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# Courtesy and Special Events Essence Notes

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## Meeting Minutes

<b>Subject</b>	<b>Courtesy/ Special Events Work Team Meeting</b>	<b>Date</b>	<b>May 27, 2015</b>	
<b>Facilitator</b>	Bede Mitchell and Deb Bever	<b>Time</b>	10:00 am	
<b>Location</b>	3 <sup>rd</sup> Floor Conference Room	<b>Scribe</b>	D. Bever	
<b>Members Attended</b>	Deb Bever, Kendria Lee, Savitri Jayaraman, Beth Russell, Alva Wilbanks, Jessica Williams			
<b>Members Not Attended</b>	Sue Murray, Jennifer Gerrald			
<b>Others</b>	Bede Mitchell			
Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1.	<b>Call to Order</b>	Deb Bever called the meeting to order at 10:05 a.m. in 3 <sup>rd</sup> Floor Conference Room.		
2.	<b>Approval of Minutes</b>	No recent minutes were available for approval.		
3.	<b>New Business</b>			
		<p>Bede Mitchell briefly discussed the outline of the Charge details.</p> <ol style="list-style-type: none"> <li>a. Indicated that it is important to have a representative member from each department.</li> <li>b. To have monthly financial statements sent to the Dean for review.</li> <li>c. The Committee/Work Team is open to library and can attend any meeting.</li> <li>d. Suggested that members can join at any time, and can be ongoing.</li> <li>e. The Coordinator to be selected by the team members for a specified time, and can be renewed by members. Members can rotate off if they wish.</li> </ol>		

**Key Points Discussed and Action Items**

No.	Topic	Action Item(s)	Owner	Target Date
3	<p><b>New Business (cont'd)</b>  <b>Charge Review (cont'd)</b></p>	<p>f. Team Meeting agenda to be prepared in advance and sent to Zach-1 with invitations.</p> <p>The members seem to accept the attached Courtesy and Special Events Work Team Charge as presented. Committee members can review and bring back any suggestions to the next meeting. It is also noted that no time was discussed or identified for the Coordinators term. This can be brought to the next meeting for consideration.</p>	<p><b>Work Team Members</b></p>	<p><b>Next meeting: tentatively scheduled for June 24, 2015</b></p>
3	<p><b>New Business (cont'd)</b>  <b>Membership</b></p>	<p>The current members are listed as stated below:                      Deb Bever, Coordinator                      Jennifer Gerrald-CRS, Kendria Lee-INFO,                      Savitri Jayaraman-Sys, Sue Murray-CRS, Alva Wilbanks-Admin, Jessica Williams-Access</p> <ul style="list-style-type: none"> <li>• Received an email after the meeting that Jennifer Gerrald has stepped down.</li> </ul> <p>The following members were reviewed and agreed to be renewed for another year.</p> <ul style="list-style-type: none"> <li>• Savitri Jayaraman, Beth Russell Alva Wilbanks, Jessica Williams.</li> <li>• We will have to contact Sue Murray of her interest continuing on the committee.</li> </ul> <p>The following two members Deb Bever, and Kendria Lee are looking for replacements, and if no one steps up is willing to be renewed for another year.</p>	<p><b>Work Team Members</b></p>	<p><b>Done</b></p> <p><b>Next Meeting: Tentatively scheduled for June 24, 2015</b></p>

**Key Points Discussed and Action Items**

<b>No.</b>	<b>Topic</b>	<b>Action Item(s)</b>	<b>Owner</b>	<b>Target Date</b>
3.	<p><b>New Business – cont’d.</b></p> <p>2015/2014 yearly events tentative schedule</p>	<p>The tentative yearly schedule is attached and needed review and input. Bede recommended that we could add some columns to this sheet to include estimated budgeted amounts for specific activities. It was also noted that one indicated provider, identifying if Bede and Ann were taking care of the expenses or the committee. Bede recommended changing that column to read Source of funding. The Team members agreed.</p> <p>When tentative schedule is updated it will be sent to Zach-I for review and input.</p> <p>Bede discussed the importance of creating an estimated budget for activities and expenses throughout the year. This can be used in conjunction with a progress report throughout the year to the Library. This way the report can identify any problems with future events, and can be discussed at that time. It was noted you are unable anticipate deaths. The committee discussed and agreed that it was better to send the flowers to the funeral home this shows the support from their library family. Also in the past we usually spent \$25.00 from courtesy committee because most were costing way more than \$25.00. Bede had approved splitting the expenses of the bereavement flowers, which allows us to stay in a budget of about \$50.00 (\$25.00 in each area.) The last two planters we purchased for Deb Emily and Carson Stepanek family were in the \$45 range.</p>		<p><b>June 15, 2015</b></p>

**Key Points Discussed and Action Items**

<b>No.</b>	<b>Topic</b>	<b>Action Item(s)</b>	<b>Owner</b>	<b>Target Date</b>
3.	<b>Yearly activities continued</b>	<p>We have been using Mad Potters across from the university and they are very nice planters for the price.</p> <p>Discussion ensued regarding reviewing the progress reports throughout the year, which will equip us to do a better campaign in collecting dues. This report will help show activities or items that might be discontinued. Hopefully, greater transparency will encourage participation. It was also recommended each department's official rep to the committee should personally try to collect dues. The amount collected for dues was discussed, but didn't have the figures readily available. Figures were obtained and in the past two years we have collected around \$430 each year.</p>		
4.	<b>Finances/Banking Information</b>	<p>Bede discussed the charge mentioned to start sending the monthly bank and financial statements to him for review monthly. Further discussion indicated the possibility of putting these funds into a foundation account like the Friends of the Library. However, it was noted that this could be a hardship for members to use their own money and then wait for reimbursement. Currently we have a business bank account that can be transferred with no problems to a new coordinator at any time. And we currently have a debit card that is easily used by all members and records and receipts are obtained by the current coordinator of expenses.</p>		

**Key Points Discussed and Action Items**

No.	Topic	Action Item(s)	Owner	Target Date
4.	<b>Finances and Banking Information – cont.d</b>	<p>Deb discussed the attached spreadsheet of beginning and ending balances. Along with the expenses on the events in April that included the Ice Cream Social for student workers, and the cook-out for the faculty and staff of the library.</p> <p>Deb noted that the Business banking requires 100.00 be deposited monthly into the savings to avoid monthly surcharges. And then we transfer back into checking. When setting up this account, this is what the bank personnel recommended as a means of avoiding monthly fees. Unfortunately, there were a few months awhile back that Deb forgot to transfer and it is showing fees.</p> <p>Deb indicated when she first started doing this that a book sale and yard sale proceeds were donated to the courtesy committee. We have not had any additional funds since then except the yearly dues.</p>		
5.	<b>Other</b>	No further business was noted		
6.	<b>Adjournment</b>	<b>The meeting was adjourned at 4:15 p.m.</b>		
<hr/> Deb Bever Coordinator		<hr/> Bede Mitchell Reviewer		