Student & Community Outreach Team Meeting Minutes
March 23, 2023
2:00 PM
River Room and ZOOM

Roll Call:

√	Lindsay Johnson		√	Teale Betts, Chair
√	Mindy Reach			Kyle Smith
√	Dr. Tammy Capps			Carrie Davis
√	Kevin Hunsperger			Tony Gerard
√	Mindy Ashby			Kelly Jennings
√	Craig Bradley		√	Jonathan Van Meter
√	Erin King			Kyle Schierbaum
	Sumer Smith			
	Lee VanAlstine			Virginia Chamness, Recorder

√ indicates attendance, leaving blank indicates absent

I. Call to Order
The meeting was called to order at 2:06 pm by Teale Betts, Chair. A quorum was present.

II. Approve Minutes from February 23, 2023
A motion was made by Mindy Ashby with a second by Kevin Hunsperger to approve the minutes as written. All voted in favor and the motion carried.

III. Additions to the Agenda
There were no additions to the agenda.

IV. Old Business/Items for Discussion

Fundraising/Income Generating Requests- Dr. Price

- Dr. Price gave Teale the Club/Team Income Generating/Fundraiser Request Form and the Procedure associated with that form for this team to review. Teale said the request form has not been all the way through the approval process and she will make notes of recommended changes and questions to take to Dr. Price.
- Mindy Reach asked if the form will be available online, or will we have to submit hard copies?
- Kevin suggested they use the updated version of the Bernie logo.

- Erin asked what if the Income Generating Activity fits in more than one category?
- The team reviewed the Procedure next and think the following words need to be defined: clubs, teams, organizations, fundraisers and sponsorship.
- Jonathan added the procedure should tell where the Club/Team Income Generating/Fundraiser Request Form can be found and downloaded and also provide a link to the form. Teale added this should also be done for the Club Deposit Form.
- The team pointed out that the procedure does not mention how to handle the following items:
    1. Collecting dues
    2. Accepting outright donations
    3. Sales for raffles and 50/50 drawings
    4. Obtaining a food handlers certificate
- The team also noted that there is no process for when a request is declined.
- Mindy Ashby noticed that the order for approval of the request in the procedure does not match the order that is on the request form.
- After much discussion, the team also made some wording and punctuation suggestions. Teale made note of all these suggestions and will take them back to Dr. Price.

V. New Business

College Calendar

- Lindsay and Kevin have been working together to come up with a calendar that includes all events we have regularly every year.
- Lindsay would like to combine on campus events, facility requests, and activities that we do off campus.
- She would like to have all of our large events scheduled for the next school year so we can get the dates out to our high schools way ahead of time.
- They want to combine facility requests with event requests to streamline things.
- This is a work in progress and this team will be asked to help with this project as it moves forward.

Adjournment

A motion to adjourn was made by Erin King with a second from Lindsay Johnson. All voted in favor and the motion carried. The meeting adjourned at 3:16 pm.

The Next Meeting is April 27th at 2:00 pm in the River Room and ZOOM.