**Community Service Committee Meeting Minutes**

*Wednesday, September 12, 2018*

*11:30 AM - 12:30 PM*

*Frank Porter Graham Student Union, Aquarium Lounge*

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

**Attending:** Darren Abrecht, Rich Brandenburg, Arlene Medder, Katie Musgrove, Margaret Barrett, Becca Bender, Steve Bodeen, Eli Valsing, Hope Woodhouse

**\*Attendance non-mandatory due to adverse weather Condition 1 status**

**II. Planning for Events/Projects in 2018-2019** [[11:50-12:15]

EVENTS

**- 3rd Annual UNC Food For All Campus-Wide Food Drive**

-Project Leads- Steve Bodeen, Rich Brandenburg, Christy Samford, Myra Elliott, *Dori Brady*

-Timeline- October - December

* + Katie emailed Dori to see if she is willing to spearhead this project/coordinate bin liaisons/donation pickups as she did last year
	+ She is unable to host this effort this year, but is willing to help the person who steps up to serve in this capacity
	+ Anyone interested in coordinating bin liaisons across campus and arranging monthly donation dropoff in your office area?
	+ Rich Brandenburg & Steve Bodeen will reach out to see if one of the mechanical rooms near a loading dock could serve as the monthly donation storage/drop-off location
	+ If they are successful in getting approval, Katie will reach out to our list of bin liaisons from last year to see who was interested this year in hosting a bin with the relevant instructions on monthly drop-offs

NEXT STEPS:

* Rich/Steve: Obtain permission for donations to be stored for two days before each of the three monthly pickups
* Katie:
	+ Contact Food for All folks to request permission to use Food for All in our title once again this year
	+ Contact Tarah at Carolina Cupboard to inform her of the drive and request help with three pickups
	+ Tentatively Schedule three donation pickup dates
	+ Update Bin Liaisons Spreadsheet
	+ Craft email to Bin Liaisons soliciting their participation with instructions for the drive
	+ Contact Banks to request he update the flier (print & digital to fit TV screens)
		- Updates to the flier requested: Remove 'Year-Long', Add Dates (October 1 - December 14, 2018) Reconfigure Sponsored by/benefitting boxes with the left half being Sponsored by & the right half being benefitting (completely remove partner organizations section), Organizations within Sponsored by: Harris Teeter, Employee Forum, Benefitting Organizations stay the same
	+ Create 2018 Food for All webpage & update the redirect link
	+ Come up with a list of special event drives and planning to-do’s for each
		- Contact HR to include request to bring canned foods/monetary donations to Employee Appreciation Day (Employee Forum booth)

-**Voter Registration Efforts**

-Project Leads- Eli Valsing, Bérengère Phillips, Rich Brandenburg

-Timeline- September-October

* + Partnership/ Coordination with YouCanVote, NC Campus Compact Midterms Matter & UNC Black Caucus
	+ Planning on hosting a booth at Employee Appreciation to get out the vote with UNC Staff (unfortunately it will be past registration deadline)
		- Planned information on early voting, where you can still register and vote on the same day (unable to do this on election day), sample ballots, and other voting resource information
		- Katie requested a booth at Employee Appreciation via HR on 9/12/18 (will send Eli the information once our booth is confirmed)
		- Eli will develop materials to include at the booth (will follow up on availability/printing of these materials at October meeting)
	+ Planned email sent to University community with plea to register/voting information (to be sent around University day, which is the deadline to register)
		- Possible second email to Faculty/Staff after registration deadline mentioning that its not too late to register (if they vote early)

 NEXT STEPS:

* Eli:
	+ Contact Katie with the upcoming volunteer opportunities available with this project so they can be added to newsletter
	+ Determine draft of email to be sent University wide and/or to the HR Supervisors listserv
	+ Finalize materials to be used at Employee Appreciation Table/Determine what we have access to and what needs printed by us
* Katie:
	+ Send Eli information on Employee Appreciation booth once that information becomes available

**-Disaster Relief Efforts**

-Project Leads- Lein Soltan, Margaret Barrett, Becca Bender

-Timeline- TBD (waiting to determine impacts of Hurricane Florence), most likely could do a relief trip in early November or early December

* + UNC Disaster Relief committee will most likely reconvene post-Hurricane Florence similar to the aftermath of Hurricane Matthew
	+ Lein Soltan had meeting with Becca Bender of CCPS about Disaster Relief Efforts a few weeks ago
	+ Possible Employee Forum-sponsored Relief Trip for UNC Staff (Maximum # of people per trip is 8-10, so depending on interest, may need to split into two shifts)
	+ Other Possible Contributions:
		- Donation from one of the food drives
		- Possible Toy/Housewares Drive
		- Advertising relief trips/recruiting volunteers/skilled labor from UNC Staff

NEXT STEPS:

* + - Will begin planning for this possible relief trip at October meeting once Hurricane Florence impacts are known/dissected
		- Reach out to CCPS for build dates and language to utilize in promoting/soliciting volunteers for other relief trips
		- Narrow down date for Food/Toy/Houseware Drive possibly in the Spring

**- 2nd Annual Toy Drive for UNC Children’s Hospital**

-Project Leads- Steve Bodeen, Hope Woodhouse, Myka Elliott, Dzenita Blackwell, Jim Potts, *Michele Fulton*

-Timeline-Mid November-Mid December (extended to a full month instead of two weeks, with Black Friday shopping opportunities encompassed in the new timeframe of the drive)

-Initial Planning for the Event in October

-NCCU Minority Association of Pre-Medical Students interested in collecting donations for our drive (had some outside groups participate last year, who delivered their toys to us to include in our final donation to UNC Childrens)- will reach out to their group about their participation closer to the start of our drive

NEXT STEPS:

* Update and utilize the same flier as last year
* Update bin liaisons list & send email soliciting their participation for this year’s drive

**- Plant a Tomato Give a Garden / CCCG Support**

-Project Leads- Arlene Medder, Rich Wright, Christy Samford, Darren Abrecht, Margaret Barrett

-Timeline- Springtime, perhaps Earth Day or early May

-Initial Planning for the Event in January/February

**- Habitat for Humanity Build**

-Project Leads- Katie Musgrove, Darren Abrecht

-Timeline- April/May

-Initial Planning for the Event in January/February

**- Haw/Eno/Jordan Lake Cleanup Project**

-Project Leads- David Rogers, Rich Brandenburg, Steve Bodeen

-Timeline- TBD

* + Initial Planning for Event TBD

ONGOING PROJECTS

**- Community Service Leave Promotion Campaign & Other Informational Projects**

-Project Leads- Katie Musgrove, Margaret Barrett, Dzenita Blackwell

-Timeline- Fall-Spring

* + Katie will reach out to HR to re-initiate the CSL promotion campaign similar to UNCW’s HR department campaign and get their commitment to produce such a campaign with our input and assistance (been asking since mid 2016)
	+ Further updates at October Meeting once HR determines involvement

OTHER PROJECTS:

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

* + - Upcoming improvements: new section including information on upcoming community service opportunities, local non-profit spotlights (which right now only go out via the InTouch and other email announcements), photos from our events
		- Please pass along any other suggestions for improvement to Katie as desired

-**Collaborating with unc.edu to improve their Community & Public Service Info Section with Staff Resources**

* + - Right now, their only information on this tab is regarding CCPS’ current programs, all centered around Faculty & Students
		- Would like to have some Staff Resources linked here (CSL Info, Upcoming Opportunities, etc.)
		- Also planning to work with CCPS to widen their scope to include resources for Staff Public Service

-**Creation of a Community Service Resources Presentation to be delivered to Interested Departments on Campus**

* + - Katie has received requests to come give talks at departments about community service opportunities and resources to departments here on campus. She was not able to at the time, but would like to develop such a presentation to deliver to interested departments highlighting CSL, community service resources, upcoming events and other info.

-**Other Event Ideas/Proposals?**

* + Please always send Katie ideas for other events/projects you all may be interested in
	+ Please also send any upcoming community service events, non-profits, or CSL spotlight stories that you would like highlighted in the InTouch

**III. Update on other business** [[12:15-12:20]]

* + CCCG Updates- Arlene Medder
		- Possibly opening up CCCG to Temporary employees (committee still determining whether or not they have the resources to do so)
		- Advisory Committee met on 9/5/18 (minutes available on Employee Forum CCPS webpage)
	+ Blood Drive Update- Jim Potts (absent)
		- Katie was contacted by Brandon Foster with the School of Government regarding Gale McGovern, CEO of American Red Cross, visiting UNC Chapel Hill in March, 2019
			* He was picking my brain to determine possible campus partners who would be willing to host her at a lecture (free of charge) during her time here, since School of Government passed on the opportunity
			* We discussed CCPS and Kenan Flagler as possibilities given the timeline, although if the timeline was flexible the Blood Drive would love to have her attend one of our drives here on campus
			* Kenan Flagler eventually stepped up and will be hosting a lecture with Gale McGovern during her visit to UNC
			* He is going to keep me in the loop when they reach out to her office regarding this possibility. Either way, we might possibly want to host her at a planning committee meeting while she is here to introduce ourselves and provide some background on one of the largest drives on the east coast!
		- Hope Woodhouse also suggested the possibility of utilizing some stats from UNC Hospitals on the need of blood donations within their organization to highlight within our promotional materials to make the message feel more home grown (although we know the Red Cross has stats of their own, it might be more personalized if the stats were UNC specific)

**IV. Questions/Final Comments** [[12:20-12:30]]