**Community Service Committee Meeting Minutes**

*Wednesday, November 7, 2018*

*11:30 AM - 12:30 PM*

*Frank Porter Graham Student Union, Room 3515*

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

**Attending:** Dzenita Blackwell, Rich Brandenburg, Mary King, Arlene Medder, Katie Musgrove, Jim Potts, Tracy Wetherby-Williams, Steven Bodeen, Myka Elliott, Michele Fulton, Berengére Phillips, Christy Samford, Hope Woodhouse

**Delegate Absences\*:** Darren Abrecht, Todd Hux, Kathy James, David Rogers, Kewana Smith, Rich Wright

*\*Attendance flexible, as many were busy following return from Condition 2 status on Monday and Tuesday*

**II. Planning for Events/Projects in 2018-2019** [[11:35-12:15]

EVENTS

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

**(Primary Focus of Meeting: Wrapped Donation Bins for Dissemination)**

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

-Timeline- November 14, 2018 – December 14, 2018

* + Small group planning meeting on October 30 to plan in depth for drive
* Source of bins:
  + 13 bins already on hand from last year (mix of food drive and toy drive that we can repurpose)
  + Requested Facilities get us 30 white UNC bins like we had last year
    - Agreed and Received (brought from Katie's office ready for decorating project)
* Decorating bins:
  + Purchased wrapping paper and decorated the bins ourselves during this meeting
  + Myka purchased wrapping paper 2.5' x 180' (4 styles of paper), gift wrap tape & construction paper
    - Ran out of wrapping paper, Myka will purchase a few extra and drop them off at Katie’s office on Thursday
    - Katie will reimburse $20 to Myka when paper is dropped off on Thursday
  + Signage on bins: event flier & signage about bins being emptied nightly
    - Katie has printed the signage that needs attached to the bins
* Disseminating bins: Schedule/Procedure
  + Sent emails to past bin liaisons to gauge participation in this year's drive, will finalize list of bins later this week hopefully
    - No word from Kenan Flagler & Friday Center
    - Mary, Michele and Hope volunteered to reach out to their contacts to solicit participation
  + Will send out email announcement to bin liaisons with information about the drive, including info about picking up their bins from Katie on either November 12 or 13, asking bin liaisons to communicate the event with their departments/advertise, the flier and digital ad for their internal use, asking that they secure bins each evening if at all possible for security reasons, as well as language about gift in kind procedure
    - Crafting draft Toy drive announcement for bin liaisons to send out to their departments as well (will be included in bin liaison email)
  + Delivery of remaining bins (those who couldn't pick up their own) on afternoon of November 13th (Steve)
* Social Media/PR the Event
  + Website is updated with current bin locations, donation form, and all other relevant info, went live Oct 31
  + Event will be added to UNC Events once bin liaisons are emailed
  + Pubbing through bin liaisons most effective method of exposure for specific departments near donation sites
  + Will send out mass UNC email on November 14, 2018 announcing the drive
  + Employee Forum will post via Facebook and Twitter in the days leading up to the event & throughout the event, will also request UNC/Chancellor social media to post about the event as well
  + Created digital flier for use on campus Digital Screens
    - Housing: Katie will reach out to Tarah Burnette to request it be added to their screens
    - Union: Berengére will look into getting the add placed for free, otherwise Katie will pay for an ad in the Union
    - Facilities: Katie will email the ad to Rich to be posted on Facilities' Screens
    - FedEx: Katie will email the ad to Dori to be posted on FedEx's Screens
    - Hospitals: will email Becky with Digital ad for their screens and ask that they promote in all ways they feel appropriate
    - Lineberger: Katie will email the ad to Mary to be posted on LCCC screens
    - Gillings: Katie will email the ad to Michele to be posted on Gillings screens
    - Dentistry: Katie will email the ad to Tracy to be posted on Dentistry screens
    - Pharmacy: Katie will request ad be placed on Pharmacy Screens
  + Event will be advertised in Employee Forum InTouch Newsletter and in CCPS Newsletter
  + Other pub methods needed?
    - Hope coordinated email to Carolina For the Kids last year, do the same this year?
* Donation pickup/dropoff at Hospitals: Schedule/Procedure
  + Steve/Rich, Jim, Katie/Dzenita, & Michele picking up with campus & personal vehicles on morning of December 17th (rain or shine)
  + Delivering to UNC Children’s on same afternoon as pickup (will schedule with them closer to start of drive, as they haven't coordinated their Santa Sack dropoff yet)
    - Will communicate to committee the time of the dropoff so that folks can join for the donation dropoff and pictures that morning once a tentative time is known
* Other questions/final logistical details?
  + Any additions to Bin Liaison List?
  + Logistics for NCCU Donation Dropoff
    - Nov 19 or 20?
    - Steve volunteered to store these donations once received in machine room in Union
      * Are you available to accept their dropped off donations? If so, where would you like to have them drop everything off?
      * Once known, Katie will email them with details and find out what date/time they plan to come

**NEXT STEPS:**

* Katie: Reimburse Myka, Emailing bin liaisons & committee with final instructions on 11/8 or 9, Emailing Video Screen contacts with digital ad, Sending out mass email 11/14, InTouch/CCPS newsletter announcements & Facebook/Twitter posts
* Myka: Drop off extra paper at Katie’s office
* Mary, Michele & Hope: Email your contacts at Kenan Flagler and Friday Center to solicit participation
* Hope: Send CFTK announcement if applicable
* Steve: Deliver remaining bins to liaisons on afternoon of November 13th (Katie will provide you a list when you stop by that day), Determine location for NCCU donation dropoff
* **ALL BIN LIAISONS:** Communicate/Announce Drive to your units once you receive instructional email

**-Disaster Relief Efforts**

-Project Leads- Lein Soltan, Margaret Barrett, Becca Bender, Jessica Ferrall, Michele Fulton

* + Possible Employee Forum-sponsored Relief Trip for UNC Staff
    - Timeline for relief trip- December 14, 2018
    - Initial Planning for Relief Trip at 2:30 PM meeting this afternoon November 7, 2018 at CCPS
* Meeting Attendees: Katie Musgrove, Lein Soltan, Jessica Ferrall, Michele Fulton, Margaret Barrett, Becca Bender, Sarah Leck
* Unable to Attend, but interested in helping with event: Christy Samford
* Proposed Date of Trip: December 14, 2018
* Hours: 7:15 meet on campus, get back to campus around 6 or 6:30 (could possibly find a shorter volunteer opportunity so that we could leave campus around 8 and return by 5, meaning we would be volunteering between 10-12 and 1-3 or so plus driving time and lunch time outside those time frames)
* Number of Volunteers Needed: 10-12 target number (15 passenger van), CCPS would rent through Enterprise, any staff can drive the vehicle
* Location of Relief Trip: TBD, Possibly somewhere around Lumberton, possible idea of serving one of our system universities if they have any particular need (Becca will reach out to partners to see if there is a need for volunteers on the 14th, will decide from there where and what partner organization we want to serve, which is needed before we complete the grant application)
* Activities During Relief Trip: Unknown as of yet, most likely not known until a week or so before the trip
* Transportation to Relief Trip: $126.90 (12 passenger van)+ gas
* Budget: Need to apply for Disaster Relief funding to support our trip, need budget, itinerary and partner organization info as a part of this process
  + Van cost- $126.90
  + Gas- ~$75
  + Breakfast/Lunch- ~175 (breakfast sandwhiches, coffee, boxed lunches with Panera)
  + Supplies- $50 (unknown what supplies are needed until type of work is known)
* Volunteer Signup Methods: UNC Events Registration Page that Becca can create
* PR Methods: Mass Email to Staff by 11/26, would have until 12/7 to sign up, make sure to cater volunteer solicitation email to the extra pool of CSL staff received for Hurricane relief

**NEXT STEPS:**

* Lein will look through CCPS grant application and look through possible partner organizations while Becca is contacting others
* Lein & Jessica will work together in the coming week in this regard while we wait to hear back from Becca
* Once we do, we will touch back to make some more definitive plans and fill out the grant application in preparation for the event
* In the meantime, Katie will work on crafting a draft mass email which we can fill in with exact details on where we are going and the partner organization volunteers will be serving so that we are ready to send that out on the 26th

**- Food for All Campus-Wide Food Drive (Postponed)**

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

-Timeline- Support of CCPS and other campus drives in the Fall, possible Food For All Drive in the Spring

* + Planning to support the various food drive efforts of Carolina Center for Public Service and Carolina Veterans Organization this semester and think about hosting a Food For All drive separately in the spring
    - Is there any thoughts by CCPS to do additional drives in the fall or have your efforts concluded?
      * CCPS on-campus drives have concluded
    - Received an email from Carolina Veterans Organization on campus, with whom we worked last year to help support their Ruck for Hunger Drive as a special event drive listed in our Food For All drive
      * They are conducting their drive again this year and reached out to request Employee Forum’s involvement (their drive will conclude Nov 10th and donations will go to TABLE in Carrboro)
      * Agreed to help them publicize and advertise the various donation sites throughout campus, similar to our efforts to promote CCPS’ drive efforts

**NEXT STEPS:**

* Publicize CVO’s Ruck for Hunger drive in early November
* Discuss possible early Spring Food For All campus food drive during December meeting

**- 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 in February/March

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 December Meeting once HR determines involvement
  + Community Service Leave Increase Announcement
    - HR has just announced that in the wake of Hurricane Florence, the state is giving us 16 additional hours of Community Service Leave in addition to the 24 hours we already have. These new hours expire on December 31, 2018 just like our other CSL. Same rules apply to this CSL (supervisor approval required)
    - Hopefully we can piggy back on this CSL announcement to get the CSL promotional campaign off the ground with HR. Why not advertise this benefit when employees have a chance to capitalize on the additional hours!

OTHER CONTINUING 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.

-**EF Community Service Committee Hosting a Table at CCPS Public Service Fair in 2019**

* + - Planning to have Employee Forum Community Service Committee host a table at CCPS Public Service Fair next year to highlight team oriented and other Staff Volunteer opportunities and to provide relevant info on Community Service Leave

-**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** [[12:15-12:25]]

* + CCCG Updates- Arlene Medder
    - Able to get access to defunct CCCG twitter feed so we may update it with Claire’s updates?
    - Will bring this up at the next CCCG Advisory Board Meeting on November 28, 2018 at 8:00 AM at Newman Center
  + Blood Drive Update- Jim Potts
    - Carolina Blood Drive on December 11, 2018 will be from 7:30 AM- 1:00 PM
      * Volunteer registration/Donation Appointments open
      * Table at Employee Appreciation was very successful with over 100 appointments filled and over 30 volunteer signups

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