

Special Events Committee

Date: December 9, 2014

1:00- 2:00 pm

Board Room- Building 10

Chair:	Rebecca Adams		
Vice-chair:	Theresa Edwards	Secretary:	Lesha Rouse
Members Attending:	Rebecca Adams (Chair), Abbie Skiles, Clay Carter, Lesha Rouse (Secretary), Jay Anders, Theresa Edwards (Vice Chair), Ben Cole, Marcia Norwood, Morgan Bland (Resource), Marshall Hall		
Members Absent:	Judy Jennette (Resource)		

Minutes from Meeting (12/09/14)

Agenda Item			
I. Approval of 11/24/14 minutes		Presenter:	Rebecca Adams
<ul style="list-style-type: none">➤ Discussion Item- Need for approval of minutes from 11/24/14.➤ Action Taken or Recommendation- Theresa Edwards moved and Jay Anders seconded the minutes from the 11/24/14 meeting be accepted. Motion passed.			
II. Christmas Luncheon		Presenter:	Rebecca Adams
<ul style="list-style-type: none">➤ Discussion Item- Christmas Luncheon (12/18/14). Door prizes- As people enter luncheon, they will receive a ticket for drawing. There will also be a fishbowl of ornaments (at the entrance) that people will have the opportunity to guess the number of to win a prize.➤ Door prizes will be gift cards funded by Faculty Senate and Staff Association. Jay Anders to communicate with Lynne Modlin (Treasurer, Faculty Senate). Gift cards will be to various restaurants, such as Darden's and Subway.			
III. Christmas Luncheon- Program		Presenter:	Rebecca Adams
<ul style="list-style-type: none">➤ Discussion Item- Program confirmed by Dr. Tansey.➤ Tommy Hodges agreed to do Prayer.➤ Russell Smith agreed to do Welcome.➤ Clay agreed to do Closing Remarks after Dr. Tansey.➤ Luncheon invitations- sent out on 12/8/14- Theresa stated that RSVP's are being confirmed.➤ Dick Feyer- to bring his own equipment. Entertainment to last approx. 15-20 minutes.			

IV. Christmas Luncheon-misc		Presenter:	Rebecca Adams
<ul style="list-style-type: none"> ➤ Discussion Item- Rebecca states she will speak with the caterer (Vel and Mel's) as well as maintenance regarding final details regarding setting up board room for food for luncheon. ➤ Judy has made centerpieces for tables. ➤ Tables are already set up. ➤ Committee members to complete decorating on Wednesday at 3:00 p.m. (12/17/14). ➤ On day of luncheon, committee members to arrive at 11:30 a.m. 			
<i>Other Information</i>			
Next Meeting:	February 2015—Location and date to be determined.		