**Community Service Committee Meeting Agenda**

*Wednesday, April 4, 2018*

*11:30 AM - 12:30 PM*

*Hitchcock Multipurpose Room, Sonja H. Stone Center*

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

 **Attending:** Katie Musgrove (chair), Heather Lewis, Arlene Medder, Jim Potts, Rich Wright, Margaret Barrett, Steven Bodeen, Michele Fulton, Lein Soltan, Hope Woodhouse

 **Delegate Absences:** Kewana Smith (excused), Bonita Brown

**II. Planning for Events in 2017-2018** [[11:35-12:00]]

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

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

 Campus Donations

 - November / December- Went smoothly, contacted bin liaisons to cancel pickup in January, as not many donations since return from winter break

 -Donations Received- November= 767.7 lbs, 646.48 meals December= 574 lbs, 483.37 meals February= 457.2 lbs, 385.01 meals March= 348 lbs, 293.05

 FINAL DONATION PICKUP: Friday, March 9, 2018

TOTAL DONATIONS RECEIVED:

|  |
| --- |
| **2,459.7 lbs, $238.57 = 3,264.18 meals** |
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**- CCCG/TIAA Collaborative Event**

-Project Leads- Arlene Medder, Katie Musgrove

-Meeting on March 15th with NC Bot Garden, CCPS, & TIAA to discuss initial planning for event and the grant to support CCCG, Follow up meetings on April 12th & 20th

* Participants:
	+ Katie Musgrove (EF), Margaret Barrett (CCPS), Claire Lorch (CCCG), Nancy Easterling (CCCG), Julie McCracken (TIAA)
* Event Potting Tomato Plants that would go to CCCG recipients to garden from home
	+ Monetary support for the event/supplies necessary to put on an event will be provided by TIAA (will be recognized as sponsor of the event in addition to Forum, CCPS & Bot Garden)
	+ $5,000 check from TIAA that we can use as garden sees fit
	+ Need 8 tables for event plus ~50 chairs- most likely coming from NCBG but need to be back by noon on day of event
	+ Developing flier/email announcement drafts
	+ Will publicize via Fac/Staff listservs- specifically will focus on work teams who want to participate together
		- Initial ideas of teams to target: HR, Employee Forum, Kenan-Flagler, TIAA,
	+ Need Forum tablecloth for event
	+ Need Refreshments for event (possibly from Carolina Catering)
	+ Possible tomato sandwich donation from Merritts
	+ Dates/Planning details:
		- Event date: 5/15
		- Time: 10-11:15
		- Rain date: 5/17
		- Hope Woodhouse providing water containers for event to be filled at CCPS the morning of
		- Reserving 3-4 parking spaces in CCPS driveway, perhaps only for our volunteers, as they will need to move cars if someone needs out
		- RSVP Deadline: 1 week prior to event (May 9th)
* **ACTION ITEMS**
	+ Reach out to Bob Blouin re: date & rain date for event
	+ Reach out to Felicia about the event/ ask about speaking
	+ Make list of teams interested/ reach out to HR to push out to HR Reps

**- Adopt-a-home Collaborations**

* ***Employee Forum’s Participation***
	+ Filled out Contribution Form for Forum’s planned contribution to adopt-a-home project
	+ Donation from one of the food drives in the fall 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
		- Shayna reached out to Board of Trustees for Donation to Carolina Disaster Relief Fund re: Adopt-a-home program
	+ Advertising relief trips/recruiting volunteeers/skilled labor from UNC Staff

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

* Narrow down date for Food/Toy/Houseware Drive in Summer once timeline is confirmed from CCPS
* Reach out to CCPS for build dates and language to utilize in promoting/soliciting volunteers

- **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

* + Original Date of Event: April 13, 2018 (both AM & PM shifts) [POSTPONED DUE TO TIME CONSTRAINTS, **NEW DATE= June 8, 2018]**
		- 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)
	+ Participating 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 week before event
	+ Sent Email to Waitlist from previous build to invite them to participate first (allowed to sign up for one week before announcement was sent wide)
		- Reserved 6 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, Greg Smith, Naquan Hill
		- Interested Committee members?:
	+ 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 (Details on Grant Passed Around)
		- 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: Determining new date with Christine, Reaching out to various individuals/campus units re participation, making list of items needing purchased for event, sending volunteer reminders 1 week and two days before event, publicizing event via social media, coordinating photography of event, etc.
		- Katie: Create/Update Eventbrite page, manage registration (collecting shift preferences, dividing between shifts, sending final shift assignment to volunteers along with info on what they will be doing), purchasing of any supplies/food for event, swag bag goodie collection for volunteers, etc.

**ACTION ITEMS**

* Send New Signup Announcement (hold registration for one week for waitlist signups)
* Make list of food/drinks/other items that need purchased for event
* Email Matt regarding needed items (camera, tent, coolers)
* Contact HR re: bag/water bottle donations
* Contact Student Stores for t-shirt/bag/water bottle donations
* Follow up with Shayna on BOT request for donations
* Post event on Employee Forum Events once registration is open

**-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

 -Created Local Non-Profit Spotlight within InTouch for more in depth view of some local non-profits, first entry= TABLE, future entries on deck= CCCG, Habitat, Special Olympics, etc.

 -Send any other in-depth profiles to me for inclusion in our newsletter as you come across them

**III. Community Service Leave Promotion Campaign Update** [[12:00-12:10]]

**-CSL Promotional Campaign/University Call to Service project**

-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 developed 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, possible future expansion of CCPS to include a staff focus, etc. Shayna, Felicia & Katie met regarding this project proposal on February 19, 2018. Meeting minutes from the discussion can be found on DropBox.

-**Improvements to the Community Service Committee Website**

-Created tabs for the Blood Drive, Carolina Campus Community Garden (both of which are sponsored by the forum)

-Upcoming improvements: new tab including information on upcoming community service opportunities/local non-profit spotlights, which right now only go out via the InTouch and other email announcements

-Please pass along any other suggestions for improvement to Katie as desired

**IV. Update on other business** [[12:10-12:25]]

 -Toy Drive Thank You Note

 -Chancellor’s Cup Golf Tournament Volunteers Needed

 -All day event in Sanford, NC on May 16, 2018

-8-10 volunteers needed (will put the word out via listserv, but any other interest?)

-Other CCCG Updates- Arlene Medder

 -Capstone course wrapping up

 -Problems with funding (main donor passed away)

 -Plans to expand recipient base beyond Housekeeping to Grounds and other campus units

-Blood Drive Update-

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

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

-Carolina Blood Drive received award in March for the top blood drive sponsor in our region

 -Planning for June Blood Drive in full force

**V. Questions/Final Comments**[[12:25-12:30]]