front of KC132 for door prizes and will include the unsold wreaths and patriotic pins.

Treasurer’s Report – A printed report was distributed to the attending staff members by Cheryl Little, which included the following account balances:

IUK Staff Scholarship Balance	<u>\$ 2,290.81</u>
IUK Staff Council Endowed Scholarship Balance	<u>\$27,706.29</u>

IUK Staff Council Working Fund Balance

\$ 9,639.86

Comments/Suggestions

- A “thank you” note from Rita Martin was passed around for everyone to read, which brought up a discussion on guidelines for releasing information on absent staff members (i.e. on sick leave). It was decided that information would only be released with the staff member’s permission.
- A motion was made and passed that a formal letter be written and submitted to Bill Yost applying for a permit to sell baked goods at future events.
- A suggestion was made that since there are so many “talented” staff members at IUK, Staff Council should have a booth at next year’s Annual Arts and Craft Show.

The meeting was adjourned at 11:00 a.m.