

## **Staff Council – Communications Committee**

### Meeting Minutes Brown Bag Strategies

*November 21, 2013*

*Present:* Mark Reynolds, Kathy Meadows, Amanda Gerard, Marcos Abeyta, Pam Castaldi

*Next meeting:* 12/13/2013

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#### **I. Purpose**

Establish brown bag events from noon to 1pm monthly for University Staff to participate in and provide exposure for the UNM Faculty Club

#### **II. Discussion**

We discussed the following items

1. Branding the idea
  - a. Brown Bag – SC presents
2. How often to host
  - a. Once a month on the last Friday of each month
3. Lunch specials
  - a. During or not during the buffets
  - b. Order special buffet for the event at the 6.95 per person
  - c. Front area selling sandwiches, soup, etc.
4. Limitation on the building and fire code
  - a. Limitation is 20-24 maximum for the inside area
  - b. Outside event will provide higher numbers depending on the event and weather
5. Themes per month
  - a. See attached documents
  - b. Actual months with themes
  - c. Suggested themes and highlighted ones chose

#### **III. Take away**

1. Next meeting is December 13<sup>th</sup> where we will work on further granular decisions, direction and assignments to fill the themes per month
2. This will be stood up by the SC Communications Committee and one person from the committee would be at each event to assure continuity
3. The event will be first come first serve
4. Strategizing on 2015 themes