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Courtesy and Special Events Essence Notes

Courtesy and Special Events Work Team

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COURTESY COMMITTEE MEETING

1 MAY 2018 / 2:30 PM / LIBRARY CONFERENCE ROOM

ESSENCE NOTES:

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

ATTENDEES

Members: Selby Cody-Voss, Michelle Babot, Vanessa Cunningham, Brittney Lewis, and Kyle Herman

Non-Members: Kenny Rettinger

AGENDA

LAST MEETING FOLLOW-UP

1. Review of April's Break
 - a. What was done well?
 - i. *The members discussed April's Library Break. Their comments were that the break was fun and had good participation.*
 - b. What could be improved?
 - i. *The scheduling conflicted with Research Services' weekly staff meeting.*

NEW BUSINESS

1. April's Library Break
 - a. Date and Time
 - i. *The Library Break was scheduled for May 10, 2018 at 9:00am in Room 1300.*
 - b. Theme
 - i. *The theme for May's Library Break will be breakfast.*
 - c. Food
 - i. *The Courtesy Committee will provide breakfast casserole. Others will be invited to sign-up to bring other food items. Suggested items will be as follows: donuts, sausage rolls, bananas, fruit platter, toast, etc.*
 - d. Drinks

- i. *Personnel will be able to sign-up for drinks. Suggested drink items were coffee and juice.*
 - e. Games
 - i. *N/A*
 - f. Entertainment
 - i. *Music will be played during the event.*
 - g. Other
 - i. *N/A*
 - 2. Future Meetings
 - a. Status of the Committee
 - i. New Members
 - 1. *Kenny Rettinger joined the Courtesy Committee.*
 - ii. Other Business
 - 1. *N/A*