

YCSA Employee Recognition Team Meeting Notes
October 3, 2019 – 3-105

Attending: Linda Brannock, Sandy Carney (by Zoom), Gina Earles, Kelsey English, Ellen Harp, Karen Leja, Amber Lillie, Billie Norris, Yvonne Sandoval, Janice Souttee, Zach Wigle, Jenn Zimmerman, Ivonne Zuniga

Holiday Party/Winter Celebration History: Linda reviewed the history of this event with a variety of themes, budgets and entertainment over the last several years. This year the Administration has given direction to this team to plan a Celebration for the end of the Fall semester; the Picnic celebrated the end of the Spring semester. No holiday theme will be part of the event.

Event Date: Friday, December 13, 11 am to 1 pm

Theme Ideas: A variety of ideas were discussed including YC Way and Excellence, Family Feud, Stars of YC, Winter Celebration, Rustic Cabin, Olympics, Trivia, Snowflakes/Frozen, High Desert, Beach Party, Countdown to the 20's. Family Feud was done at Tidewater and Yvonne has a lot of experience with the event planning but it would take several months to plan; might be a good event for future.

Final Theme Decision: The 2019 Winter Olympics at YC

Logistics: Kelsey English.

Lengthy discussion on where to hold the event: 19-147, Gym, PAC. Due to scheduling around other events, it was decided 19-147 would be best venue. Kelsey will contact Facilities about opening the glass wall and moving the furniture. She'll schedule 25-LIVE.

Game Development: Linda Brannock, Yvonne Sandoval, Kelsey English, Zach Wigle, Jenn Zimmerman

Ideas for games: pencil javelin, rubber band archery, Sticky note decorating, paper clip toss, speed finger racing. Based on 5 circles of Olympics, have five teams, led by Dr. Rhine and 4 vice presidents. Through RSVP process, guests will sign up to be part of the games. Guests are randomly put on teams. Plan on 5 teams with 10 guests on each. Probably have extra 5 people in case someone doesn't attend.

Decorations: Billie, Amber, Sandy, Ivonne, Ellen, Gina

Awards: Yvonne Sandoval (Linda Brannock willing to help as well)

Have gold, silver and bronze medals with chocolate covered medals.

Music: Amber Lillie

Amber will plan to put together a selection of music.

Video/Power Point: Kelsey mentioned there may be a special video that is in production. Power Point details will be discussed at future meeting. JJ McCormack will be contacted regarding the power point.

Food: Ellen Harp, Yvonne Sandoval

Ellen and Yvonne will work with Sodexo on menu options. Yvonne will get clarity on budget to cover food costs. Committee discussed possibility of putting buffet upstairs to leave more room for games in first floor lobby.

Verde Event: James Perey is having discussions on the campus and they may do their own event.

Save-the-Date, Invitation, Marketing: Janice Soutee.

Janice will work with Marketing on marketing pieces. Lengthy discussion on what information on games needs to be included in the invite. Save-the-Date should get out soon. Make sure student workers are included in invitation distribution.

RSVP's: Karen Leja

Karen will take the RSVP's including the game participant sign-ups. Jot Form to be used.

Future Meeting Dates, meetings to be 8:30 to 9:30 am:

Mon. Oct. 21

Thu. Nov. 7

Thu. Nov. 21

Thu. Dec. 5

Thu. Dec. 12 – decorating

Fri. Dec. 13 – final set up, event, clean-up