

OARDC Staff Council Meeting
1:00 pm, July 2, 2007
OARDC Meeting House, Wooster

Present: Laura Chapin, Dave Drake, Diane Hartzler, Mike Kauffman, Kelly Mahl, Jenny Moysenko, Jean Snyder, Sara Wolf

Absent: Maurico Espinoza, Loren Harper, Eileen Kieffaber, Ron Miller, Candace Pollock, Kristen Willie

Mike called the meeting to order.

Minutes of the May 4 meeting were distributed for comment, and approved after a few changes. Jenny will send revised minutes via email.

Jean reviewed the Treasurer's report, and said the most recent balance was \$1402.88. There are still invoices to be paid for clothing orders in the amount ~\$200.00.

Committee reports:

Development: Kelly reported on fundraiser plans.

1) The new Clothing Sale flyer has been distributed and photos taken for the website. Photos will also be sent with an email reminder to staff, and hard copies will be distributed to departments. Jean has samples available for viewing and will keep sending reminders, stressing that additional items and colors are available, to hopefully generate more orders. It was again suggested that we try to find a way to offer items with OSU logos rather than OARDC, perhaps by working with the ATI bookstore or finding out from them who their contact is.

2) Postcards/notecards are still being researched. The print shop can produce them for 25 cents for postcards and 50 cents for notecards. Minimum number for our order was not known. This item will be tabled until after Summer Fun Fest.

3) Candy bars are also still being researched. Specialty candy from Harry London is \$24/case of 48 bars, and requires a 15 case minimum. They may generate more sales than brand name candy purchased from Friendly Wholesale. It was decided to order 15 cases now and charge \$1 a bar. We will also put stickers promoting Staff Council and our website on each bar to raise awareness of our group. If they sell quickly, they could generate a quick profit.

Kelly also reported on plans for Day with the Staff, with additional input from Mike. Drs. Moser, Slack, Benfield and Ravlin will all be available on August 23. We need to finalize plans soon so it runs smoothly. We will have 4 slots available and need to send an email to staff about the application process to generate interest and identify applicants. Kelly will draft a short application (similar to "Day with the Dean" application info provided by Dave) including a few questions, and stating that applicants need to be available Aug 23 and have supervisor's permission. She will send it to SC members for review before sending it out to staff. Applications will be due August 1 and we will select winners at our next meetings. Winners will host the administrator from 10 am – 12 noon on Aug 23, then go to the Fun Fest cookout with them, and possibly tell

staff attending Fun Fest about their day hosting the administrators. We may also include administrators in Tug of War teams. Mike will attend Administrative Cabinet this week, inform administrators of the plans and give a plug for the event.

Communication: Laura reported that the committee has been focusing on getting our first newsletter out, and provided a written report. The first issue will hopefully be distributed at the end of July or early August. We will solicit staff to help and kick off the naming contest at the Fun Fest. Mike said the cost (~\$28/month) could probably be picked up by the Director's office. Dave is checking on the legality of soliciting outside (non OARDC) advertising to help contribute to the budget.

Administration: Sara reported that elections were completed and results announced via email. In addition, she is trying to work with Candace to find out if there was any response from Columbus staff to the suggestion of changing the title for the Columbus rep. She is also trying to find out if there is a staff list serve for OARDC, but has not heard back from Eileen or Candace.

Columbus: No report.

Unfinished Business:

Sick leave transfer: No new information to report.

Ad Hoc Committees:

Wayne County Fair Display: No new information at this time. The committee is not responsible for any action now.

Summer Fun Fest:

Food: Diane and Kelly reported. There will be a shortened serving time for lunch. Vendors will be asked for various donations (CAB – meat; Smith's, Stop N Go – ice cream.) We discussed asking faculty or administrators to cook, but decided against it.

Activities: Mike will bring horseshoes. Jenny has arranged for one Corn Hole game and will check with HCS people for another one. We decided against bocce ball and Frisbee. Dave will arrange for music, but a stage will probably not be necessary. We will not do the "blanket skit" to avoid risk of offending anyone, but will plan another, possibly a jello eating activity, and get volunteers at the event. Last year's Tug of War prizes were Cat's Meow pieces and t-shirts – Jean will check on availability of these.

Drawings/door prizes – Eileen, Sara and Jean will handle selection and distribution of prizes as was done last year, since it worked very well. (Prizes numbered and winner draws for prize.)

Other: A Health Fair will not be included in the day's events. Mike will ask Dr. Benfield or Dr. Slack to send an announcement endorsing the Fun Fest. Council members should plan to spend 1 hour before Fun Fest and ½ hour after for set up and clean up.

New Business:

ATI Student Activities Center: It was suggested that Staff Council encourage ATI to extend their Student Activities Center hours, so there are more convenient times for staff to use the facility. In the past, it was even suggested that there be a staff exercise facility at OARDC. Laura moved to continue investigating how we can promote more hours or a new facility. Diane seconded the motion and it was carried unanimously. The issue will be tabled until the September meeting.

Candy bar purchases: Kelly moved that we buy 15 cases of candy bars from Harry London to initiate that fundraiser. Dave seconded the motion and it was carried unanimously.

Adjournment:

Jean moved to adjourn the meeting, Kelly seconded, and it was carried unanimously. Our next meeting will be Thursday, August 2 from 1-3 pm at the Meeting House. We will be mainly discussing Fun Fest and Day with the Staff plans, and candy bar sales.