

# ***Special Events Committee***

## ***Meeting Minutes***

10/22/12

### **I. Call to order**

Sandy McFadden called to order the regular meeting of the Special Events Committee at 11:00 on 10/22/2012 in the conference room of Building 9.

### **II. Roll call**

The following persons were present: Clay Carter, Judy Jennette, Abbie Skiles, Sandy McFadden, Morgan Roberson, Theresa Edwards, and Debra Baker.

### **III. New business**

- a) Officers were elected.  
Chair- Clay Carter  
Vice Chair- Morgan Roberson  
Secretary- Abbie Skiles
- b) Faculty Christmas party date was set for December 19, 2012 from 12:00-1:00.
- c) Invitations are to be done by Clay and Abbie.
- d) Catering bids will be received by Morgan.
- e) Programs will be done by Theresa and Debra.
- f) Judy will schedule entertainment.
- g) Ted Clayton is building a poinsettia stand to replace the Christmas tree.
- h) Sandy will handle the ordering of the poinsettias.

### **IV. Adjournment**

Clay Carter adjourned the meeting. The next meeting will be held November 13, 2012 at 9:00 in the conference room of Building 9.

Minutes submitted by: Abbie Skiles

Minutes approved by: Clay Carter called for corrections or a motion to approve. Debra Baker made a motion to approve the minutes as presented. Morgan Roberson seconded the motion. The motion was approved with an all ayes vote.