

OARDC Staff Council
Fun Fest Planning Meeting
12:30 pm, August 2, 2007
OARDC Meeting House, Wooster

Present: Laura Chapin, Dave Drake, Diane Hartzler, Loren Harper, Mike Kauffman, Eileen Kieffaber, Kelly Mahl, Jenny Moysenko, Candace Pollock, Jean Snyder
Absent: Maurico Espinoza, Ron Miller, Kristen Willie, Sara Wolf

Mike called the meeting to order.

Discussion began with Day with the Staff planning. Mike reported that Dr. Benfield is enthusiastic about the event and that administrators may be able to attend at least part of Fun Fest. Even though the Campus Picnic is scheduled for the same week as Fun Fest, it is not competing with our event, but just coincidentally is scheduled that way. After Fun Fest, we will evaluate our picnic and activities, and possibly suggest combining the Campus Picnic with Fun Fest in future years.

Day with the Staff selections were made. Kelly said that 5 applications had been received. No selection process had been planned, so we decided to review the applications for eligibility (did applicant have a plan for the day?) and appropriate content. After discussion on the selection process, Loren moved to select 4 participants by random drawing, Dave seconded the motion, and it was carried unanimously. We then drew numbers to select and assign them to one of 4 administrators. Results were:

Dr. Moser – Grace Phelps, Facilities Services

Dr. Slack – Laura Raubenolt, HCS

Dr. Benfield – Rich Nester, Univ.Police

Dr. Ravlin – Susan Sommer-Wagner, FAHRP

Kelly will notify participants and will send a campus wide email announcing the selections. Kelly will contact participants to ask them to make a plan for the day, and to meet at 10 am at Research Services to escort their administrator. She will then inform Mike of anything administrators need to be aware of, such as appropriate clothing and safety equipment for the day, and he will contact administrators to say who their staff representative will be and how their day is planned. Mike will announce the participants/administrators at Fun Fest, and encourage people to ask them how their day went. Dave will take pictures of Day with the Staff participants/administrators for the website and archives. For future years, we will reevaluate the selection procedure and possibly model it after Day with the Dean selections. The suggestion was also made to open participation to groups of staff or lab groups, hopefully leading to more participation if people are reluctant to apply as individuals.

Fun Fest plans were then discussed.

Food: College SC will provide Drumsticks and fruit bars, and Mike will ask Bill Koshar to set up and arrange for passing them out. Cookout will be all hot dogs, because no donations for meat were available. We will also provide veggie dogs, and Laura will email Diane to ask her to get 4 packs. Mike has purchased 350 hot dogs and will get

reimbursed. Lunch will be served from 12 – 12:30, and leftovers available will be fair game after that. Matt Kleinhenz of HCS will provide 25 watermelons. Sara has ordered pop and water from Shisler. Buns have not been ordered yet, but Nickles bakery will sell them to us at the wholesale cost of \$1.40/doz. Condiments will be donated by Wendy's. We may also provide "fixins" of cheese, onion, and relish. Peanuts will be donated by Central Farm. Frito Lay will donate 2 cases of individual size bags of chips, and pickup has been arranged.

Set up: Kelly has ordered the grill to be set up. We decided to have 5 tables for seating, 2 for food, 1 for jar contest, 1 for jello contest, and 1 for bingo. Dave will order 20 tables and 30 benches. Mike provided a tentative layout for the setup (jello contest not included yet), and the grill will be on the street. Kelly will ask Jim Karcher to cook and get 1 other person to help. Kelly will arrange for tubs and ice for watermelon. Dave will contact Gerald Reid about disposal of rinds.

Activites: Laura will organize jello contest with Jenny's help. Redi Whip will be served on top! About 6 contestants will be recruited and told they must eat jello as fast as possible with hands behind back. Eileen and prize committee will organize bingo and prizes for all games. Jean will organize the jar guessing contest and send out an email for entries. The guessing/signup will be end earlier in the day to allow more time for counting. Jenny has arranged for one Corn Hole game, and Loren will provide a 2nd (with backup from Jenny). Mike will organize Tug of War game.

Misc: All available Staff Council members should be at central campus to help set up at 10 am on the day of Fun Fest. Laura will update the old flyer and send it to Jenny, who will send it to Staff Council members as an attachment for printing and posting. Laura will take pictures. Dave will do music, and MC/make announcements for Day with the Staff, introduce administrators, and jello contest. Mike will MC Tug of War, and Eileen will do bingo and door prizes.

Other miscellaneous business matters were updated.

It is time to get nominations for next year's Staff Council. Eileen and Jean have nomination forms and will send letters to go out Monday. New members will be needed for District 1 (Jean), District 3 (Dave), and District 7 (Sara). Mike will call Diane and ask if she will serve another term (her current term was to fill Kevin's seat).

Newsletter printing costs will be waived. Mike will find out how to maintain records on this.

Candy bars are here. Cost will bill \$1 each and there are 48 in a box, 12 each of 4 types, to be picked up from Dave, who will keep records of where they are and money returned. Cash should go back to Jean or Dave. Laura will make Staff Council promotional labels by Monday, and give to Dave. We should take a picture for promotion in the newsletter. Staff Council members will arrange for candy bars in buildings they represent.

The next regular meeting will be Weds, Sept 5 at 1 pm at the Meeting House.

Respectfully submitted,
Jennifer Moyseenko, Secretary