**Community Service Committee Meeting Minutes**

*Wednesday, February 7, 2018*

*11:30 AM - 12:15PM*

*Hitchcock Multipurpose Room, Sonja H. Stone Center*

**I. Welcome/Introductions/Role Call** [[11:30-11:35]]

 **Attending:** Katie Musgrove, Kewana Smith, Arlene Medder, Heather Lewis, Rich Wright, Steven Bodeen, Hope Woodhouse, Tanya Jisa

 **Delegate Absences:** Bonita Brown (excused), Jim Potts

**II. Improvements to CS Committee Website/Potential University Call to Service Project/ Community Service Leave Promotion Campaign Update** [[11:35-11:40]]

-Katie intends to **improve the Community Service Committee website** significantly in the coming weeks, including creating tabs for the Blood Drive, Carolina Campus Community Garden (both of which are sponsored by the forum), as well as a tab including information on upcoming community service opportunities, which right now only go out via the InTouch and other email announcements. The opportunities will be divided into short-term opportunities (only want to volunteer once or twice), long-term volunteer opportunities, and team friendly opportunities for departments/workgroups who wish to volunteer together. Please pass along any other suggestions for improvement to Katie as desired.

 -Arlene’s suggestion - If this is possible, being able to search by time (1 hour, all day, etc), timing (this week, next week, next month), one time or recurring, location (on campus, in Chapel Hill, in Triangle, elsewhere in NC), purpose (education, disaster recovery, etc), and/or skills (unskilled, English speaker, etc) on the page would be very helpful. It might be a series of dropdowns with ‘any’ being an option but this would give people the ability to narrow down to fit their abilities/interests.

-After Shayna’s Update to the Board of Trustees in early February, Felicia Washington suggested a possible **University Call to Service project** that gets the word out to increase Faculty/Staff/Student community service here at UNC. Katie will be developing a project proposal highlighting some desired aspects of such a project, including improved unc.edu website focusing on community service linking to various resources for the university community who are interested in service, increased University investment in our proposed CSL promotional campaign, etc. Any ideas that you have for this type of project are welcome!

 -Waiting on word from Kathy Bryant on the planning for the **CSL Promotional Campaign**, including the PSA video production. We need to have firm participation from HR in order to develop a comprehensive timeline of the promotional campaign, the first step of which being a PSA video to promote the use of CSL. The other desired parts of this promotional campaign are outlined in a document available on Dropbox, but further suggestions are welcome to enhance and widen the scope of this campaign. We need HR to take ownership of this campaign as the key stakeholder in the production and dissemination of any benefits information, but this committee will serve in an advisory and assist role

-PSA 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

 -One idea brought forward to further advance CSL usage is the better communication of benefits and resources to staff upon hire at the University. So much information is thrown at staff during orientation concerning benefits allocation and other logistical onboarding tasks that some of the other benefits and resources available to staff get overshadowed. Finding a way to highlight that type of information periodically once a staff member is comfortable and established in their new position will be SUPER beneficial to all UNC Faculty/Staff to uncover the buried gems like CSL, the garden and even the Employee Forum itself that are available to us. One way to do so is perhaps a ‘Did you know’ type of spotlight in the HR and/or InTouch newsletters. Arlene suggested the next InTouch to ask/solicit the following: “What is one thing you wish someone had told you or you had learned in your first month at UNC?” in order to begin developing some helpful hints to new Faculty/Staff.

**III. Planning for Events in 2017-2018** [[11:40-12:05]]

-**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)

 Ruck for Hunger Drive

-Donations Received- 217.8 lbs donated to TABLE, Inc.

 November / December Campus Donations

 -Went smoothly, contacted bin liaisons to cancel pickup in January, as not many donations since return from winter break, will hold pickup as scheduled in February

 -Donations Received- November= 767.7 lbs, 646.48 meals December= 574 lbs

 -January pickup cancelled as it was only one week after the University came back to campus from winter break

 Pitt Basketball Gameday Collection

-Volunteers event: Katie Musgrove, Kadejah Murray, Steve Bodeen & Guests

-Donations received: one full donation bin, will be donated along with February campus donations (estimated pounds for this event = ~100 lbs)

-Pub methods: athletics announcement to ticketholders wasn’t implemented, athletics social media was lacking, our website plus Employee Forum & Tar Heel Sports Properties social media was the only method of advertising (will need to have improved participation from Athletics in order to do further events with them)

 NEXT DONATION PICKUP: Monday, February 12, 2018

TOTAL DONATIONS RECEIVED SO FAR:

|  |
| --- |
| **1,654.5 lbs, $238.57 = 2,586.11 meals**  |
|

GENERAL UPDATES

-Monetary Donations--Million Meals has website to accept donations at <http://ncfoodbanks.org/million-meals-challenge/>.  Can point people there to donate electronically (goes directly to Food Bank and cannot track for our drive) or can hold donations until next special event, when we will donate to our organizations.

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

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

-Need Dept liaisons to publicize heavily in last month of drive

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

 -Need Dept liaisons to broadcast info

 -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/))

**ACTION ITEMS**

* **ALL BIN LIAISONS:** Communicate/Announce Drive to your units
* Katie: Facebook/Twitter posts mid-February & final listserv blast last week of February

- **Habitat for Humanity Collaboration**

-Project Leads- Heather Lewis, Katie Musgrove

-Meeting on February 1st with Christine Abernathy to discuss initial planning for Habitat build in April

* + Date of Event: April 13, 2018 (both AM & PM shifts)
		- Christine will determine the probable types of tasks we will be doing at the build depending on the anticipated stage of the build at that time (sending that information at a later date)
	+ Would like to participate on a build for the home of another UNC Staff Member like Thein Oo last year
		- Location- Efland, NC
			* Address: 315 Tinnin Rd, Efland NC 27243
		- Name of Employee/Bio information (available on Dropbox)
			* Per Ser & Family (UNC Housekeeper)
	+ Limit of 12 on build site per shift
	+ Website for Event (Eventbrite like last time)/ after signups are complete, will have volunteers also register via Habitat's Vhub system
	+ Will draft/ design Pub graphic at UL Design Lab for social media/listserv announcements
	+ Will craft Email to Waitlist from previous build to invite them to participate first
		- Will reserve ~ 4 spaces of the 24 slots for committee members and other forum delegates to participate (since this is hosted by the Forum)
		- Interested Delegates (so far): Heather Lewis, Katie Musgrove, Rich Wright
		- Then will develop additional list of proposed Units/Centers who may wish to participate & contact them once our waitlist has a chance to sign up (will limit their decision time to about 2 weeks to allow time to forward the option to other interested employees)
	+ Proposed Goal for donations
		- Registration fee to participate = $15/person
		- All donations to the home build will be doubled as a part of UNC Habitat’s partnership grant with State Farm, who agreed to match up to 20,000 of their fundraising efforts toward Per Ser’s home
		- Requested monetary support from Board of Trustees on 1/31 meeting similar to last year, but can't count on that as a donation
		- Cannot formally fundraise as a University unit, but we will make an announcement at the Forum meeting for any delegates who may wish to donate personally to the cause even if they aren’t volunteering, which is a little more kosher than a formal solicitation (email or other communication) sent on behalf of the Forum to raise money for something
	+ Assigning various duties for implementation of event (tentative suggestions)
		- Heather: Reaching out to various individuals/campus units re participation, managing registration, sending volunteer reminders, getting quotes for catered lunch, other planning tasks
		- Katie: Created Eventbrite page/developing event graphic, publicizing event via social media, purchasing of any supplies/food for event, swag bag goodie collection for volunteers, coordinating photography of event, etc.

**- Adopt-a-home Collaborations**

**Adopt-a-Home Synopsis**

* Kim from Public Svc Ctr, 1 yr anniversary of Hurricane Matthew
* Partnership with nonprofit since Dec, 2016 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

* ***Employee Forum’s 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
* Shayna reached 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 CCPS for build dates and language to utilize in promoting/soliciting volunteers

**-Other Community Service Opportunity Announcements**

**-Any other desired CS Opportunity Spotlights?**

-Please always send CS opportunity spotlights to me for inclusion in our newsletter and our upcoming CS opportunity section of our website

**IV. Update on other business** [[12:05-12:10]]

 -Blood Drive Update-

-Co-chairs = Jim Potts/Kathy James (KJ)

-Will vote on permanent replacement for Ricky at start of next academic year

-Next meeting Feb.8th

-Meeting on Feb. 22nd with American Red Cross Senior Leadership to address December grievances

-Blood Drive Committee will have table at upcoming Total Well-Being Wellness Expo on March 14, 2018 from 11-2

 -CCCG Update- Arlene Medder

 -Next meeting April 4th (Now held quarterly)

 -Public Health Capstone Course on CCCG distribution practices & numbers, particularly research regarding Temporary Employees

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

***March Committee Meeting will be held on Friday, March 2, 2018 at 11:30 AM in 317 Beard Hall. The meeting agenda will be sent out via listserv about a week prior.***