**Community Service Committee Meeting Minutes**

*Thursday, December 7, 201*7

*11:15 AM - 12:15PM*

*317 Beard Hall*

**I. Welcome/Introductions** [[11:15-11:20]]

**II. Community Service Leave Promotion Campaign Update** [[11:20-11:25]]

-Waiting on word from Kathy Bryant on the planning for the CSL PSA video production, after which we will develop a comprehensive timeline of the promotional campaign

-Shots to include: shot of staff working in the CCCG, shot of staff processing food drive donations to donate to Carolina Cupboard, Photos from last Habitat Build for Thein Oo, Interview with CS Committee Chair about importance of CSL and how it can impact UNC Staff, Interview with OHR benefits personnel on CSL Instructions & Work/Life Balance implication, Interview with 1 UNC Staff & 1 UNC Faculty who have utilized CSL consistently, Interview with Chancellor about CSL for UNC Faculty/Staff

**III. Breakout Groups- Planning for Events in 2017-2018** [[11:25-12:00]]

-**Food Drive Collaboration with Million Meals Campaign**

**-Project Leads:** Jim Potts, Allison Rorie, Dori Brady, Katie Musgrove

-Updates:

-Employee Appreciation Day (October 20, 2017)

-Contributing to MM Campaign & Carolina Cupboard (Cupboard donation= 25%)

-Ticket Giveaway- John Harris won, tweeted about winner

-Donations Received: ~$81 & 1 full box of donations (~100 lbs)= ~490 meals!

-Military Appreciation/ Employee Appreciation Football Game – UNC vs. Western Carolina, November 18th

-Contributing to FBCENC & Durham VA Food Pantry, split 50/50 between 2 groups

-Carolina Veterans Organization participated in our event, sent thank you tweets for their help and thanking the Veterans and Military for their service

-Volunteers at table- Katie Musgrove, Shayna Hill, 4 CVO members

-Donations Received- $157, a few canned donations (counted as a part of the November Campus Donations)

November Campus Donations (first monthly pickup)

-Dori- Went smoothly, will contact bin liaisons to remind them about/ check to see if any special pickup accommodations needed for next pickup in December

-Dori- make sure to include a note to the liaisons that if they don’t have a lot of donations, they can hold their dropoff until the January pickup, also reminder to keep boxes for future donations

-Katie- will send email to Tessa at Food Bank and Tarah at Carolina Cupboard with Dec 18th pickup reminder/logistical information

-November Donations Received- 767.7 lbs, 646.48 meals!

TOTAL DONATIONS RECEIVED SO FAR:

|  |
| --- |
| **695 lbs, $238.57 = 1919.33 meals** |
|

GENERAL UPDATES

-Monetary Donations--Million Meals has website to accept donations (can point people there to donate electronically)

-The website to use to send monetary donations for the Food Drive is <http://ncfoodbanks.org/million-meals-challenge/>. These donations will go directly to the Million Meals Challenge and the Food Bank Of Central & Eastern NC. We won’t be able to count the totals as a part of our Food For All drive (no way to indicate our specific drive on the online donations), but they will count towards UNC totals (make sure to have people select UNC as the school to donate to!). However, if we want to be able to count monetary donations as a part of our drive, they will have to be collected at one of our special event drives, as I don’t have a way to secure funds/receive donations from the campus in between those events. We could possibly think about collecting the monetary donations via the bin liaisons, who can drop them off at the monthly pickups, but that might be too logistically difficult. Any ideas/brainstorming on this front is welcome! Just FYI, the next special event is the Feb. 3 UNC v Pitt Basketball game in the Dean Dome! ☺

-Website/Hashtag – unc.edu/food4alldrive/#UNCFoodForAll (point people here for more information)

-Box Preparation, Pickup & Storage –

-Banks & Tar Heel Sports Properties will provide the bins for each special event

-Storing donations after events for pickup on a weekday—Dori Brady offered office space in FedEx for monthly donation drop-offs

-Katie liaised with the Food Bank re: monthly pickup scheduling (pickup will reference Employee Forum Food for All Drive/ Wider UNC Million Meals Effort for tracking purposes)

-List of Campus bins/bin liaisons (Dori Brady)

-List complete (can add more bins later)

-Need Dept liaisons to broadcast info and deliver full bins prior to monthly pickups

-Publicizing Methods: InTouch, Staff Listservs, OHR, Athletics, Employee Forum Social Media, UNC Social Media

-Need Dept liaisons to broadcast info (focus on pubbing again after the holidays to remind people about the drive)

-Added to UNC Events Calendar (Link:  [https://events.unc.edu/event/**2017-employee-fo…ampus-food-drive**/](https://events.unc.edu/event/2017-employee-forum-unc-food-for-all-campus-food-drive/))

Next Special Event: UNC vs. Pitt February 3

-Planning for the event at January Meeting

-Volunteers for event so far: Katie Musgrove, Kadejah Murray

**FOOD DRIVE ACTION ITEMS**

* **ALL BIN LIAISONS:** Communicate/ Pub Drive to your units after returning from the holidays
* Dori: emailing bin liaisons with pickup reminder/instructions
* Katie: emailing Food Bank/Carolina Cupboard with Dec. 18th pickup reminder/logistical details

-**Toy Drive for UNC Children’s Hospital**

**Project Leads**- Michele Fulton, Steve Bodeen, Allison Rorie, Hope Woodhouse

- Title: Children's Hospital Toy Drive (or Toy Drive for NC Children's Hospital)

- Dates: November 27 - December 15

- Flier finalized & Printed

-Final logistics meeting November 15

* Disseminating bins: Schedule/Procedure
  + Delivery/placement of bins on November 27th via Bin Liaisons
* Email announcement sent to bin liaisons: Asking bin liaisons to communicate the event with their departments/advertise, asking that they secure bins each evening if at all possible, asking that they post language/signage about bins being emptied nightly for security reasons, as well as language about gift in kind procedure-
  + Crafted draft Toy drive announcement for bin liaisons to send out to their departments as well (will be included in bin liaison email)
* All bins delivered- total of 23 bins across campus
  + Mary Marzbanian- Service Center for Excellence (Katie emailed her to check to see if bin was received, it wasn’t but she had her own that she is going to use)
* Signage on bins: event flier (already in place) & signage about bins being emptied nightly (need added by bin liaisons)
* During my absence: lots of new bins, everything addressed as far as their bin deliveries/initial setup
* Donation levels so far (pretty good donation turnout so far)
* Donation pickup: Schedule/Procedure
  + Picking up donations on December 18-19, Delivering to UNC Children’s on Dec 20th?
  + Steve picking up with campus vehicle, where to store until delivery on 20th?
  + Steve & Jim- please send logistical details of pickup and donation delivery to UNC Hospitals by early next week
    - Need to send update to bin liaisons early next week regarding final pickup information
  + Michele- Obtaining receipt for our records from Becky/asking her about any final instructions on our donation/inquiring about monetary donation procedure
* Social Media/Pubbing the Event
  + Website is updated with bin locations, donation forms, and all other relevant info
  + Event also added to UNC Events (Link: <https://events.unc.edu/event/ef-unctoydrive/>)
  + Pubbing through bin liaisons most effective method of exposure for specific departments near donation sites, will remind bin liaisons in final update email to pub in their departments & on social media
  + Sent out mass email on November 22, 2017 announcing the drive
  + Advertising in the hospitals: Becky Batts shared it with her liaison, Susan Marks,  at the hospital to share. Becky also reached out to Director of Marketing and Communications and Web Manager to share as well.
  + Sent flier to housing for possible posting on their digital screens in dorms
  + Employee Forum posted via Facebook and Twitter in the days leading up to the event, will post again early next week
  + Other pub methods needed?
* Other questions/final logistical details?

**TOY DRIVE ACTION ITEMS**

* **ALL BIN LIAISONS:** Communicate/Announce Drive to your units (social media, listservs, etc.!)
* Michele: requesting receipt from Becky Batts for donation, check on cash donation procedure & final logistical details for donation delivery to hospitals
* Steve & Jim: Determine your desired procedure for donation pickup/dropoff between 18-20 & communicate to group early next week (~12/11)
* Hope: Determine any other pub methods needed/communicate those to group ASAP for assignment, Status of CFTK announcement?
* Allison: organize possible creative competition between floors for Kenan-Flagler donations (was VERY helpful during the Food Drive last year)
* Katie: Facebook/Twitter posts early next week/ Final logistical email to bin liaisons mid next week

- **Habitat for Humanity/Adopt-a-home Collaborations**

-Volunteers for Project Leads- Heather Lewis, Ashley Jacobs

-Meeting with chair to discuss first steps on 11/14

**Habitat versus Adopt-a-home Collaboration**

* Prefer Habitat build, as this is local and much more logistically friendly- plus experience from last year will lend a hand to our efforts this year
* Can still lend a hand to Adopt-a-home by advertising for participants in their builds and potentially hosting a houseware drive in the Spring to restock family's home, but will not host our own build days

**NEXT STEPS (Habitat Collabortion):**

* Meeting in January (possibly with Christine Abernathy) to discuss initial planning for Habitat build in late March/early April

**Adopt-a-Home Synopsis**

* Kim from Public Svc Ctr, 1 yr anniversary of Hurricane Matthew
* Partnership with nonprofit since Dec doing relief trips; no state or Fed money to get people back into their homes; insurance checks not enough to rebuild/repair in many cases. Couple hundred people in Lumberton alone w/o money to get back into homes.
* Adopt a home similar to Build A Home; provide $ to restore/repair homes. Need help with funding and labor. Need skilled labor, but some teachable opportunities, too.
* Working on same home/same family each trip instead of scattered efforts. Restocking cabinets (housewares), etc. Get homes move in ready.
* CCPS has committed to the adoption process, but next step is formalizing the agreement
* 2 part agreement- monetary donation, labor (flexible)
  + Costs go to paying for Semi-skilled labor (contact facilities staff who may have specialized skills)
  + When family moves back in, we can present the families with utensils, dishes, food for cabinets, toys for children
  + Will have opportunity to meet the family throughout the process
* Next steps: begin planning with Anne Wade (contact with organization)
  + Case manager (primary contact), construction supervisor, and site administrator assigned to each family (in addition to the adopter)
  + Lumberton- possibility to connect with an alumni group in area to participate
* Total Goal = $15,000
* CHRP is interested particularly in the fundraising aspect ($1,600 for appliances)
  + Fundraiser event at Linda’s Bar & Grill on November 16, 2017 from 5-8 PM (10% of proceeds go to Adopt-a-home)
* Donations to adopt-a-home are through the Carolina Disaster fund on website
* Flier to advertise the project
* Clarification on Timeline for Project & Build Dates
  + -Lumberton is about 2 hour drive. Service trips leave campus at 7:30, provide breakfast, get briefed, work for a couple hours, break for boxed lunch onsite, work until about 4pm, and back about 6 pm.
  + -Disaster Relief CSL is separate pot of hours, but Disaster relief limited to Red Cross work

* ***Discussed Employee Forum Participation***
  + Donation from one of the food drives in the spring to the family
    - Combine with a possible Toy/Housewares Drive to restock home in advance of move-in
  + Solicit a donation from Trustees to Carolina Disaster Relief/Adopt-a-home ?
  + Advertising relief trips/recruiting volunteeers/skilled labor from UNC Staff

**NEXT STEPS (Adopt-a-home Contribution):**

* Fill out Contribution Form for Forum’s planned contribution to adopt-a-home project
* Have Shayna reach out to Board of Trustees for Donation to Carolina Disaster Relief Fund re: Adopt-a-home program
* Narrow down date for Food/Toy/Houseware Drive in Spring once timeline is confirmed from CCPS
* Reach out to Kim Allen for build dates and language to utilize in promoting/soliciting volunteers

**-Other Community Service Opportunity Announcements**

**-Special Olympics of Orange County Publicizing/Support Throughout the Year**

-Volunteers for Project Leads: Jim Potts

-Initial Volunteer recruitment posted in the last InTouch, send Katie anything further that you receive from your contact and I will be sure to advertise

**IV. Update on other business** [[12:00-12:10]]

-Blood Drive Update- Ricky Roach left University, new chair(s) Jim Potts & Kathy James (KJ) limited availability in the short term, will work out final permanent replacement for Ricky in a few months (vote on new chair might be necessary if both are still interested)

-PUB BLOOD DRIVE TO YOUR DEPARTMENTS (via flier & social media)

-Helping recruit volunteers/donors for the Blood Drive via Forum listserv and social media

-CCCG Update- Arlene Medder

-Still need monetary donations (encourage giving to NC Botanical Garden/CCCG through Carolina Cares Carolina Shares as well as UNC For All Kind Capital Campaign)

-The squirrels are the culprits of the broccoli eating, trying to figure out how to evade the pesky creatures! (Any suggestions are helpful on this front) ☺

**V. Questions/Final C*omments*** [[12:10-12:15]]