

**September 29, 2015**

**From: Sue Garcia**

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

**In Attendance:** Vice President Michel Hodge, Carolyn King, Ted Rosen, Susan Garcia, Danny Sexton, Jim Bentley, Ray Volel

**Absent:** Linda Ostrowe, Peter Novick, Adam Luedtke

I: Approval of the agenda September 29, 2015

- a. The agenda was approved by voice vote.

II: Approval of the minutes of September 17, 2015.

III: Reports

**A. Updates on the Volunteer fair**

- Danny had received 9 completed registration forms from participating agencies. (We didn't get any agencies that involved animals and the arts.)
- There are a total of 6 on-campus offices.
- Carolyn will confirm the amount of tables by next meeting and inform Public Safety. She will also send out a reminder email.
- The Holocaust center will be getting back with Carolyn to let her know if they are coming. (Adam had been in communication with Marisa Berman.)
- Student Government agreed to sponsor and donated \$200.00. Contact Wei Li regarding payment of invoices.
- Discussed the proposed structure for the Volunteer Fair:
  - Tables will be set up at 10:00-10:30am. (Semi-circle with opening to face parking lot and popcorn stand in the center.)
  - Carolyn will send email to everyone to be ready to START @ 12:00
  - Getting Table cloths (Carolyn to purchase)
  - Carolyn, Ted, Danny and JB to greet guests and set-up
  - JB is bringing water
  - Ray wanted a table for Voting Registration
  - Will have students sign the Sign-in sheets (At popcorn table?)
- During our next meeting, we will confirm everything else.

**B. New Business**

- Ray discussed the events coming up: Latino Festival (10/01/15), Leadership weekend (10/16/15-10/18/15), Club Presidents and Advisory Luncheon (10/21/15), Halloween Party (10/29/15).
- Next meeting will be Tuesday, October 6<sup>th</sup>, 4:00pm MA-317

Adjourned @ 5:00pm