### Staff Council Events Committee Minutes

**Committee Name:** Events Committee Agenda  
**Meeting Date and Place:** 1/9/2014– Hokona Hall 3rd floor  
**Members and Guests Present:** Kathy Meadows, Joesph Lane, Tyson Eakman  
**Guest:** Cythnia Mason  
**Absent:** All others on the committee  
**Excused:** All others on the committee  
**Unexcused:** NA  
**Minutes submitted by:** Mark Reynolds

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<tr>
<th>Subject</th>
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<th>Follow-Up</th>
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| 1 Meeting updates | **Roadrunner post**  
  - 120+ volunteers – 100 total, good turn out  
  - Plan for Dec 2015 during the Xmas Break (November), scales timer, staplers | **Plan for Dec 2015 – same event** |
| Brown Bag review |  
  - Jan topic chosen, Mark primary | **Kathy to send out Jan request for participants on next week** |
| Scavenger Hunt |  
  - Joe update – dates, time line, next steps, funding requests  
  - Decided on last two weeks of March 16th, 31st – cards, calling vendors to provide, 2 part thing – businesses in Lobo perks, and get involved – campus landscape things – historical  
  - Budget request to Cindy – $50.00  
  - Events page on Facebook | **Joe to bring more detail each meeting – time frame is March – Joe is looking at UNM Staff Council Facebook and how to stand up a “SC Events Page” for the future** |
| Community outreach - ARCA – plan out – seek volunteers (annual leave probably) |  
  - Farm, Green House in Corrales and you will send dates you are looking for volunteers and the amounts—15-20 volunteers needed starting in **March** to help with clearing farm and getting it ready to plant. **M-F, 8am-noon.**  
  - Xmas party gifting, event, hosting, send more detail (and the volunteers numbers)—about 10 volunteers needed to help with wrapping gifts and making goodie bags. We already have volunteers to help out at the party but do need help locating a venue and possibly some music.  
  - Camp in August – send more detail (and the volunteer numbers)—10-15 volunteers for three days in August **(4th, 5th and 6th from 8am-4pm)** This camp is held in the beautiful Manzano Mountain Retreat and assistance is | **Suggest developing a brochure for Staff to take advantage of. Annual leave will be need to be taken as these are during normal business hours. Arca is presenting in May about this topic** |
needed with crafts, fishing, hiking, swimming, sports and other fun events.
- Play planning - music, etc. — send more details (and the volunteer numbers) — we have a theatre troupe that needs assistance with making sets, finding venues, making costumes as well as other things. I can bring the person in charge of this to talk in detail at the lunch on May 29th.

(Explora) updates Megan (Note: Dave and Busters no response)
- Explora is interested in working with UNM – admission is $8.00 per adult, possibility of staff covering a portion or all of the costs
  - If exclusive event – 3 hour block of time 7pm
  - Costs are $3,450 for entire museum
  - Costs for room $2,000
  - Deposit required to reserve space
  - Largest indoor room can seat 65 people
  - Outdoor decks can accommodate 200 people
  - 2,000 people total for 16,000 square feet
  - Can craft an event, evening to UNM’s catering and drink (alcohol is present)
  - Blue Place catering, Meals on Wheels

Staff peer review (R and R updates)
- Joe presenting this month
- Peer review example provided

Community outreach drive
- Newborn – hats, mittens, for UNMH NICU
- 2nd week in Feb 2015

Ride to SF Feb 9th, 2015 to Round House
- Joe update (Table for 2016)
- Write to fellow councilors – observation effort

25th SC Celebration
- Terri, Karen on archived material, what is allowed or not
- Art Gallery, traveling concept, PJ Museum
- Time Capsule idea, provide content
- April bury the capsule with the UNM Tree, Plaque to show case the tree, Arborist month
- Photos for the web site from the archived material
- Sue Mortia walk about, Brian for arborist, tour on North Campus - Jodi, tour of the PIT – Kathy talk to Rita (April, May), body donation – simulation lab – anatomy, OMI

- Good idea and event. Need to visit further with Explora to get a good estimate proposal, including or excluding food, drink, on 2,000 maximum staff attending (setup a meeting with Megan and Events people)

- Will present to R&R first for first right of refusal

- Pending feedback from Jodi, Kathy’s suggestion is to have three sites to bring the donations – South Campus, North and Main

- Joe will do as a standalone reach out to constituents and next year look at a SC event

- Mark will send notes to the events committee from today’s meeting
**Kindness Campaign (Cindy)**
- Updates Feb 8\textsuperscript{th}-14\textsuperscript{th}, sending out request for support from events, long week event
- PIT of kindness, maybe a movie
- Create valentine notes for in patients – children in the hospital, expand to retirement communities
- Kindness chain – sending notes to the other staff – random choosing – building and taking pictures posting on Facebooks – challenge departments (template, pins), kind notes
- Lobothon – dance marathon (March overnight in Johnson Gym) establish a group, 1000 but will include staff – for children’s – Staff and Students together, benefit UNM hospital – baskets, contents, sororities, fraternities fill with items, patients to give to (day of it with the Hospital) – one basket from staff council (2 would be great) on Valentine’s day
- Kyle come and talk to the events committee
- Student Union building donates for students passing by – volunteer to make notes, create some, etc.

**Balloon Fiesta (Oct 2015)**
- No word back from UH partner (Balloon fiesta person updating me post the UH meeting)
- Sponsor balloon for UNM SC – put in request for funding

**Other events**
- Arbor day – Gardening walk about during noon time (Owner of this)
- Relay for life April 24\textsuperscript{th}, 2015
- Pride week – June 28\textsuperscript{th} 2015
- KUNM Radiothon Oct 2015
- Animal Humane 2015
- HSC events – Rave, Health – April 2015

**SAM**
- Lobo burrito breakfast (Student Success) – possibly go to events
- Read to me (Student Success)
- Ice cream social (Student Success) – possibly go to events
- Staff as Students (Student Success)
- Book drive – HSC committee

- Cindy has good ideas for the staff to assist in the Kindness campaign. She will send bulleted items and in the future have Kyle present at the SC monthly meeting before March 2015
- Checked with the Balloon fiesta organizer. The sponsoring of a balloon is estimated at 2,500. There is a second question about having the balloonist tether at the UNM Johnson field along with a contest for a balloon ride (pending costs)
- Meet with Bryan, others on Arbor day, gardening, planting of tree, time capsule
- Need update from Frankie
- Need update from Frankie
- Future event
- Kathy to define if we will do again in 2015
- Future event
- Future meeting with all of the committee chairs and the events committee chair
### SC Events Committee Minutes

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<thead>
<tr>
<th>Name</th>
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| 3 Next Meeting | Jan 30th – 1:30 – 3pm |

[Next]

Jan 30th – 1:30 – 3pm