



Years of Service Meeting Notes 2019 / 2020

Date: 1/30/20

Meeting Time: 8:30 a.m.

Note Taker: Amber Lillie

In attendance: Linda Brannock, Emily Weinacker, Karen Smith, Zack Wigle, Sarah Brock, Kay Rollis, Ellen Harp, Jennifer McCormack and Amber Lillie

Call to Order:

Meeting called to order at 8:32 a.m. by Linda Brannock.

Minutes

- Linda and Emily gave an overview of the Years of Service Event and past celebrations. Last year the theme was *Hats Off to You!* and was well received on both campuses. Things that went well: framed comment cards, floral centerpieces, photos of recipients with president, bacon wrapped dates, and reading the comment cards of absent employees. Changes to be made: less food, differentiate between the Prescott and the Verde event more clearly, put employee names on the awards.
- New this year/ Additional Awards
 - Retiring Employees
 - Employees that completed educational achievements
 - Award Roger Runyan Scholarship Recipient
- Date/Time/Location of Event to be decided
 - Possible dates include: March 20, April 3, April 10 for the Prescott Campus, anytime within this time frame for the Verde Valley Campus
 - After much deliberation, the date for the Prescott Campus event was chosen to be April 10th, 2020 from 1 p.m. – 3 p.m. in the Community Room (19-147). The Verde Valley Campus event date is yet to be determined.
- Theme Selection
 - Multiple themes were brought to the table: people's choice, rock stars, big deal, walk of fame, you rock, you're in the spotlight and the spotlight is on you. The majority vote decided the theme for this year, being *Walk of Fame*. The colors will be red, black and gold.
 - J.J. suggested including a photobooth area designated for official photos. The team agreed to include this in the planning. Backdrops are readily available and inexpensive. There is also the option of using the YC Rough Rider backdrop.
- Planning
 - Karen is the designated budget and purchasing liaison for this event. All budget requests and purchases will need to include Karen.
 - Karen suggested having all printing go through the HR office (either Carmen or Erica) for in house items or using Sir Speedy, to simplify allocating funds.
 - The rooms for each event will need to be reserved in 25Live. Amber will reserve the Prescott event.
 - A logo will need to be developed for the theme, so please bring all ideas to the next

- meeting.
- Emily informed the group that 47 employees will be awarded for their years of service. She will find out how many of them will be receiving awards at the Verde Valley Campus. She will also notify the group of all the retiring employees and those that have achieved further educational goals.
 - 3 Sub-Committees:
 - Theme & Communication: Amber, Zach and J.J.
 - Save the date / Duck Soup / Invitation
 - Program Design
 - Logo Design
 - Treasurer- Karen
 - Day of Event Program Development: Zach, J.J., Emily, Linda and Amber
 - Slide Show & Music / Assign Speakers & Presenters
 - Program planning and content / Employee Blurbs / Degrees / Retirement/ Roger Runyan
 - Photographer / Photo Booth
 - Script
 - Treasurer- Karen
 - Logistics: Kay, Linda, Ellen, Sarah
 - Decorations- Linda
 - Food- Prescott (Ellen Harp), Verde (Sarah & Kay)
 - Setup / Cleanup – Prescott (Linda, Karen, Zach, J.J., Ellen, Amber), Verde (Sarah, Kay, Linda and Emily)
 - Treasurer- Karen
 - Final Thoughts and Open Discussion
 - Sarah asked if families of award recipients are welcome to attend. Due to room size limitations, it would be too crowded for the Prescott Campus. However, the Verde Valley Campus has more flexibility and it is a possibility for that location if desired.
 - At the next meeting, please bring item costs for decorations, food and awards to create the budget request form. Please also bring program design/logo ideas to choose from.
 - Next Meeting: Thursday, February 6 @ 8:30 a.m.

Meeting adjourned: 9:20 a.m.