

IUPUI Special Events Meeting Minutes

September 29, 2010

Welcome/Introductions: Kristy Chapman welcomed the committee to the first meeting of the year and had everyone introduce themselves, share what department they were from, how long they've been at IUPUI and what event they have planned in the past that they enjoyed.

Task Forces: Kristy shared with the committee that there will be sub-committees or task forces this year to help keep all of the events going throughout the year rather than planning each event as it happens. At the next meeting it will be discussed further of who wants to be on what task force (a member can be on more than one.)

Fall Blood Drive: Per the request of the Indiana Blood Center, they are interested in IUPUI Staff Council hosting a fall blood drive. The logistics of location, signage and partnering with the student government group Circle K are still being worked out. Communications between IBC, Kristy and several locations on campus are still happening. If the logistics cannot be worked out by the end of the week, we will look at getting the spring blood drive in order.

Legacy Project: Kristy shared with the committee the legacy project (planting at the two entrances into campus. The fall planting is scheduled for Wednesday, October 13. Volunteers are always welcome.

Other items: Lyndsi inquired about the results of the survey from the Staff Council Retreat in July. Kristy shared as much as she could from her memory but will bring specific results to the next meeting.

Future Meetings: A Doodle survey was sent out to all members of the committee and from the results received it appeared that Thursday afternoons seemed to be the best day/time to meet. It was mentioned on behalf of another member who was not present the idea of having the meetings during our lunch hour. It was discussed and agreed that our lunch time is our personal time and would prefer them not interfere with work functions/meetings. Due to Kristy's schedule with administering exams every other week and once a month, the meetings cannot necessarily be scheduled

“the third Thursday” of every month. The committee was in agreement that they could be flexible with the timing of the meetings.

Next meeting: *Thursday, October 21st, 3:00p, Dental School Room 245*

Agenda items for next meeting: Results from Staff Council Retreat survey, Creating Task forces (Legacy Project, , Fall project (Ronald McDonald House) Holiday Party, Blood Drive, Retreat), Discuss fall Legacy Project, other items.