



Date: 2/17/2022

Meeting Time: 8:30 a.m.

Note Taker: Linda Brannock

In attendance: Sophia Zarifis-Russel, Lee Ann Walker, Wyatt Brannock, Linda Brannock, Kristin Varon-Burkhart

Call to Order:

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

Minutes

- **New planning for Outside Events – All**
 - Prescott Team will meet in the upper quad area to discuss setup
 - Linda will check with the library to see if a podium is available
 - Verde is working on the budget and BBQ for their event
- **PowerPoint – Kristian**
 - Kristian shared three choices for the PowerPoint with the team, and the team chose choice 1.
 - Kristian will add each year's slide to the shared drive, and update the PowerPoint slides once the Supervisor's Blurbs and awardee's pictures are saved in the YCSA Yrs. Of Service shared drive.
 - Lee Ann will email awardees for a picture
 - Emily will email supervisors for the employee blurbs, and the blurbs will come to Linda's email.
- **Milestone Awards – Discussion all**
 - ✓ The team reviewed the selection of Milestone awards approved by HR and decided to move forward with the selected items.
- **Jot Forms – Linda**
 - Blurb Request – By March 04, 2022, and will be received by Linda
 - Degree and Cert Request – By March 04, 2022, and will be received by Linda
- **Assignments: All**
 - HR Excell Report Review & Assignments:
 - ✓ The team discussed the HR Excell report assignments and decided Lee Ann will continue to save all employee pictures in the YCSA Shared Drive, and Linda will update the Excell report as each yrs. Recipients receive both the Blurb and photo.
 - ✓ Linda will bring blurb frames and all awards to the Verde Valley event
 - ✓ Sophia and Linda will create a budget so that Lee Ann can order all awards and supplies for the Prescott event, and Sophia can order supplies for the Verde Event.
 - ✓ Emily will order each year's pin.
 - Email Templates - Lee Ann - Completed
- **Timelines**
 - Dates for Newsflash Announcements - The team will look at this next meeting
 - Save the Date? – Linda will create the Flyer for Save the date and email it to the team for suggestions. Save the date needs to go out soon.

- **Agendas & Programs: All**
 - Linda will go to the YC Printing office to see if they have a template, and Lee Ann offered to help.

- **Budget& Event Requirements** Lee Ann, Sophia, and Linda
 - Budget Request – Lee Ann
 - ✓ Sophia and Linda will submit a budget request to Lee Ann when all budget item quotes are received. It needs to be by February 23, 2022.
 - Official Function Form – Lee Ann
 - 25 Live – Linda B and Linda Hoots - Done for Both Events
 - Mailing cost
 - ✓ The team discussed mailing awards leftover after events. The decision was made to keep awards at each campus for pick-up except for awardees who live outside of Yavapai County.
 - ✓ The budget will include a small amount for mailing out of county awardees.

Meeting adjourned: 9:34 a.m.