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Courtesy and Special Events Essence Notes

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ESSENCE NOTES:
The purpose of the meeting was to discuss last month’s meeting and plan for April’s Library Break. Notes from the meeting are italicized.

ATTENDEES
Members: Selby Cody-Voss, Michelle Babot, Savitri Jayaraman, Vanessa Cunningham, Brittney Lewis, and Daricus Larry
Non-Members: N/A

AGENDA

LAST MEETING FOLLOW-UP

1. Review of March’s Break
   a. What was done well?
      i. The Committee discussed the March Library Break. Overall, the turnout seemed better with the break at 3pm. Finger foods are easy, and people enjoy them. There was a good amount of food.
   b. What could be improved?
      i. N/A

NEW BUSINESS

1. April’s Library Break
   a. Date and Time
      i. The Library Break was scheduled for April 18, 2018 at 3pm in Room 1300.
   b. Theme
      i. No holiday related theme. Instead, the theme was decided to be “Snack Attack!”
   c. Food
To play along with the “Snack Attack!” theme, the members chose to focus on snacks and finger foods. The Courtesy Committee will provide chips and dip, and other staff/faculty will be invited via sign-up sheet to contribute.

d. Drinks
   i. Personnel will be able to sign-up for drinks.

e. Games
   i. N/A

f. Entertainment
   i. Music will be played during the event.

g. Other
   i. N/A

2. Future Meetings
   a. Status of the Committee
      i. New Members
         1. N/A
      ii. Other Business
         1. **Student Appreciation:** One member brought up the bi-annual student appreciation event that the Courtesy Committee sometimes hosts. The event was scheduled for April 26, 2018 from 11am-2pm. Pizza, popcorn, chips, fruits, drinks, and desserts will be provided for the students.
         2. **Intercession Weeks:** One member brought up intercession weeks in which all library personnel would be available to attend the break. The months that have intercession weeks are as follows: January, March, May, July, August, November, and December. Also, second shift personnel are available Tuesday-Thursday after 3pm.
         3. **Meeting Schedule:** A set meeting schedule was brought up, and a reoccurring reservation for the Library Conference Room was set for the 1st Tuesday of every month at 2:30pm.