Southwestern Staff Council Minutes
December 10, 2014

Present: Claudio Brigueda, Jamie Collins, Kirk Fast, Debbie Flaming, Janet Grabeal, Mallory Hankins, Michael Kluver, Tommy McDaniel, Kathy Megli, Glenda Printz, Nancy Sanders, Jessica Smith, Justin Weathers Not present: Joe Dube

1. Call to Order – Kathy Megli – 9:33 am

2. Approve November’s minutes – Previously Emailed
   • The October 8, 2014 minutes were presented via email prior to the meeting.
     o Rewording on item 3
     o Remove Nancy Sanders from the present list.
     o Michael Kluver motioned to approve the minutes with the changes, seconded by Claudio Brigueda. Approved by majority vote.

3. Update on Craft Show Fundraiser – Debbie Flaming
   • A proposal to have the craft show was sent to Tom Fagan and it was approved.
   • It will be held in the Wellness Center on September 12, 2015, 9am-4pm.
   • Garrett King will advertise it with other Parent’s Day activities.
   • Want to have 30-35 booths, money will have to be received before a spot will be reserved. SWOSU staff will get first pick, then it will go out to the public.
   • The Masonic Lodge will help during the show and will match the money raised for scholarships.
   • Tommy McDaniel is a Masonic Lodge member said that they can match up to $1000.
   • The name will be The Bulldog Bazaar.
   • Kathy Megli talked to Brenda Burgess about setting up

   ACTION ITEMS:
   🌻 Mallory Hankins – Will take over the webpage.
   🌻 Kathy Megli – Send a letter to Tom Fagan to allow us to do focus groups with staff.
   🌻 Jamie Collins – Will look into focus group training.

4. Staff Recognition Reception Wrap-up
   • The attendance was higher this year than last year.
   • Thank you notes still need to be written and sent out.
   • Over all the reception went well.

5. Sayre Staff Recognition Reception
   • Kathy will get a car from the physical plant, so anyone who wants to attend can.

6. New Business
   • Craft Show – Debbie Flaming
     o Justin will get measurements of the wellness center for booths.
     o Want to plan it for September 2015. Possibly on Parent’s Day. We need to decide if we want to make it ruled or unruled. We will charge $50 per booth, which will get us enough money to cover the scholarships. We will not allow booths to sell food so that SSC can sell food and drinks to raise
extra money. We would also like to give a percentage to charity. We will try to advertise for booth sign-up in January.
- If we don’t get enough crafters to rent booth space we can then open it up to local businesses.
- We need SSC members to help come up with a catchy name.
- Committee will consist of Debbie, Jessica, Janet, Glenda, and Kathy.
- The Committee will set a date.

**ACTION ITEMS:**
- **Justin Weathers** – Get measurements of the wellness center for booths.
- **All SCC Members** – Think of a catchy name for the craft show.
- **Craft Show Committee** – Set a date for the craft show.

7. **Meeting Adjournment** – 10:45 am
   - Debbie Flaming motioned to adjourn, seconded by Michael Kluver. Approved by majority vote.

**Next SSC meeting – December 10, 2014.**