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