**Community Service Committee Meeting Minutes**

*Wednesday, December 5, 2018*

*11:30 AM - 12:30 PM*

*Frank Porter Graham Student Union, Room 3407*

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

**Attending:** Darren Abrecht, Rich Brandenburg, Mary King, Arlene Medder, Katie Musgrove, Jim Potts, David Rogers, Kewana Smith, Rich Wright, Margaret Barrett, Steven Bodeen, Michele Fulton, Berengére Phillips, Cheyanne Ritz

**Delegate Absences:** Dzenita Blackwell, Tracy Wetherby-Williams (excused)

**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

* All bins disseminated/picked up
* Social Media/PR the Event
  + Website is updated with current bin locations, donation form, and all other relevant info
  + Event added to UNC Events
  + Pubbing through bin liaisons most effective method of exposure for specific departments near donation sites
  + Sent out mass UNC email on November 14, 2018 announcing the drive
  + Employee Forum has posted via Facebook and Twitter in the days leading up to the event & throughout the event, UNC/Chancellor social media have posted about the event as well
  + DTH did an article on the drive (<https://www.dailytarheel.com/article/2018/11/toy-drive-childrens-hospital-1118>)
  + Digital flier posted on the following Digital Screens:
    - Housing
    - Union
    - Facilities
    - FedEx
    - Hospitals
    - Gillings
    - Dentistry
    - Pharmacy
  + Event 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
  + Received NCCU donation on Nov. 29th (Steve storing until delivering to UNC Children’s on 12/17)
  + Steve/Rich B, Jim/Michele, Katie/Rich W. picking up with campus & personal vehicles on morning of December 17th (rain or shine)
    - Bring trash bags if it rains or use a covered vehicle
  + Delivering to UNC Children’s on same afternoon as pickup (will email details on the dropoff to committee once we receive them, as they haven't coordinated their Santa Sack dropoff yet)
* Other questions/final logistical details?
  + Any additions to Bin Liaison List?

**NEXT STEPS:**

* Hope: Send CFTK announcement if applicable
* Steve/Rich B, Jim/Michele, Katie/Rich W.: Pickup event on 12/17
  + Katie will divide bin assignments between the three groups and will send everyone’s assigned list of bins for pickup the week prior
  + Groups will need to work out amongst themselves what time they want to meet to pick up the bins in the morning, so long as your assigned bins are picked up and you are ready to meet at UNC Hospitals at 2:00 for the donation dropoff
* **ALL BIN LIAISONS:** Communicate/Announce Drive to your units

**-Disaster Relief Efforts**

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

* + Employee Forum-sponsored Relief Trip for UNC Staff
    - Relief Trip Scheduled for December 14, 2018
    - Planning Meetings for Relief Trip on November 7, 2018 & December 3, 2018
* Meeting Attendees: Katie Musgrove, Lein Soltan, Jessica Ferrall, Michele Fulton, Margaret Barrett, Becca Bender, Sarah Leck
* Date of Trip: December 14, 2018
* Hours: 7:30 meet on campus, get back to campus around 5:00
* Number of Volunteers: initially 12 was the target number, had to increase to 26 due to massive level of interest (spots full within minutes with many, many waitlist signups)
* Location of Relief Trip: Goldboro, NC at MERCI
* Activities During Relief Trip: Assembling cleaning buckets to be given out in disaster-stricken areas
* Transportation to Relief Trip: 2 15 passenger vans+ gas
  + CCPS rented through Enterprise, any staff can drive the vehicle
* Budget: Applied for Disaster Relief funding to support our trip (application included budget, itinerary and partner organization info)
  + Van cost- ~$210 each
  + Gas- ~$150
  + Breakfast/Lunch- ~$350 (breakfast sandwhiches, coffee, boxed lunches with Panera)
  + Supplies- $20 (bottled waters)
* Volunteer Signup Method: UNC Events Registration Page
* PR Methods: Mass Email to Staff on 11/29, would have until 12/7 to sign up, but filled up pretty much immediately, announcement emphasized the extra pool of CSL staff received for Hurricane relief

**NEXT STEPS:**

* Lein & Becca: Finalize Catering Order for Event
* Lein: Contact MERCI center with final details of event, Pick up catering order
* Katie: Print nametags for volunteers, pick up bottled water from CCPS
* Len & Katie: Pick up rental vans

**- 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

-Initial Planning for the Event in January/February

**- Habitat for Humanity Build**

-Project Leads- Katie Musgrove, Darren Abrecht, Lein Soltan

-Timeline- March/April

-Initial Planning for the Event in January/February

**- 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

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

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

-Timeline- Springtime, perhaps Earth Day or early May

-Initial Planning for Event in January/February

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 February Meeting once HR determines involvement

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
    - Looking for donors to Garden
    - Able to get access to defunct CCCG twitter feed so we may update it with Claire’s updates?
  + Blood Drive Update- Jim Potts
    - Carolina Blood Drive on December 11, 2018 will be from 7:30 - 1:00
    - Appointments full (all 350), walkups still welcome
    - Volunteer signups still welcome, considered worktime with prior supervisor approval

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