

GSO Liaison Meeting Minutes
Wednesday, September 14, 2016 / UW1-361, 12:00 p.m. – 1:00 p.m.
www.uwb.edu/gso

Meeting called to order at 12:08 pm.

Report of Officers: Therese Grant, Co-Chair / Lisa Walker, Co-Chair / Ellis Zhuang, Vice Chair / Christy Grayum, Secretary / Jim Pilon, Acting Treasurer

In Attendance: Kelley Dunn, Daniele Raymond (Dani), Alice LeFlore, Devi Sandhu, Emily Christian

Opening

1. Therese asked attendees if there were any additions to the agenda. No one brought any new agenda items.
2. Minutes from Previous Meeting
 - a. Christy made a motion to approve minutes from the previous meeting. Dani seconded the motion. The minutes were approved.
3. Budget Report, Jim
 - a. GSO-B: \$25.05 in fiscal activity. This budget is for special events that happen like the Staff Appreciation Event. Balance is \$24,519.62. There are outstanding transactions from the recent event that have not hit the budget yet. Please forward receipts and invoices to Jim so he can reconcile.
 - b. GSO-Revenue: no fiscal activity. Balance \$24.52.
 - c. GSO Discretionary: Additional \$50 from payroll revenue. Balance \$618.21.
 - d. Discussion on how we use permanent and discretionary funds. Jim suggested we create policies on budget usage.

Continuing Business

1. Bylaws, Lisa will send out an email to all staff for a vote
2. Staff Appreciation Summary of Event
 - a. Denise contacted Therese for a follow-up meeting and will gather feedback to provide.
 - i. Therese thought that it was good to have a clear leader for the event.
 - ii. Dani mentioned that Eunice, former committee member, was satisfied with the event.
 - iii. Many enjoyed the Bingo Game.
 - iv. Devi heard good feedback from others who liked that the event was for everyone, rather than separated out like in past years.
 - v. Kelly reported that the caterer was late and a little snarky.
 1. Jim added that the caterer was so late that our staff had to help them set up.
 2. Therese reported that the caterer apologized and removed the service charge recognizing their tardiness, and she will pass on this feedback to them.
 - vi. Alice thought there was just a right amount of food and mostly, people liked the food.
 1. Therese ordered above the RSVP'ed amount.
 2. Gluten free muffins ran out quickly and were not clearly marked. We need to do better next year to make sure we are meeting everyone's dietary needs.
 - vii. Dani said that there was no or little correspondence received for thank you cards.
 1. Others mentioned there wasn't very many cards distributed, but they were very nice.
 2. Lisa will work on improving this for next year since this done by Advancement.
 - viii. Everyone thought the tag board was a success.
 1. There was a delay when users used Facebook. Instagram worked better but only if your profile was public.
 2. Instructions need to be clearer.
 - ix. Devi suggest we have a temporary website, similar to the Combined Fund Drive, for this event.
 - x. Therese will let everyone know what comes out of the follow-up meeting.
 3. Fundraising
 - a. Therese reiterated the need for fundraising in order to continue to give away scholarships. We want to give three this year.

- b. Poinsettia-Alice
 - i. Final orders need to be in by November 11th.
 - ii. Alice contacted the vendor and we will be receiving a 25 cent discount because of last year's issues.
 - iii. We need to sell 122 plant in order to clear \$600. Alice suggested we raise the goal to 130 from last year's goal of 100 plants.
 - iv. We will distribute the plants at the Holiday Potluck.
 - 1. Kelley mentioned that if we distribute plants at the party in North Creek, it will take away seats for guests.
 - 2. Lisa suggested we use Mobius for the potluck.
 - v. We will send correspondence for all three Nballs to advertise. Alice will be the point of contact for gathering orders and money. Lisa suggested we create an order form to collect orders at the fall breakfast.
 - 1. Dani suggested we advertise the sale of plants to our family and friends, and Alice will include this in the emails.
 - 2. Emily volunteered Gina to help with this fundraiser.
- c. Selling Cups
 - i. Lisa will look into royalties, and once we have this information, we decide if we want to sell UW cups.

New Business

- 1. GSO Elections (Spring 2017)
 - a. Successions
 - i. Emily can run for the office of Chair. (Everyone cheered!)
 - ii. Ellis will run for the office of Vice Chair if no one else wants to.
 - iii. Alice will run for the office of Secretary.
 - iv. Jim will run for the office of Treasurer.
 - b. Emily volunteered Gina to run the elections.
 - c. We need to recruit more liaisons. We should have a representative from each area.
 - i. Kelley will reach out to Lauresa Smith in IAS.
 - ii. We need to add Campus Safety, Facilities, Library, and Academic Affairs, please recruit if you know anyone in these departments.
 - iii. Therese and Lisa will draft a marketing email to let the campus know what we are about.
 - iv. Christy will continue to mention the GSO in new staff orientations.
 - v. Every liaison should have a backup representative that can attend in your absence.
 - vi. Ellis will put up recent pictures from past events on our web site.
- 2. Annual Pancake Breakfast/Town Hall
 - a. October 20th in North Creek
 - i. 8:30am – 10am GSO Pancake Breakfast/City of Bothell Presentation
 - 1. 10am – 11am Town Hall/ Discussing Campus Survey Results and Actions Items.
- 3. Scholarship Committee
 - a. Emily will lead the committee and will include Alice, Lisa, and Dani as members.
 - b. We will announce scholarship winners at the Holiday Party, and will announce the scholarship at the Pancake Breakfast.

Announcements

Adjourn / Next meeting is scheduled for Wednesday, November 9, 2016 12-1:00 p.m., Location HH-1110.