



Administrative Staff Council Meeting Minutes
Tuesday, July 14th, 2015
12:30 pm – 1:30 pm
Mortvedt Library Room 332

1. Attendees

- a. Tom, Katie H, Alicia, Kelly, Adam S., Charlie, Sam, Josh, Jason

2. Guest Speaker

- a. No guest speaker for this meeting. Tom will have one lined up for August.

3. Prior month meeting minutes

- a. Minor edits to attendance list
- b. Katie spelled “Doodle” incorrectly

4. Treasurer’s Update – Tom Harvey

- a. Budget is the same for this year: \$1620.37
- b. We will not have to pay for musicians at the Veterans’ Day event, so we have a bit more wiggle room in our spending for this year.
- c. We may want to invest in some swag to provide at open house events, such as:
 - i. Notepads
 - ii. Pens
 - iii. Whistles
 - iv. Pamphlets/Flyers

5. Website Update – Sam O’Hara and Josh Smith

- a. Sam updated everyone’s photos
- b. Josh, Sam, Tom, and Katie will meet to discuss revamping the website to make it more engaging and fix some errors since we’re hoping to use that as our primary resource instead of handing out paper packets.

6. Co-Chair Updates- Katie and Tom

- a. Peggy Vance will not be returning. Katie Hoover has been voted in as new co-chair.
- b. We will need to hold an election to fill Peggy Vance’s division seat. Will talk more about that in August.

- c. We need to update the by-laws to provide direction for situations in which a member does not fulfill their term or an office is restructured and an off-season election is required.
- d. Committee assignments have been finalized with the exception of Winterfest, which will we discuss next meeting.
- e. Tom and Katie will update constituent list and make it available to ASC members so we can message our constituents announcing all officers and committee points of contacts.

7. Upcoming Events – reports/comments

a. Stuff the Bus

- i. Alicia will work on talking points for Allan Belton to share with President's Council and updating the email we send out to our constituents.
 - 1. Kelly found student statements on the website that we can use. <http://tacoma.ciswa.org/>
- ii. Tom will coordinate with departments to get boxes updated if necessary and put out for collection.
- iii. Adam will check on the possibility of notifying West Coast Christian Conference members to see if they want to participate while on campus.

b. PLU Night at the Rainiers

- i. Kelly had the idea to bring school supplies with us so that people who want to participate in Stuff the Bus but didn't know in advance can give us \$1 and we'll contribute a supply for them.
 - 1. Tom will check with Cheney to make sure this is ok.
- ii. Jason is offering 4 Rainiers tickets to be raffled/sweepstakes (<--that's not an actual word).
 - 1. Katie will check with Sue Liden to see if this is ok. Raffles have lots of IRS/State regulations, but sweepstakes could be doable.
- iii. Alicia will check with Nolan/Jessica in alumni about adding Stuff the Bus info to the Rainiers online ticket purchase form.
- iv. Sam will take a table shift. Tom will take last table shift and collect all materials to bring back to PLU.

c. Fall Open House

- i. Committee is on board about pairing with Bjug Day, October 14.
- ii. Tom, Alicia, and Katie will touch base to provide more details next meeting.

d. Veteran's Day

- i. Michael Farnum is really taking the lead with this, but we should contact him ASAP to make sure the ball is rolling and see what he needs from us.
- ii. Veterans' Day celebration will be on Wednesday, November 11, during chapel break.

8. Committee Updates

- a. Benefits
 - i. Meeting once a quarter with an extra meeting the month before open enrollment.
 - ii. Seth and Sam will be on committee.
- b. Budget
 - i. Meeting every other week, typically on Tuesday.
 - ii. Kelly and Katie will be on committee.
- c. By-law updates needed
 - i. Tom and Katie will work on by-law updates and ask for council approval before passing on to Teri.
- d. Habitat for Humanity
 - i. No update yet
- e. Long Range Planning
 - i. No update yet
- f. Parking
 - i. Probably only meeting once.
 - ii. Kelly thinks this year will include discussion about employees paying for parking, which is important.
 - iii. Charlie and Katie will be on committee. Kelly will be backup if Charlie or Katie can't attend the meeting once it's set.
- g. Parking Appeals
 - i. No update yet
- h. Retirement
 - i. No update yet
- i. Welcome to PLU
 - i. Tom, Katie, Sam and Josh will discuss updating website and documents

To-Do Items:

1. Katie: Schedule website brainstorming meeting for Tom, Katie, Sam, Josh. (done)
2. Katie and Tom: Review by-laws, constituent list (done), election preparation (scheduled).
3. Katie: Schedule meeting with Annual Giving team to discuss Bjug Day and Fall Open House. (done)
4. Alicia: Write up Stuff the Bus talking points for Allan Belton and update email messaging. (done)
5. Tom: Check with Cheney Stadium about what things we can give away at our table (are whistles ok?) and if we're allowed to do a raffle/sweepstakes. (done)
6. Tom: Make sure departments have Stuff the Bus boxes and are ready to put them out. (done)
7. Jason and Adam S.: Reach out to Michael Farnum to see what progress he has made and how we can assist.

Next Meeting: Tuesday, August 11th, 2015; 12:30a.m. to 1:30p.m., Mortvedt Library Room

Items to include in agenda: Review what materials we want to have at Rainiers table, discuss results of President's survey, decide how to proceed with filling Peggy's seat.