



Years of Service Meeting Notes 2019 / 2020

Date: 1/14/21

Meeting Time: 8:30 a.m.

Note Taker: Amber Lillie

In attendance: Linda Brannock, Karen Smith, Zack Wigle and Amber Lillie

Call to Order:

Meeting called to order at 8:34 a.m. by Linda Brannock.

Minutes

- Theme
 - The group discussed theme suggestions including the Olympics, out of this world and gemstones. The final theme decided on was: *Diamonds in the Rough / Diamonds in the Ruff*. The spelling of the word “rough” is yet to be determined. Suggestions for each milestone includes a different diamond color, karat and cut. Colors for the theme are silver and black, with additional colors yet to be determined.
- Share Drive File setup
 - The group discussed the best way to access all digital materials such as list of recipient information, recipient photos and comments, as well as the slideshow. They decided to use the YCSA share drive. Zach created new file folders to organize the information in the Years of Service folder.
- Gather Info
 - List of Recipients from HR (Emily sent to Linda and Amber 1/7/21)
 - Linda will forward the list to Zach
 - The list of recipients was divided into 3 divisions of labor:
 - Zach: 5 year
 - Amber: 10 & 15 years
 - Linda: 20, 25 & 30 years
 - Dr. Rhine video
 - Linda will work with Emily/HR to request a video from Dr. Rhine as an introduction to the slideshow.
 - Comments from supervisors (Jotform & HR)
 - Amber will update the Jotform from last year
 - Amber will update the email sent from HR last year, and forward to Linda. Linda will work with Emily/HR on getting the email sent to supervisors for comments.
 - Once comments are received through Jotform, Amber will save each comment in the YCSA share drive Years of Service folder, with the name of the recipient and the word “comment”.
 - Pictures of recipients
 - Zach, Amber and Linda will be the point of contact for their milestone groups. Amber will update last year’s email and forward to Linda and Zach. Linda, Zach and Amber will email their groups requesting pictures for the slideshow.
 - They will save the photos of recipients in the YCSA share drive, in the Years of

- Service folder for 2021, in the corresponding milestone folder (5, 10, 15, 20, 15, 30), with the name of the recipient and the word "photo".
- Addresses of recipients
 - Linda will work with HR to gather recipient addresses, and create a list in Excel for the mail center. This list should have two sections which include recipients of the years of service award and certificate/degree recipients.
 - Certificate/Degree recipients (Ducksoup)
 - Amber will update last year's Ducksoup to request information from employees that received certificates and degrees from this fiscal year July 2020 -June 2021.
 - Amber will send out the Ducksoup on January 20th.
 - Slideshow
 - Amber will make a first draft of the slideshow design and layout to review at the next meeting. This will include two layout options for portrait and landscape photos.
 - Once the design is approved, Amber will create a slideshow with the theme background for the 5, 10, 15, 20, 25 and 30 year milestones. This will make the work easier for inputting the name, comment and picture for each recipient. Linda, Zach and Amber will input the information for their milestone groups.
 - Once everything is added to the slideshow, Zach will create timing for each slide, add music and transform the slideshow into a video.
 - The slideshow is set to go out in a Ducksoup on March 25th by Linda.
 - Gifts
 - The group agreed to give pens to the degree and certificate recipients. There are still pens from last year to send out.
 - The group agreed to give years of service recipients a YC pin and a framed comment card, the same as the last two years. Linda suggested changing the gift every 5 years.
 - The YC pins and frames will need to be ordered by Karen.
 - The comment cards will need to be printed and sent to the print center.
 - Linda will put the comment cards into the frames and work with the mail center to ship out.

Meeting adjourned: 9:32 a.m.