



**Employee Events Committee Winter Celebration
Meeting Notes 2021/2022
Date: October 12, 2021, Meeting Time: 8:30 a.m.**

Attending: Emily Weinacker, Billie Norris, Lee Ann Walker, Sophia Zarifis-Russell, Wyatt Brannock, Linda Brannock

Excused: Linda Chalcraft, Michael Grady, Julie Galgano

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:

- **Verde Valley Event:** Sophia Zarifis-Russell
 - Sophia announced the Verde dean's office encouraged the event planners to use the Verde Café to be the caterer for their event
 - We are shooting for 50 people.
 - Verde date has been updated in the ELT calendar
 - The budget request form will be completed today
 - The planning team is talking about mind teaser and finding ruff games in place of the ugly sweater competition
- **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 pulled up the Winter Celebration Flyer, and the team offered suggestions for changes.
 - Ruff needs to smile
 - Yavapai College Winter Celebration at the top
 - Make Ruff smaller with a tree and music notes
 - Tree could have a watermark in the background
 - Or a tree with his hat on the top
 - Brought to us by the President's office & YCSA needs to be added at the bottom
 - Change the blue and purple to our event colors of Silver, gold, white, green, and black.
 - Change food to appetizers
 - RSVP Link needs to be added to the flyer, but not to the save the date.
 - We also need to announce the Service Project. Maybe a separate duck soup or newflash
 - Take out the word food (Appetizers) after the first one and replace with friends.
 - Let mike know Verde is considering not having an ugly sweater contest for their event
 - Sophia will discuss at the next Verde meeting.

- **Food** – *Yvonne Sandoval*
 - Tabled to next meeting
- **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*
 - Linda will work with Michael to develop a Flyer to send out as a Duck Soup for the service project or, better yet just add it to the Winter Celebration Flyer.
 - The Service Project will be The Salvation Army Angel Tree and Toy Drive
 - Trees will be put at both campuses, and donations will be due at each event.
 - Linda will bring the donations and decorations from the Verde event to the Prescott event
 - The Salvation Army will pick up trees and donations following the Prescott event.
- **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*
 - Billie discussed ideas she has for building the Itinerary
 - The itinerary will need to be a 2-hour event
 - A suggestion was made to consider making the event a live stream event and the team suggested reaching out the Zach or Nicole from IT
- **RSVP's** – *Julie Galgano, Michael Grady, Nicole Mangelsdorf*
 - Tabled to next meeting
 - Linda's addition to notes: the link for the Jot Form has been sent to Michael to add to the event flyer
- **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!