



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

Date: September 22, 2022 **Meeting Time:** 9 a.m.

Attending: Yvonne Sandoval, Deanna Mooney, Kristin Varon-Burkhart, Julie Galgano, Nina Florez-Quintero, Shanna Collier, Wyatt Brannock, Lee Ann Walker

Excused: Megan Crossfield, JJ McCormack, Billie Norris, Sharal Patinathan, Linda Brannock, and Nina Florez-Quintero

Event Date/Time/Location: **Prescott:** December 9, 2022 10 from 1-3 p.m., Building 19-147

Verde Valley: December 8 at the Southwest Wine Center, Time TBD, late afternoon/early evening, possibly at 4 p.m.

Theme: **Flannel and Frost**

Discussion:

After much discussion, the group decided on a Flannel and Frost theme.

Yvonne stated that Dr. Rhine likes to give a gift and the group thought for the gift to be flannel look fuzzy socks.

There was a suggestion to have a college-wide event earlier in the month to foster camaraderie and friendly competition, like a scavenger hunt

- **Decoration Committee** – Linda, Billie, Shanna, Julie, and Lee Ann
Julie will check with the library to see what props they have, including a paper fireplace to put in front of the podium; a snowman decorating contest, a favorite flannel contest, also using leftover sweater ornaments to decorate trees, snowman photo props, flannel-look table cloths
- **Marketing** – Yvonne will check with Tyler to see about getting Ruff wearing flannel on a train filled with toys.
- **Food** – Yvonne. Nina suggested having diverse desserts and will come up with a list of dessert options. Yvonne will see if HHS can incorporate that into the catering plan. If that does not work, possibly have a candy bar with international candies; smores, frosted cookies, hot cocoa bar (using leftover convocation mugs)
- **Entertainment** – Linda and Shanna
- **Service Project:** Linda; suggested having a food drive for the Food Pantry, including \$5-10 gift cards and a toy drive, in addition to the Giving Tree; Janice Soutee would like to align giving with the Student Government Association
- **Logistics** – Will be discussed at a future meeting
- **Event Itinerary** – (Billie creates)
- **RSVPs** – (Includes creating the Jot Form to include on the flyers)
- **Emcee** – Will be discussed at a Future meeting
- **PowerPoint/Music**-
- **Verde Valley Report** – Date determined. They will not use YC catering, so all staff/faculty can attend the event. Bobbi believes they will have seven tables that seat eight people at their event.

Next meeting: October 13, 2022, via zoom at 9 a.m.