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Courtesy and Special Events Essence Notes

Courtesy and Special Events Work Team

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# Courtesy and Special Events Essence Notes

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# COURTESY COMMITTEE MEETING

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12 MARCH 2018 / 10:00 AM / LIBRARY CONFERENCE ROOM

## ESSENCE NOTES:

The purpose of the meeting was to discuss last month's meeting and plan for March's Library Break.  
Notes from the meeting are italicized.

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## ATTENDEES

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Members: Selby Cody-Voss, Nikki Cannon-Rech, Vanessa Cunningham, Brittney Lewis, Savitri Jayaraman, Kyle Herman, and Michelle Babot

Non-Members: Chelsea Lanier

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## AGENDA

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### LAST MEETING FOLLOW-UP

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1. Review of February's Break
  - a. What was done well?
    - i. *The members noted that the February Library Break was successful. Participation was good with several people attending. Inclusion of the cook-off contest added an interesting twist.*
  - b. What could be improved?
    - i. *One member brought up that the time the breaks are held can be exclusive to certain personnel. Second and third shift employees did not have the chance to attend. Having meetings and breaks in the later afternoon or holding two breaks in the same day at different times might allow for more inclusion.*

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### NEW BUSINESS

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1. March's Library Break
  - a. Theme
    - i. *An Easter egg theme was chosen.*
  - b. Food

- i. *The members chose a snack-filled library break, focusing on chips and dips. The Courtesy Committee will provide spinach artichoke dip and some chips. A sign-up sheet will be created, and library personnel will be asked to bring any other items.*
  - c. Drinks
    - i. *Personnel will be able to sign up to bring drinks.*
  - d. Games
    - i. *Upon arrival, attendees will receive one Easter egg filled with candy. In one of the eggs, there will be a winning ticket. The person with the prize egg will receive a dozen farm fresh eggs, supplied by one of the Courtesy Committee members.*
  - e. Entertainment
    - i. *A PowerPoint will be created, and music will be played.*
  - f. Other
    - i. *None.*
- 2. Future Meetings
  - a. 2018 Library Break Schedule
    - i. *The idea of creating a set Library Break schedule was brought up to the committee; however, due to unforeseeables, the Library Break schedule will continue to be decided on a month-to-month basis.*
  - b. Status of the Committee
    - i. Continuing Members
      - 1. *Members were asked if they were willing to renew their positions in the Courtesy Committee. Members Selby Cody-Voss, Kyle Herman, and Nikki Cannon-Rech confirmed their continued participation in the Courtesy Committee.*
    - ii. New Members
      - 1. *Non-members Vanessa Cunningham, Brittney Lewis, and Michelle Babot joined the Courtesy Committee. All meetings are open to anyone wishing to join.*