

Special Events Committee		Date: March 30, 2015	
		2:00-3:00 pm	
		Board Room- Building 10	
Chair:	Rebecca Adams		
Vice-chair:	Theresa Edwards	Secretary:	Lesha Rouse
Members Attending:	Rebecca Adams (Chair), Abbie Skiles, Lesha Rouse (Secretary), Jay Anders, Theresa Edwards (Vice Chair), Ben Cole, Marcia Norwood, Morgan Bland (Resource), Marshall Hall		
Members Absent:	Clay Carter		
<i>Minutes from Meeting (3/30/2015)</i>			
Agenda Item			
I. Approval of minutes 2/23/2015		Presenter:	Rebecca Adams
<ul style="list-style-type: none"> ➤ Discussion Item- Need for approval of minutes from 2/23/2015. ➤ Action Taken or Recommendation- Marcia Norwood moved and Jay Anders seconded the minutes from the 2/23/2015 meeting to be accepted. Motion passed. 			
II. Service Awards Cook out		Presenter:	Rebecca Adams
<ul style="list-style-type: none"> ➤ Discussion Item-Service awards cook out scheduled for May 13, 2015 at 1200pm. Invitations to be sent out via emails with RSVP to Theresa Edwards. ➤ Theresa E. to send out emails to Faculty and Staff. ➤ Morgan B. to send invitations to Retirees. ➤ Rebecca A. to send invitations to Board of Trustees. ➤ Rebecca stated that about 50-70 fans should be made for this service awards program. Stated that we are expecting approx. 170 out of about 200 guests (faculty, staff, retirees, and board of trustees members). ➤ Presenters at the Service Awards Cook out discussed. Dr. Tansey to present the service awards, Dr. Ange to possibly do the closing remarks. Special Events Committee to help set up for the cook out. Senior staff and Board of Trustee members will help cook. Other presenters not finalized at present such as who will do the invocation, present door prizes/gag gifts etc. ➤ Marshall H. to set up audio visual- suggestion to use Pandora for music. ➤ Action Taken or Recommendation – Group to meet again after Gullfest (April 18th) to discuss final service awards cookout plans-- Motion Passed. 			
<i>Other Information</i>			
Next Meeting:	Possibly last week in April or 1 st week in May-location TBD		