

Staff Council Standing Committee Minutes

Committee Name: Committee Chairs Meeting

Meeting Date and Place: 1/29/15, Hokona Hall, Room 373

Members Present: Pam Castaldi, Mary Clark, Renee Delgado-Riley, Terry Horger, Karen Mann, Kathy McKinstry, Mark Reynolds, Jodi Perry and Daniel Weems

Members Excused: Anne Burtnett and Gina Urias-Sandoval

Members Absent: Frankie Flores and Jarrett Hines-Kay

Minutes submitted by: Kathy Meadows



	Subject	Notes	Follow-Up
1	Approve Agenda	Approved.	
2	Review Committee Chair Responsibilities	<p>Perry reviewed the following items:</p> <ul style="list-style-type: none"> -Tracking committee membership: chairs shall report to the Speaker and Admin Officer whenever committee membership changes. The Speaker can be called upon to help get committee members engaged. -Presentation of Monthly Chairs Report document (attachment #1). A discussion followed and edit suggestions were made. The document shall be submitted to Exec every month one week prior to the Staff Council meeting. -Committee minutes shall be submitted to the Admin Officer using the standard meeting minute's template. (attachment #2) -Chair need to keep committee information updated on the website. Website edits shall be sent to the Admin Officer. -Chairs need to manage their committee listservs ensuring that it is updated. -It was suggested that Chairs send out meeting agenda and prior month's minutes the day before the regularly scheduled committee meeting. 	Perry will update the form with suggested edits and redistribute to the committee members.
3	SC Procedures	<p>The Funding Request Form was reviewed. The members were still confused about the process. Website edits process was tabled until next month. Perry presented the Events Request Form (attachment #3). This document shall be submitted to Exec through the Admin Officer at least 6 weeks prior to the proposed event. If the event is approved, a Funding Request Form shall be submitted, if funding is required for the event. Committees shall debrief after every event.</p>	Perry will finalize the process with the Treasurer.
4	New Business	<p>Review of current committee activities – postponed until next month. 25th Anniversary plans – postponed until next month. SAM discussion – postponed until next month.</p>	
5	Meeting Wrap Up	Review assignments – postponed until next month.	
6	Next Meeting	Friday, February 26, 2015 from 12:00 noon – 1:00 p.m. in Hokona Hall, Room 373	



Committee Name
MONTHLY REPORT
 Month Year

Committee Goals:

Chair and/Co-Chair Trainings Attended (EOD, Staff Council Leadership etc.):

Meetings Held:

- Date, time, location
- Date, time, location
- Date, time, location
- Date, time, location

Committee Activities: Describe what you have done this month:

- Event-**What, Where, When, Who attended
- Reflection on how it went and what you could do better
- *If no events were held, indicate N/A

Synopsis on goals for next month.

Committee Attendance:

Name	Department	Date of Meeting	Date of Meeting	Date of Meeting	Date of Meeting

Purchases this Month (date, purpose, who, total amount) \$

Date	Purpose	Who	Total Amount

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Committee Name:
Meeting Date and Place:
Members Present:
Members Excused:
Members Absent:
Guests Present:
Minutes submitted by:

	Subject	Notes	Follow-Up
1	Approve Agenda		
2	Approve Minutes (from last meeting)		
3	Old Business		
4	New Business		
5			
	Next Meeting	The next meeting will be (date, time, location)	Meeting adjourned (time)

Committee Name

Event Name:	Event Date & Time:
Event Location:	No. of Volunteers Needed:
Committee POC:	Committee Charge:
How does the event align with the Committee Charge:	
<input type="checkbox"/> Event aligns with committee goals send form to Executive Committee and Communication and Marketing Committee (for advertising).	
<input type="checkbox"/> Event doesn't align with committee goals. Send form to Events Committee, who will determine if it aligns with Staff Council goals (and seek input from Executive Committee).	
<input type="checkbox"/> Send funding request form (of approved event) to Executive Committee. Allow two weeks for approval/feedback.	
Bullet Points on what the event entails (what happens at the event):	
Coordination and planning help requested from events committee (if applicable):	