



## Employee Recognition Winter Celebration Meeting Notes

2019 / 020

**Date:** December 05, 2019

**Meeting Time:** 8:30 a.m.

**Note Taker:** Karen Leja

**Attending:** Linda Brannock, Sandy Carney (by Zoom), Gina Earles, Kelsey English (by Zoom), Ellen Harp, Karen Leja, Amber Lillie, JJ McCormick (by Zoom), Billie Norris, Karen Smith, Janice Soutee, Emily Weinacker (by Zoom), Zach Wigle,

**ERC Purpose:** Linda reviewed the event purpose to improve staff engagement and job satisfaction by highlighting fellow employees with appreciation.

**Event Date/Time/Location:** Friday, December 13, 11 am to 1 pm, 19-147, Prescott Campus

**Emcee:**

Dr. Rhine is confirmed as emcee. She's reviewed agenda and is fine with it.

**Decorations:**

Amber has the centerpieces cut out with the song lyrics and will be adding the sticks. Billie has 12 vases ready with ornaments and lights. She needs one more as there are 13 tables. Team will be decorating Dec. 12, 8:30 am in 19-147.

**RSVP's:**

So far 107 RSVPs, 19 singers, 9 Student Ambassadors for a total of 135 currently.

**Food:**

Ellen will give count of 150 to Sodexo tomorrow. If major change in the RSVP's, Janice or Gina should contact Ellen. Ellen ordered two dozen gluten free chocolate, chocolate chip cookies from Panera. Kelsey will pick them up after 4 pm on Thursday, Dec. 12. Ellen has pre-ordered pies and cookies at Costco. Costco out of Baklava so she's ordered 5 trays of Sinbad Baklava online. Karen, Ellen and Sandy will go to Costco on Dec. 12<sup>th</sup> at 2:30 pm. Receipts should be given to Karen Smith.

**Entertainment:**

Chamber singers confirmed. Zach and the Chamber singers' leader Joshua are coordinating for microphones. JJ has student workers videotaping employees singing Its A Small World After All. JJ will try to have a student worker go to the PV potluck Dec. 6 and videotape some of their employees singing.

Power Point is in production by JJ. Yvonne and Dr. Rhine are doing the bingo game. Billie has markers. Karen Smith will bring 15 daubers. Justin Brereton and CV campus are donating five poinsettias that we can use for prizes for bingo game.

**Service Project:**

Linda will pick up toys at PV campus on Dec. 6<sup>th</sup>. Karen Smith will collect toys from Chino Valley campus and CTEC and bring them to event. Janice will do a reminder Duck Soup about service project for CASA.

**Commitment – YCSA is you! Thank you for You !**