



**Employee Events Committee Winter Celebration
Meeting Notes 2022/2023**

Date: November 17, 2022, **2022 Meeting Time:** 9 a.m.

Attending: Yvonne Sandoval, Deanna Mooney, Billie Norris, Julie Galgano, Nina Florez-Quintero, Shanna Collier, Wyatt Brannock, Lee Ann Walker, Sharal Patinathan, Bobbie Evans, Linda Brannock.
Excused: Megan Crossfield, JJ McCormack

Event Date/Time/Location: Prescott: December 9, 2022, 10 from 1-3 p.m., Building 19-147
Verde Valley: December 8, 2022, from 5-7 p.m., Southwest Wine Center

Theme: Flannel and Frost

Discussion:

- **Decoration Committee** – Julie, Linda, Billie, Shanna, Lee Ann, Sharal
Julie updated the team, letting the group know about the Decorating committee meeting at the library on Tuesday, November 08, 2022, to walk around 19-147 to discuss space for all the events, entertainment, and Service Projects setups. All are invited the day before for the decorating party. Linda has already sent out the decorating party meeting invite; please see your calendars. The Verde event is coming together, and the planning team has decided to do a cookie decorating station instead of the Hot Chocolate Bar. Verde will set up with a start at 3:00 p.m., and Linda will bring the table centerpieces, photo booth, and a bucket of Greens from the Prescott campus for the Verde event.
- **Marketing** – Yvonne, Sharal
Marketing has sent out another flyer announcement, so more numbers should be coming for both campuses' events. Sharal will ensure Yvonne, Bobbie, and Linda have current RSVP numbers.
- **Food / Giveaway** – Yvonne, Nina
Yvonne shared she is adding Vegan and Gluten Free food choices to the Prescott Events menu. Linda shared the Hot Chocolate Bar had all been ordered.
- **Entertainment** – Linda and Shanna
Linda updated the team about the Prescott event's entertainment, including FEC Children singing, Chamber Singers Singing, and the College Rhythm Riders playing in a band. The entertainment will include a Flannel Fashion Show, with participants added to a drawing for 3 \$10.00 gift cards for each event. Linda will work on getting cards. Verde is adding a cookie decorating station to their entertainment.
- **Service Project:**
Linda shared bins for the CASA Toy Drive have been delivered to the Prescott Valley, CTEC, and Chino Valley campuses. Bobbie showed the team her food drive bins that will be set up on the Verde and Sedona campuses.
- **Emcee** – Team Discussion
Linda announced the Prescott Emcee would be Thatcher Bohrman

Next meeting: December 01, 2022, via zoom at 9 a.m.