

Georgia Southern University

Digital Commons@Georgia Southern

Courtesy and Special Events Essence Notes

Courtesy and Special Events Work Team

9-4-2018

Courtesy and Special Events Essence Notes

Selby K. Cody-Voss

Georgia Southern University, scodyvoss@georgiasouthern.edu

Follow this and additional works at: <https://digitalcommons.georgiasouthern.edu/courtesy-team-notes>

Recommended Citation

Cody-Voss, Selby K., "Courtesy and Special Events Essence Notes" (2018). *Courtesy and Special Events Essence Notes*. 7.

<https://digitalcommons.georgiasouthern.edu/courtesy-team-notes/7>

This essence notes (open access) is brought to you for free and open access by the Courtesy and Special Events Work Team at Digital Commons@Georgia Southern. It has been accepted for inclusion in Courtesy and Special Events Essence Notes by an authorized administrator of Digital Commons@Georgia Southern. For more information, please contact digitalcommons@georgiasouthern.edu.

COURTESY COMMITTEE MEETING

4 SEPTEMBER 2018 / 2:30 PM / LIBRARY CONFERENCE ROOM

ESSENCE NOTES:

The purpose of the meeting was to discuss and finalize the Courtesy Committee Proposal and plan for September's Library Break. Notes from the meeting are italicized.

ATTENDEES

Members: Selby Cody-Voss and Kyle Herman

Non-Members: N/A

AGENDA

LAST MEETING FOLLOW-UP

1. Review of Courtesy Committee Proposal
 - a. What else should be added/tweaked?
 - i. *N/A*
 - b. Finalize and submit to the Dean of the Libraries
 - i. *The Courtesy Committee Proposal was sent to Dean Bede Mitchell for review and approval/denial.*

NEW BUSINESS

1. September's Library Break
 - a. Date and Time
 - i. *The Library Break was scheduled for September 18, 2018 at 3:00pm in Room 1303.*
 - b. Theme
 - i. *The theme for September's Library Break will be finger foods.*
 - c. Food
 - i. *The Courtesy Committee will provide cocktail weenies in jelly. Others will be invited to contribute via sign-up sheet. The following items were suggested: chips, salsa, cookies, etc.*
 - d. Drinks

- i. *Personnel will be able to sign-up for drinks. Suggested drink items were sodas and punch.*
 - e. Games
 - i. *N/A*
 - f. Entertainment
 - i. *A slideshow featuring work anniversaries and personnel birthdays 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. *N/A*