



Date: 2/3/2022

Meeting Time: 8:30 a.m.

Note Taker: Linda Brannock

In attendance: Sophia Zarifis-Russel, Lee Ann Walker, Wyatt Brannock, Linda Brannock, Kristin Varon-Burkhart

Call to Order:

Meeting called to order at 8:34 a.m. by Linda Brannock.

Minutes

- Theme
 - The group discussed theme suggestion names including The Start of YC, Belonging Spurs Resilience, Belonging Shines Bright, The Starts Shine Bright at YC, Bright Stars Belong, Recognizing YC's Bright Stars, and Honoring YC's Bright Stars. The theme decided: Honoring YC's Bright Stars.
 - Kristin will take over the development of the PowerPoint.
 - The team will review and approve the new PowerPoint at the February 17, 2022, meeting.
- Share Drive File setup
 - Linda shared the setup on the YCSA Events Committee Shared Drive with the team. The team approved the organization.
 - The team looked at how the 2021 Excell report tracked awardees Blurb and Picture and approved keeping the same report for the 2022 awards.
 - Emily will Email the Supervisors for the Blurbs. This will require us to update last year's Jot Form.
 - We will also need to update last years Jot form for the Certificate and Degree Request that will go out via Ducksoup
 - Lee Ann will email employees for Pictures.
 - The team will decide the assignments for inputting Blurbs and Picture into the PowerPoint at the February 17, 2022, meeting.
 - All emails will have templates used and placed into the shared drive.
 - Linda will create the 2022 Share Drive Files
- Gather Info
 - The team discussed the division of work and decided to table the division of labor until the February 17, 2022, meeting.
 - Both events are now planned to be outside in April 2022
 - Sophia and Linda will work on an email to send to Emily and Dr. Rhine to narrow down the Verde and Prescott Event dates.
- Gifts
 - The group discussed setting milestones for employees' yrs. Of service to include different awards depending on 5, 10,15, etc., years of service.
 - The awardees will receive a 5x7 framed Supervisor Blurb and a milestone award.
- Budget
 - Sophia and Linda will create budgets for each event and email them to Lee Ann
 - Lee Ann will gain approval from Emily and create the Official Function Form for both events. Lee Ann will order all supplies and have them shipped to either Sophia or Linda

Meeting adjourned: 9:34 a.m.