



## Employee Recognition Winter Celebration Meeting Notes

2020/2021

**Date:** September 17, 2020

**Meeting Time:** 8:30 a.m.

**Note Taker:** Jenn Zimmerman

**Attending:** Linda Brannock, Sandy Carney, Karen Smith, Janice Soutee, Heather Scott (Scottie), Jenn Zimmerman

**ERC Purpose:** To improve staff engagement and job satisfaction by highlighting fellow employees with appreciation.

**Event Date/Time/Location:** Friday, December 11, 2020 6:00 p.m. Prescott Campus  
Verde Valley Campus – Verde team will meet soon

**Theme:** A Time to Be Kind

**Planning for 2020 Event Discussion Ideas:** All

### Assignments:

- **Service Project:** Janice Soutee, Ambassadors
  - We talked about having a deadline for students and staff to sign up for support. That would give us a good number to work off of. Janice will go back to her team and bring back thoughts and ideas about how they want to operate this. We also talked about gift cards and cash versus specific toys and wishes
- **Program:** Heather Scott and Jenn Zimmerman
  - Scotty talked about having canned music and that will be the best route. She will check to see if YC students have pre-recorded music or not and get back to us
  - Janice already has holiday music for us to use and Zach will be able to set up sound system to use for the event.
  - We decided on 2 nights December 11, and December 12. The 11<sup>th</sup> for staff and faculty and the 12<sup>th</sup> for the community.
  - **AMENDMENT TO NOTES:** When the logistics team met on September 18, 2020, we looked at the area holiday calendars again and found other events scheduled throughout December. Prescott has Acker night scheduled for Dec 11, 2020. The team discussed this and a change for the event is suggested as follows. The YC Winter Celebration event will be back to one night on Dec 12, 2020. Suggested to run from 6-8 p.m.
- **Logistics/Displays:** Linda Brannock, Jenn Zimmerman,
  - Linda said the logistic team will be having a meeting shortly.
  - Verde is talking about having a walk-through holiday light display
  - Jenn was able to get firetrucks at both campuses. She will check to see if they can do both nights.
  - Need to contact campus police to figure out logistics in driving through.
  - Scotty is recommending luminaries are they are very affordable. We can possibly do them the whole way through the drive through portion.
  - We need to connect with Kelsey English to see what lights we may already have.

- **Goodies/Gifts handouts:** Sandy Carney, Karen Smith
  - Karen and Sandra found gluten and allergy free cookies, hot coco with logos, cups with spoons, popcorn with custom label, candy canes. We talked about the actual gifts for the staff night and candy canes for the community night. Scotty will check to see if we have left over gloves and socks.
  
- **Logo:** Jenn Zimmerman, Linda Brannock, Janice Soutee
  - Jenn made a few flyers, and everyone seemed to like the green and gold one. She will continue to work on them.
  - We also have Santa dressed in a Green suit and in Red suite
  
- **Marketing:** Linda Brannock, Janice Soutee
  - Janice needed to go so we tabled Marketing to next meeting, and we may need a lead for this team. Please think if you want to be the lead for Marketing.
  
- **Budget:** Karen Smith
  - We need to present numbers to Emily and see if they will approve them. Karen will need us to submit all budget item to her, so she can formulate the budget request to submit to Emily.

**Next meeting: October 01, 2020 via zoom**

**Commitment – YCSA is you! Thank you for You!**