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Courtesy and Special Events Essence Notes

Courtesy and Special Events Work Team

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COURTESY COMMITTEE MEETING

11 APRIL 2018 / 2:30 PM / LIBRARY CONFERENCE ROOM

ESSENCE NOTES:

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

ATTENDEES

Members: Selby Cody-Voss, Michelle Babot, Savitri Jayaraman, Vanessa Cunningham, Brittney Lewis, and Daricus Larry

Non-Members: N/A

AGENDA

LAST MEETING FOLLOW-UP

1. Review of March's Break
 - a. What was done well?
 - i. *The Committee discussed the March Library Break. Overall, the turnout seemed better with the break at 3pm. Finger foods are easy, and people enjoy them. There was a good amount of food.*
 - b. What could be improved?
 - i. *N/A*

NEW BUSINESS

1. April's Library Break
 - a. Date and Time
 - i. *The Library Break was scheduled for April 18, 2018 at 3pm in Room 1300.*
 - b. Theme
 - i. *No holiday related theme. Instead, the theme was decided to be "Snack Attack!"*
 - c. Food

- i. *To play along with the "Snack Attack!" theme, the members chose to focus on snacks and finger foods. The Courtesy Committee will provide chips and dip, and other staff/faculty will be invited via sign-up sheet to contribute.*
 - d. Drinks
 - i. *Personnel will be able to sign-up for drinks.*
 - 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. *N/A*
 - ii. Other Business
 - 1. *Student Appreciation: One member brought up the bi-annual student appreciation event that the Courtesy Committee sometimes hosts. The event was scheduled for April 26, 2018 from 11am-2pm. Pizza, popcorn, chips, fruits, drinks, and desserts will be provided for the students.*
 - 2. *Intercession Weeks: One member brought up intercession weeks in which all library personnel would be available to attend the break. The months that have intercession weeks are as follows: January, March, May, July, August, November, and December. Also, second shift personnel are available Tuesday-Thursday after 3pm.*
 - 3. *Meeting Schedule: A set meeting schedule was brought up, and a reoccurring reservation for the Library Conference Room was set for the 1st Tuesday of every month at 2:30pm.*