**Community Service Committee Meeting Minutes**

*Wednesday, November 1, 201*7

*11:15 AM - 12:15PM*

*Hitchcock Multipurpose Room, Sonja H. Stone Center*

**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** [[11:25-12:05]]

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

**-Project Leads:** Jim Potts, Allison Rorie, 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!

-Planning for food drive events at:

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

-Katie: Contact Tar Heel Town Rep Neal Franzer ([nfranzer@unc.edu](mailto:nfranzer@unc.edu))

*-TarHeel town, 3 hours before game to 15 min before kickoff (kickoff set for 3:00 PM)*

-Contributing to FBCENC & Durham VA Food Pantry, split 50/50 between 2 groups (will separate donation when delivered to FedEx at the end of Tar Heel Town)

-Carolina Veterans Organization has reached out to participate in our event and we will be participating in their drive in early November as well

-Volunteers to man table- Katie Musgrove, Shayna Hill, 4-6 CVO members

GENERAL UPDATES

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

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

-Graphic Design- Options for Football vs. Other Events – Pub Flier finalized, Banks has sent Football game specific flier, which Athletics will publicize to all ticket holders

-Poster created for donation booths at special events (will cover up Million Meals for Football Game)

-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 will liaise 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)

-Dori: Katie needs access to building on Nov 18th, Carts/dolly for moving donations from Tar Heel Town to Union on Nov. 18th, people manning table will move donations

-Bonita: FYI- Cancelled storage of these bins at the Union

-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

-Bins for campus: Tarah Burnette from Carolina Cupboard has picked up cardboard bins from Food Bank, are available for dissemination from Dori’s office (most have been picked up)

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

-**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

- Pick-up and delivery to Children's Hospital Development Office (Vilcom Center Dr): December 18 - 20

- Received 20 boxes (white ones from Athletics Dept) – Steve picked up on Monday, October 30 (will store them until bin delivery right before drive)

-Need to schedule bin delivery prior to beginning of drive (final update meeting around 11/21?)

- Steve can use the physical plant truck to pick up from locations

- Flier finalized & Printed

-Other Pub Methods:

- Info included on website: graphic, dates, locations, explanation of drive (what it is for), link to gift-in-kind form, link to itemized statement (Katie will update bin locations and forms on website in the coming week)

-Housing has electronic signage which will include info/publicity

-Advertising in the hospitals- Michele has reached out regarding this possibility

-Hope will look into how to pub this drive in addition to the methods we have via the Forum (mass emails, website, InTouch announcements, social media posts, bin liaison pubbing)

-Make sure to inform Bin Liaisons to empty bins each night to secure donations & place signage on bins or make announcement that this is the procedure so that donors aren’t concerns when they don’t see their donations

***-Next step for both drives: finalize logistics of drop-off/pickup***

- **Habitat for Humanity/Adopt-a-home Collaborations** *Holding off until spring, perhaps collaborating with Adopt-a-home instead of Habitat this year*

-Volunteers for Project Leads- Heather Lewis, Ashley Jacobs

-Meeting with chair to discuss first steps in the coming weeks (~11/14)

-Discuss possible Habitat Home sponsorship for another deserving UNC Staff Member in 2018-2019?

-~$80,000 fundraising necessary to sponsor whole cost

-Could be sponsored by multiple UNC groups?

**-Adopt-a-home update**

* 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 committeed 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)
* Employee Forum Participation
  + Donation from all volunteers who participate in a build going towards gift card
  + Donation from one of the food drives in the spring to the family
  + Recruit skilled labor from UNC Staff for 2 separate trips
  + Donation from Trustees to Carolina Disaster Relief/Adopt-a-home ?
  + Advertising relief trips/recruiting volunteeers
  + Possible Toy or Housewares Drive in the spring to donate to family
* How to get the donation to the CCPS for fundraising efforts
  + Place to donate to 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

**-Other Ideas**

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

-Volunteers for Project Leads: Jim Potts

-Volunteer solicitation text/graphics available?

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

-Blood Drive Update- Ricky Roach leaving, recruiting new chair

-Helping recruit volunteers for the Blood Drives- ideas?

-CCCG Update- Arlene Medder

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