**Community Service Committee Meeting Minutes**

*Wednesday, May 2, 2018*

*11:30 AM - 12:30 PM*

*Hitchcock Multipurpose Room, Sonja H. Stone Center*

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

 **Attending:** Bonita Brown, Katie Musgrove (chair), Jim Potts, Rich Wright, Margaret Barrett, Steven Bodeen, Dori Brady, Michele Fulton, Lein Soltan

 **Delegate Absences:** Todd Hux (excused), Mary King (excused), Heather Lewis (excused), Arlene Medder (excused), Kewana Smith (excused)

 -Welcome to all new Employee Forum Delegates

 -Committee Planning for 2018-2019 will occur at the July Employee Forum Retreat on July 11, 2018, and at our July committee meeting (date TBD) please send any ideas/suggestions to Katie

 -Initial discussions for next year included mention of another Toy Drive as well as changes/modifications to the Food Drive format (if we do it again)

 -Will prepare 2017-2018 committee report to deliver at the July retreat, 2018-2019 planning document will be developed at July retreat and July committee meeting

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

**- CCCG/TIAA Collaborative Event**

-Project Leads- Arlene Medder, Katie Musgrove

* + 8 tables for event plus ~25 chairs
	+ Flier/RSVP Page Finalized (will be sent to committee to disseminate)
	+ Will publicize via Fac/Staff listservs- specifically will focus on work teams who want to participate together
		- Initial teams: Computer Science, HR, Employee Forum, School of Pharmacy
		- Recruit other teams within your units
		- Spots for 50 volunteers (only 21 filled at the moment)
	+ Need Forum tablecloth/camera for event
	+ Tomato Sandwiches/Refreshments for event (from Carolina Catering)- Arlene
	+ Dates/Planning details:
		- Event date: 5/15
		- Time: 10-11:15
		- Rain date: 5/17
		- Hope Woodhouse – no need for water containers if Carolina Catering is handling event
		- No mention of parking, volunteers can walk/take bus
		- RSVP Deadline: 1 week prior to event (May 9th)
* **ACTION ITEMS**
	+ Reach out to Felicia about the event/ get final names of HR team
	+ Determine Employee Forum team members
	+ Continue list of team assignments/ reach out to HR to push out to HR Reps
	+ Recruit teams from within our work units

**- Adopt-a-home Collaborations/Other CCPS Disaster Relief Efforts**

-Project Leads- Lein Soltan, Margaret Barrett, Katie Musgrove

-Adopt-a-home project sent 8 employees and students to Lumberton on April 20th for the final work trip of the academic year, future trips being planned, timeline for project completion being researched

-Looking into options for helping local partners (UNCG contacted, along with some other area partners) with the response in the aftermath of tornadoes that hit the Guilford and Rockingham County area – stay tuned for more details

* ***Employee Forum’s Adopt-a-home Participation***
	+ Filled out Contribution Form for Forum’s planned contribution to adopt-a-home project (need timeline from CCPS on Adopt-a-home completion in order to effectively plan)
	+ 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 volunteers/skilled labor from UNC Staff
* ***Employee Forum’s Greensboro Tornado Relief Participation***
	+ To be determined once Margaret provides a better timeline for their needs along with the help of UNCG (discussions to continue over the summer for planning an event in the late summer/early Fall)

**NEXT STEPS:**

* Narrow down date for Food/Toy/Houseware Adopt-a-home Drive in Summer once timeline is confirmed from CCPS
* Reach out to CCPS for adopt-a-home build dates and language to utilize in promoting/soliciting volunteers
* Schedule an initial meeting with partners at UNCG to discuss timeline/logistics for UNC disaster relief assistance in the Greensboro area

- **Habitat for Humanity Collaboration**

-Project Leads- Heather Lewis, Katie Musgrove

* + 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
		- Eventbrite link: <https://www.eventbrite.com/e/unc-employee-forum-habitat-for-humanity-build-day-tickets-42906929782>
	+ 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)
	+ 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: Determined new date with Christine, Reaching out to various individuals/campus units re participation, making list of items which need purchased for event, sending volunteer reminders 1 week and two days before 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), publicizing event via social media, coordinating photography of event, purchasing of any supplies/food for event, swag bag goodie collection for volunteers, etc.

**ACTION ITEMS**

* Send event announcement to solicit volunteers on May 21
* 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

**-Other Community Service Opportunity Announcements**

 -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, Ronald McDonald House, etc.

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

**-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

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

 -Will reach out to HR to re-initiate the CSL promotion campaign over the summer and get their commitment to produce such a campaign (been asking since mid 2016)

 -Have been asked by HR to participate in the revamp of their CSL webpage

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

-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]]

-CCCG Updates- Arlene Medder

-Blood Drive Update- Jim Potts

 - Blood Drive Planning in full swing

-recruiting volunteers and donors now that signups are live

-pass out flier in your units to put the word out

-this is the 30th Annual Carolina Blood Drive and it will be honoring former Chancellor Paul Hardin, the founder of the drive (family will be at the event)

-goal is to collect over 1,000 pints of blood at the event (~200 more than previous June drives), which will put us at the 100,000 lives impacted mark since the inception of the Carolina Blood Drive

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