

March 13, 2013

General Staff Organization Meeting Minutes

**Attending:** Annie Brelsford, Janice Crosetti, Therese Grant, Tina Marie Valdez, Paul Mahon, Ellis Zhuang, Kyle Hilsenberg, Beth Miguel Alipio, Sue Morgan, Lisa Walker

**Budget Report:** \$540.00 balance from our two budgets.

**Poinsettia Sales:** At the October pancake breakfast, we'll hand out forms for people to pre-order poinsettias for delivery in time for the holidays.

- Action Item: Lisa gave pricing information to Robyn Smidley for further research.

**Pop-on-In:** Liaisons have welcome cards and Tootsie-Pops to hand out to new staff in their respective program/schools/departments.

**Spring/Summer BBQ:** Tentatively planned for August, before summer quarter ends.

- Action Item: Kyle will research pricing from vendors such as Happy Grillmore and Dave's Burgers.

**Spring Informational Program for Staff:** It was proposed to have a representative from CareLink come to campus for a lunch-time workshop on managing stress at work. Along with the workshop, we decided to provide a pizza lunch for attendees (staff only).

- Action Item: Therese has been in contact with CareLink. The course offered is: "SELF-CARE: REMAINING RESILIENT - Learn to identify ongoing symptoms of stress and how to find a more healthy approach to the demands of work and home. " She gave CareLink three dates in April to choose from, and has locations held. Therese also reported on pricing lunch for 50 people from various pizza restaurants.

**Speaker for October Pancake Breakfast:** Janice suggested we have our UWB grounds crew give an environmental talk about our campus and wetlands.

- Action item: Lisa will contact facilities.

**Finance Projections:** Ongoing.

Meeting adjourned

Next liaison meeting is scheduled for Wednesday, May 8 – UW1 103, noon – 1:00 p.m.