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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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6 NOVEMBER 2018 / 2:30 PM / LIBRARY CONFERENCE ROOM

## ESSENCE NOTES:

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

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## ATTENDEES

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Members: Michelle Babot, Lenard Robinson, Kenny Rettinger, Savitri Jayaraman, and Kyle Herman

Non-Members: N/A

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## AGENDA

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### LAST MEETING FOLLOW-UP

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1. Review of October's Break
  - a. What was done well?
    - i. *Feedback for the October Library Break was good. Plenty of people attended, and there was plenty of food.*

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### NEW BUSINESS

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1. October's Library Break
  - a. Date and Time
    - i. *The Library Break was scheduled for November 20, 2018 at 12:00pm in the Library Conference Room.*
  - b. Theme
    - i. *The theme for November's Library Break will be Thanksgiving/Turkey Day.*
  - c. Food
    - i. *The November Library Break will be a pot-luck dinner. Everyone is encouraged to sign-up to bring a dish of their own.*
  - d. Drinks
    - i. *Personnel will be able to sign-up for drinks.*
  - e. Entertainment/Games
    - i. *N/A*
  - f. Other

- i. *N/A*
- 2. Future Meetings
  - a. Status of the Committee
    - i. New Members
      - 1. *N/A*
    - ii. Other Business
      - 1. *The members discussed who would have responsibility for storing money if it were collected for the breaks. One member reported that plans were in the works for the December Luncheon, but nothing had been finalized.*
      - 2. *On December 4, 2018 at 2:30pm in the Library Conference Room, there will be a Courtesy Committee meeting to finalize plans for December.*
      - 3. *Discussion of the student appreciation event arose. The event would need to happen prior to finals week. Plans and funding were pending confirmation.*
      - 4. *Savitri Jayaraman volunteered to head the January Library Break.*