



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

**Date:** November 10, 2022, 2022 **Meeting Time:** 9 a.m.

**Attending:** Yvonne Sandoval, Deanna Mooney, Julie Galgano, Nina Florez-Quintero, Shanna Collier, Wyatt Brannock, Lee Ann Walker, Sharal Patinathan, Bobbie Evans, Linda Brannock.

**Excused:** Megan Crossfield, JJ McCormack, Billie Norris

**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 shared with the team that all the cones that need to be covered with flannel for the centerpieces have been handed out to the decorating committee members. Sharal showed the team the Garland she is making from the leftover flannel for the Frosted trees.
- **Marketing** – Yvonne, Sharal  
We have a total of 75 RSVP responses for the Winter Celebration for the Verde and Prescott Area Celebration. To break this down, we have 60 for Prescott, 10 for Verde, and 5 employees who will attend both events. Yvonne will have Tyler make some flyer updates and have him send out the invite again to all campuses.
- **Food / Giveaway** – Yvonne, Nina  
Yvonne shared the Prescott Area events menu with the team, and the team made some suggestions. Yvonne will email out the menu for more suggestions. Bobbie shared that the Verde event will have a Food truck from Old Crow Food which will include Smoked Mead Sandwiches with brisket, turkey or chicken coleslaw, and totes. The minimum cost for Verde Food Truck is \$500.00, which included drinks. Deserts will include cakes with edible snowflakes.
- **Entertainment** –Linda and Shanna  
The Prescott event will have a PowerPoint with a fire burning, Chamber Singers, FEC Children singing, Photo Booth, and Christopher Tenney will bring his band, which will need an area for 7 players and a drum set. Julie and Linda will schedule a time to meet to refigure the room set up to make room for Christophers' band. Verde will check with Mingus High School to see if they could include singers in their event. The Verde committee is discussing doing a cookie decorating bar.
- **Service Project:**  
Bobbie shared the Verde committee is decorating bins for the Verde Food Drive. Both events will have bins delivered for the Casa Toy Drive.
- **Emcee** – Team Discussion  
Linda will ask both Craig Ralston and his assistant to see if either will be the MC. If not, Linda will reach out to Thatcher.

**Next meeting:** November 17, 2022, via zoom at 9 a.m.