

September 3<sup>rd</sup>, 2015

From: Carolyn King

To: Dr. Peter Bales, Chair of the Academic Senate Steering Committee  
Dr. Emily Tai, Vice Chair  
Dr. Joel Kuszai, Secretary

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Chair Dr. Carolyn King called the meeting to order at 4:10pm

**In Attendance:** Carolyn King, Ted Rosen, Danny Sexton, Linda Ostrowe

**Absent:** Peter Novick, Adam Luedtke, Susan Garcia, Jim Bentley, Ray Volel

I: Approval of the agenda for September 3rd, 2015

a. The agenda was approved by voice vote.

II: Approval of the minutes of August 19th, 2015.

III: Reports

**a. Old Business:**

- Discussed the contacts for the Volunteer Fair (VF). Each person will follow up with the contacts that didn't respond.
- We have about 10! **WE NEED TO GET 15-20 CONFIRMED!!**
- Ted suggested inviting someone from the Mayor's Office on Volunteering, but warned that this is a political liaison and we have to make sure that administration at QCC approves. We asked Linda to contact Ronni Weprin.
- Susan, Carolyn and Ted participated in the Club Fair on Sept. 2<sup>nd</sup>. We shared a table with the Mock Trial Club and displayed a large poster of the Volunteer Fair Flyer. Our presence at the Club Fair generated a lot of interest from both faculty and students.
- Danny's application form has been edited and can now be used for communication with our targeted organizations. Based on the revised form, Danny will be the person who will (ONLY) receive the applications. Each member will be responsible for any other communication with their organizations.
- We discussed changes to the wonderful flyer and Linda will make revisions. We probably need two versions. One to go out immediately to put the date on the calendar; and the final one that lists our co-sponsors. Linda will send final version of flyer to Stephen Di Dio for approval. Linda will also have the information for the event listed on all appropriate calendars.
- Ted and Linda suggested possible avenues to seek funding. Carolyn will send a request to VP Hodge and the Student Government seeking co-sponsors and requesting \$450 that would be used to hire "Send In the Clowns" to provide a popcorn vendor for the event.
- Carolyn confirmed the parking with B&G. Ed Locke just wants a reminder one week before the event.
- We discussed all the details that need to come together to make for a successful event. To that end, we agreed that we need weekly and very short meetings to work on the Volunteer Fair. Linda reminded us there are some details we have to establish before the event. Namely, how the event proceeds from start to finish. Who will do the greetings? Where will they organizations first assemble? Should the organizations be announced? We need tablecloths? How will the tables be arranged?
- We discussed our availability to meet during the semester. It seems that Tuesdays, 4-6pm is the day that works for almost everyone. Ted is NOT in on Thursdays, but will participate as often as possible to help with the Volunteer Fair. Because of the September holidays, we will meet on ONE more Thursday (9/17) and then will keep Tuesday as our meeting day.
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**b. New Business**

- i. Next meeting will be Thursday, September 17<sup>th</sup>, 2015, 4-6pm in room TBA.

Adjourned at 5:00pm

