

GSO Liaison Meeting Agenda  
Wednesday, September 10, 2014 / UW1 103 – 12:00 p.m. – 1:00 p.m.  
[www.uwb.edu/gso](http://www.uwb.edu/gso)

Call to Order/ Report of Officers

**In attendance:** Lisa Walker, Therese Grant, Ellis Zhuang, Christy Grayum, Jim Pilon, Mary Alice LeFlore, Sue Morgan, Norma Perez, Emily Christian, Daniele Sissons, Devi Sandhu, Clay Horton

1. Budget Report/Permanent Funding Request – Christy reported fund totaling \$883.00 in the GSO Discretionary Budget. We will be receiving \$5,000 in our permanent funding budget in October. Expenses from the BBQ will be deducted from the permanent funding account.
2. BBQ: Summary of Event– We lost money on this event for a number of reasons: 1)not enough ticket sells, 2) Cost of food, and 3) tickets at the door were reduced to presale price. This is a reoccurring event that we do each August and Lisa suggested we need to start planning earlier in May. Alice suggested we do food booths similar to the smoothie booth that was at the BBQ. Next year we would like to have food donated from a local business like Uncle Peteza’s. Clay suggested we get donations from multiple businesses. Ticket sales from event will go towards scholarships for students and staff.
3. Bylaws–We will be splitting the Secretary and Treasurer Roles. Once we amend the bylaws and have a new position, Jim has agreed to take on this responsibility. Sue motioned to amend the bylaws to split the secretary and treasurer roles, Emily seconded. Lisa and Therese appointed Ellis to the vacant position of Vice Chair.
4. Scholarship – We want to use the money in our discretionary account to award scholarships for students and staff. We will need to determine the logistics of the scholarship. The Scholarship Selection Committee includes Lisa, Emily, and Alice.  
**Action Item:**
  - Christy will invite Danette Iyall to our next meeting to help us figure out the logistics.
5. GSO Awareness- Christy has received approval to make a short announcement at new staff orientation about GSO. Emily suggested we send an NBall out to staff to let them know who the GSO Liaisons are.  
**Action Item:**
  - Lisa will draft an email to send out to staff.
6. Pancake Breakfast– The pancake breakfast will be held before the Town Hall Meeting on 10/28 from 8am – 9am. Town Hall will immediately follow at 9am. This is an all member GSO Meeting which will include professional development that has yet to be determined. Last year we had approximately 100 attendees. The event is no charge to staff, but will have a donation jar out similar to last year. Emily suggested we have an update on McMEnamin’s. Devi suggested that we have an update on the businesses by UWBB. Collectively we decided that pancakes would be made or catered. We will need volunteers to set up and clean afterwards. We will have the event in NCEC despite construction.  
**Action Item:**
  - Lisa will contact Kelly Snyder on business updates that we can use in our professional development and will get a quote from Mom’s on catering pancakes.
  - Christy will check to see if NCEC is available and will send out a pancake breakfast planning meeting around two weeks before the start of the event.
  - Therese will hold 10/28 on the Chancellor’s calendar.
7. Update on Reaching Out– Jim wants to defer our efforts to November or December since the Combined Fund Drive begins early October. He has created a database of businesses and drafted a letter to send. Jim is requesting a committee to help build a letterhead, order paper, and mail the letters out when the time comes. Christy volunteered to help with this process.

Next liaison meeting is scheduled for Wed., November 12, 2014, 12-1:00 p.m., UW1 103