**Community Service Committee Meeting Agenda**

*Wednesday, February 6, 2018*

*11:30 AM - 12:30 PM*

*Frank Porter Graham Student Union, Room 3515*

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

**Attending: Darren Abrecht, Dzenita Blackwell, Rich Brandenburg, Mary King, Arlene Medder, Katie Musgrove, David Rogers, Tracy Wetherby-Williams, Rich Wright, Steven Bodeen, Myka Elliott, Adriana Parker (CCPS Representative)**

**Delegate Absences: Jim Potts (excused), Kewana Smith (excused)**

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

EVENTS

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

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

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

-Toys from 33 donation bins were collected & delivered to UNC Children’s Hospital on December 17th: filled four and a half vehicles (one full SUV with seats down in the back, one full van with seats down in the back, two full pickup truck beds, and one half full SUV)

-Photos from event: <https://photos.app.goo.gl/jLfgCwDjyLLA3Ypc8>

**-Disaster Relief Efforts**

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

* + December 14th Employee Forum-sponsored Relief Trip for UNC Staff Wrap-up
    - The Employee Forum & CCPS hosted a relief trip to Goldsboro, NC to help those impacted by Hurricane Florence. 23 amazing volunteers worked at the MERCI Center to assemble health, cleaning and school supply buckets.
    - Photos from event: <https://photos.app.goo.gl/znotPV57S5zHURax9>
  + Spring Disaster Relief Event Initial Planning (to occur at TBA meeting in February with Lein & CCPS)
    - Timeline
    - Activity
    - Grant Application
    - # of Volunteers
    - Signup Procedure
    - Publicity

**NEXT STEPS:**

* Lein & Katie: Write up post-grant summary report of event
* Initial Planning Meeting with Lein & CCPS regarding spring event

**- Habitat for Humanity Build**

-Project Leads- Katie Musgrove, Darren Abrecht, Lein Soltan, David Rogers, Steven Bodeen, Rich Brandenburg, Dzenita Blackwell, Tracy Wetherby-Williams, Rich Wright

-Timeline- March/April

-Initial Planning for the Event (to occur at TBA meeting in February with project leads)

* + - Timeline
    - Activity
    - # of Volunteers
    - Signup Procedure
    - Publicity

**NEXT STEPS:**

* Katie: Write up email announcement & draft registration site copy
* Initial Planning Meeting with project leads

**- 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 (to occur at Feb 7th meeting with CCCG & CCPS)

* + - Timeline
    - Activity
    - Grant Application
    - # of Volunteers
    - Signup Procedure
    - Publicity

**NEXT STEPS:**

* Arlene, Claire, Margaret & Katie: Initial Planning Meeting regarding spring event on Feb. 7th at 4:00 PM at CCPS

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

* + - Update from David Rogers- Carolina Adventures Expedition Program will be having a cleanup catered towards students in the spring which they might be interested in opening up to UNC Staff, he will check on this possibility and get us the information to highlight in the InTouch

**NEXT STEPS:**

* David: Send info on possible event with Expeditions Program to highlight in InTouch for staff interested in volunteering

**- Food for All Campus-Wide Food Drive**

-Not planning on hosting a campus-wide food drive this Spring

ONGOING PROJECTS

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

-Project Leads- Katie Musgrove, Margaret Barrett, Dzenita Blackwell, Darren Abrecht, Arlene Medder, Myka Elliott

-Timeline- Fall-Spring

* + Katie reached out to HR in late January 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)
  + Will meet with the new Director of Benefits, Sheree Harmon, on February 26th at 9:00 AM to talk about this project, Katie will invite committee members who are interested in attending
  + Further updates at March Meeting once HR determines involvement

OTHER CONTINUING PROJECTS:

-**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.
    - Tracy Wetherby-Williams to compile information on Deah Day leaders who might be able to convey such information to staff groups on campus

-**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, CCPS will update once 2019 fair is scheduled

-**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 once new CCPS Program Officer & Communications lead are hired

-**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
    - CCCG Advisory Board Meeting Wrap-up (Arlene to send meeting minutes)
    - Able to get access to defunct CCCG twitter feed, we’ve been update it with Claire’s listserv update info
  + Blood Drive Update-
    - Carolina Blood Drive on December 11, 2018 Wrap-Up
      * We did indeed reach the 100,000 lives impacted mark at the December Drive, planning on celebratory event in February sometimes, details TBD

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