Members present: Kristy Chapman, Nancy Gibson, Beth Chaisson, Susan Bradley, Karen Lee, Sue Herrell, Linda Henson, Janice Walls, Becky Thacker, Lindsay Macy, Sara Vitiemii, Heather Staggs, Kelly Miholic, and Lyndsi Moser

Spring Community Project
Roxana has contacted Ronald McDonald House (RMH) regarding our proposed project to serve dinner(s) for their families.
- RMH prefers lunch service at the Riley location.
- Roxana will look for a date in mid-late March.
- Janice has volunteered to setup a Doodle schedule online to ask SC members to volunteer. Service will be broken up into 3 sections/times – set-up, serving, clean-up.
- RMH prefers that we bring prepared food as kitchen facilities are limited in Riley location. Roxana has access to full kitchen appliances in Walker Plaza.
- Sue has recommended that SEC send a request to Dean Sukhatme for funding of the food.

Staff Council Awareness Month
March is the designated Awareness Month for SC. Each subcommittee will be responsible for manning a table across campus to promote the council.
- SEC is responsible for March 16th (Wednesday) from 11am-2pm at the Campus Center (location TBD).
- More instruction will be provided by Lee Stone closer to the date.

Legacy Project
Kristy has spoken with CFS regarding the spring planting.
- We are tentatively scheduled for April 4 from 1-3pm.

Spring Blood Drive
April 28, 2011 from 10am-3pm at:
- Campus Center 308 and 310: separate rooms for prescreen activities and blood draws
- Taylor Hall: 2 bloodmobiles
- MedSci Bldg: atrium
- We should strive to have SC presence at each location to thank donors and pass out giveaways; tables will be set up at each location (Taylor Hall SC table weather-permitting). Doodle schedule will be created to schedule SC volunteers.
- Kristy has submitted a request to Sue for band-aid dispensers with the SC logo.
- Kristy emailed IBC and they will provide blood drive/donation stickers for donors.

Summer Retreat
Location:
- Please see the January minutes for information on Bradford Woods and Marriott East Conference Center.
- University Place Conference Center returned their proposal of $5290 for room and food for the day.
- Fort Benjamin Harrison, suggested at the last meeting, has been reserved for Friday, July 29 based on a site visit by Sue, Karen, and Kristy.
  - The Harrison Inn Roosevelt Room has:
    - Banquet style room available ($400/day) for large group sessions
    - Side room available ($100/day) for breakout sessions
  - Breakfast will be provided for $680; lunch will be provided for $935.
  - Other perks:
    - The Harrison Inn is available for lodging ($72/night) for any SC member who wants to stay the night before the retreat (Thurs, July 28).
    - Free entry into the state park.
    - Park shelters available ($40/day) to hold breakout sessions.
    - Driving range available (golf clubs provided); golf lessons available ($40/30-min session)
- Horseback riding available as 1.5-mile trail ($16) and 2.5-mile trail ($21).
- Hayrides (for 20 or more) at $3/person.
- Brian Myers is confirmed for a painting breakout session in the afternoon (possibly two sessions.)

**Theme:**
Sue suggested SEC contact Cheryl Alfred to facilitate retreat. If interested, SEC should meet with Cheryl to brainstorm theme ideas based on her expertise/content area.

**Door Prizes:**
Consensus of group was to move away from the structure of door prizes we’ve used in the past. Instead, we will use a select few prizes to award:
- participation during the sessions
- winners of table games
- winners of breakout session contests, etc.

We will continue the use of “goodie bags” for every attendee.
- Karen has a variety of bags SEC can use.
- IUPUI spirit items will be requested from various departments and locations on campus.

**Next meeting: Thursday, March 3, 3-4pm @ (at Dental School)**