



**Employee Events Committee Winter Celebration  
Meeting Notes 2021/2022  
Date: October 26, 2021, Meeting Time: 8:30 a.m.**

**Attending:** Yvonne Sandoval, Lee Ann Walker,  
**Excused:** Michael Grady,  
**Note Taker:** Linda Brannock

**Event Date/Time/Location:** **Prescott:** Dec 10, 2021 from 11:30 a.m. to 1:30 p.m., Building 19-147  
**Verde Valley:** Dec 03, 2021, from 5 p.m. to 7 p.m., Southwest Wine Center

**Theme:** Rocking Around the YC Tree

**Committee updates and discussion for 2021 events: Nov 19-22**

- **Verde Valley Event:** Sophia Zarifis-Russell
  - XXXXX
- **Decoration Committee – Billie Norris, Linda Brannock, Lee Ann Walker**
  - The team is waiting for budget approval to order decorations
  - Billie found 6 of the 12 hurricanes to be used for the table centerpieces.
  - Bill announced that Jaime Hernandez will open bld. 7 for the team to look thru the boxes of Christmas Decorations. Billie will let Lee Ann and Linda know the date for the meeting.
- **Marketing – Michael Grady, Linda Brannock**
  - Linda announced the Winter Celebration Save the date Flyer was send out on October 18,2018.
  - Linda emailed Sophia the Verde Save the date and the Service Project flyer of the same day.
  - Next step will be on November 1-5 to add the clickable Banner of YC website, and hang flyers around Prescott and Verde Campuses?
  - Does the team think we should send out another save the date? Yes, send out 3 or 4 more times.

- **Food – Yvonne Sandoval**

Tabled to next meeting **Nov 19-22**

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- **Entertainment – Linda Chalcraft, Michael Grady, Emily Weinacker**
  - Michael has been talking with Dr. Ralston about doing 15 minutes of songs during the Prescott event.
- **Service Project: Giving Trees – Linda Brannock, Sophia Zarifis-Russell**
  - XXXX
- **Logistics – Yvonne Sandoval, Lee Ann Walker, Billie Norris, Linda Brannock**
  - Budget
    - Lee Ann will edit the Prescott budget to not include food and submit to Emily

- Sophia will include food for the Verde budget, email the budget to Lee Ann who will submit to Emily for approval.
  - 25 Live
    - 25 Live completed by Alex Helm for the Verde event
    - 25 Live completed by Linda Hoots for the Prescott event
  - Official Function Form
    - Prescott's Official Function form was completed by Lee Ann and submitted with the budget proposal to Emily
    - Verde: Once Lee Ann receives the budget form for the Verde event, she will complete the Verde's Official Function form and submit both the form and the Budget to Emily for approval
- **Event Itinerary – Billie Norris**
  - xxx
- **RSVP's – Julie Galgano, Michael Grady, Nicole Mangelsdorf**
  - Jot form comp
- **Emcee – Linda Brannock**
  - Clint Ewell has accepted to the emcee for the Prescott event
  - Verde will not use an emcee
  - Linda will let Clint know he is only doing the Prescott event
- **PowerPoint/Music – Zach Wigle, Linda Brannock, Michael Grady, Julie Galgano**
  - The team will work on the PowerPoint once the save the date and announcement flyers are created and approved

**Next meeting:** November 09, 2021, via zoom at 8:30 a.m.

**Commitment – EC is YOU! - Thank you for YOU!**