

YCSA Winter Celebration Meeting Notes
October 21, 2019, 8:30 to 9:30 am – 3-105

Attending: Linda Brannock, Sandy Carney (by Zoom), Ellen Harp, Karen Leja, Amber Lillie, Billie Norris, Yvonne Sandoval, Janice Souttee, Emily Weinacker (by Zoom), Zach Wigle, Ivonne Zuniga

Holiday Party/Winter Celebration Party theme: Per an email notification, this event has changed back to a holiday/multi-cultural event. Discussion held on potential new themes: Go for the Gold, Celebrating Excellence, Winter Celebration of Excellence, Traditions from Around the World, It's a Small World, Holidayze.

Final Theme/Event name: YC cordially invites you to Holidayze in a Small World

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

Save-the-Date, Invitation, Marketing: Janice Souttee. Janice will start working on a new flyer-Save the Date. RSVP deadline Dec. 4th. Make a few posters for around campus but mainly use electronic marketing.

Emcee: Yvonne said Dr. Rhine will be happy to serve as emcee.

Logistics: Kelsey English.

Discussed that the Community Room only allows for 8 people seated at 12 tables for total of 96 people. A few chairs around the sides will accommodate a few more people.

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

Committee discussed using same international/multi-cultural placemats from last year. One or more prizes could be given for answering the trivia questions on the placemat.

Use glass cylinder vases with different colors of ornaments with the small white lights. Use variety of ornament colors: red, gold, green, blue, silver, copper. Billie will make a prototype for next meeting.

Food: Ellen, Yvonne

Sodexo menu is planned with traditional foods of turkey, ham, potatoes, salad, vegetables, rolls, with addition of Macaroni & Cheese. Drinks will be water, coffee, hot cider. Desserts will be purchased out of house, probably at Costco. Last year the food count was for 140 people; that is number will use to get final quote from Sodexo and plan budget.

Budget: All costs/budget items should be sent to Linda and she'll finalize the cost proposal to send to Karen Smith, YCSA Treasurer; and then to Emily. Yvonne said Dr. Rhine does not want the budget to limit attendance at the event. If the proposal cannot totally be covered by Human Resources, the President's office will look at covering some costs.

Music: Amber Lillie

Amber still has the collection of music from last year; she'll add Its a Small World.

Entertainment: Sandy Carney/Ellen Harp

The FEC children will not be singing as there is a scheduling conflict. Sandy will contact Jo Berger as possible entertainment. Other ideas discussed: On the Rocks, Student Choir, Dennis Garvey. Possible other entertainment: a bingo game.

Non-profit: Linda Brannock

Linda suggested CASA for Kids as the non-profit partner to do a toy drive. Linda will contact CASA and get details about donation bins, ages for the next meeting.

Event Itinerary: Billie Norris

Billie passed around last year's schedule. She will work on a draft for this year.

Verde Event: James Perey is working on doing a wine & cheese event at the Verde so their event will be totally separate.

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

Thu. Nov. 7

Thu. Nov. 21

Thu. Dec. 5

Thu. Dec. 12 – decorating

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