

Members present: Kristy Chapman, Janice Walls, Beth Chaisson, Lindsay Macy, Linda Henson, Holli Smith, and Lyndsi Moser

Holiday Party December 15th, 2-4pm @ the Center for Young Children

FOOD:

- SEC and EC will be responsible for planning/providing refreshments for the party. Menu is as follows:
 - Janice & Patti Holt = relish tray with ranch dip
 - Meagan Senesac = 2 liters Sierra Mist
 - Camilla Butcher & Rochelle Hudson = cranberry juice and ice rings for punch
 - Nancy = homemade turtles, hummus and international style crackers, tablecloths, food trays
 - Candy Smith, Holli, Beth, Linda, Kelly Miholic, Sara Vitaniemi = cookies
 - Lindsay = lemon bars
 - Kristy = brownies, food trays
 - Deanna Hart = cheese and crackers
 - Alicia Gahimer = mixed nuts
 - Lyndsi = Chex mix
 - Sue Herrell = food item
 - Becky = international food
 - Roxana = cups and spoons
 - Karen = white and red table cloths, black plates, white napkins, forks
- Reminder that all members who purchase items for the holiday party should give their receipts to Karen for reimbursement (this only includes store-bought food items; ingredients to make something homemade do not count).

DECORATIONS:

- The following people will be bringing decorations to go along with the theme:
 - Karen Lee – Madame Alexander dolls
 - Kelly Milholic – décor from India, Thailand, Japan, Germany and Mexico
 - If anyone else has anything to contribute please just bring that day.

POSTERS:

- SEC has created powerpoint slides to highlight the various December holidays. Several options were offered as a way to display these at the party:
 - Ask Dental School Illustrations Dept to create posters with these slides (\$30 per poster)
 - Send slides to IKON to blow up to larger size (\$1.50 per slide)
 - Run slides as a slideshow with a projector
 - **Print each slide, mount on colored paper, laminate, and scatter around the reception area**
- The last option (bold) was selected by the committee in light of cost-savings and ease of display. Kristy will send the electronic file to Beth, who will work with Janice and Linda to create the laminated slides.

DONATIONS:

- Karen will send a reminder to Staff Council for donations of hats, gloves, scarves, etc. for the CYC Giving Tree.

SET-UP:

- **All available SEC members should be at CYC at 1:00 to set-up.**
- Beth, Linda, Janice, and Roxana will bring their items (food items and holiday slides) to Kristy by noon on 12/15.
- Lindsay will meet Kristy at 12:45 to help load her car with supplies.

Spring Blood Drive April 28, 2011

- Kristy has contacted the student government group, Circle K, to schedule rooms in the Campus Center for this day.
- IBC will bring a bloodmobile for Taylor Hall.
- We hope to use the atrium of the MedSci Bldg for a third location.

Retreat Summer 2011

- An application has been sent to Bradford Woods, but we are not committed to holding the retreat there.
- The EC was interested in the Marriott East Conference Center (Shadeland and I-70) suggested by Linda at last meeting. Kristy will speak to the Marriott contact person about coming to an SEC meeting to provide information about their location and offerings.
- The EC also wants us to consider University Place Conference Center.
- SEC members should begin brainstorming theme ideas. A theme, as well as a location, should be presented to EC no later than February.

Next meeting: Thursday, January 13th, 3-4pm @ Dental School room 245