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Courtesy and Special Events Essence Notes

Courtesy and Special Events Work Team

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## Courtesy and Special Events Essence Notes

Selby K. Cody-Voss

Georgia Southern University, [scodyvoss@georgiasouthern.edu](mailto:scodyvoss@georgiasouthern.edu)

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# COURTESY COMMITTEE MEETING

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2 OCTOBER 2018 / 2:30 PM / LIBRARY CONFERENCE ROOM

## ESSENCE NOTES:

The purpose of the meeting was to discuss last month's meeting and plan for October's Library Break. Notes from the meeting are italicized.

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## ATTENDEES

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Members: Selby Cody-Voss, Michelle Babot, Lenard Robinson, and Kyle Herman

Non-Members: N/A

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## AGENDA

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### LAST MEETING FOLLOW-UP

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1. Review of September's Break
  - a. What was done well?
    - i. *The September Library Break went well. There was good attendance. Everyone brought food and contributed. Some of the people who attended commented that the location (the library conference room) was crowded and less than ideal. A discussion about alternative locations was discussed, included Room 1308 and the empty offices on the 4<sup>th</sup> Floor.*

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### NEW BUSINESS

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1. October's Library Break
  - a. Date and Time
    - i. *The Library Break was scheduled for October 31, 2018 at 3:00pm in the Library Conference Room.*
  - b. Theme
    - i. *The theme for October's Library Break will be Halloween.*
  - c. Food
    - i. *The Courtesy Committee will provide chili and crackers. Others will be invited to sign-up to bring other food items. Suggested items will be as follows: hotdogs, buns, Fritos, sour cream, crackers, cheese, desserts, etc.*
  - d. Drinks

- i. *Personnel will be able to sign-up for drinks. Suggested drink items were sodas and water.*
  - e. Entertainment/Games
    - i. *A Parade of Costumes is scheduled for during the event. Attendees that wear a costume will be invited to show off their costume and tell others about it.*
  - f. Other
    - i. *A slideshow was discussed.*
- 2. Future Meetings
  - a. Status of the Committee
    - i. New Members
      - 1. *Lenard Robinson joined the Courtesy Committee.*
    - ii. Other Business
      - 1. *The members discussed decoration donations or borrowing for holiday-themed breaks.*