**Community Service Committee Meeting Minutes**

*Wednesday, April 3, 2019*

*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, Rich Brandenburg, Arlene Medder, Katie Musgrove, Jim Potts, Tracy Wetherby-Williams, Steven Bodeen, Tanya Jisa, Kate Palmer, Lein Soltan

**Delegate Absences:** Dzenita Blackwell, Mary King, David Rogers, Kewana Smith, Rich Wright

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

EVENTS

**-Disaster Relief Efforts**

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

* + Spring Disaster Relief Event Initial Planning
		- Timeline
			* Potential Dates: Late May?
				+ April only availability for community partner, but this is too short notice, looking into late May dates
				+ If late May dates are not available, we will table this activity for a late Summer/early Fall relief trip
				+ Sheps Center group interested in sponsoring their own trip with 20-30 volunteers, Lein will reach out to them to see if they are interested in hosting a trip in April with grant funding from CCPS, since it looks like we might not be able to find a time that works with the community partner

**NEXT STEPS:**

* Lein: Follow up with Lein on Community Partner’s Availability for Late May dates
* Katie: (If Date Found) Draft email announcement & draft registration site copy

**- 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, Dori Brady

-Initial Planning for the Event

* + - Timeline
			* June 7
			* Times 8:15-12 & 1-4:30 (two shifts)
		- # of Volunteers
			* 12 volunteers permitted per shift
		- Signup Procedure
			* Katie would create a UNC registration page with details on the event
			* Volunteers would then register through Habitat’s link (as we have no way to track those registrants to know who has signed up for the event)
		- Fundraising
			* Habitat has asked that we raise $500 this time
			* Plan to ask for $10 per volunteer (while also mentioning we would welcome donations above $10 to reach our $500 goal) and also ask for donations from Forum delegates who aren’t attending to make up the difference (don’t believe we are allowed to use our budget for donations like these)
		- Parking Procedure
			* Event is in Hillsborough with plenty of street parking available for volunteers. Carpooling is encouraged, so please reach out to the group if you would like to drive a few folks to the event from campus. Please be sure to reach out to us if you need a ride to the event for either shift and we will try to arrange something.
		- Publicity (email announcement via Forum to staff soliciting volunteer signups about 3 weeks in advance of event)
			* Any other publicity (other than social media posts)?
		- Lunch
			* Pizza last year worked well with chips and fruit available as well that we purchased
			* Water, soft drinks also purchased for event
			* Include dietary question on registration?

**NEXT STEPS:**

* Katie: Write up email announcement & draft registration site copy
* Lein: Determine recipient of home we will be building & obtain bio from Christine
* Lein: Determine habitat registration link for volunteers to access once they’ve signed up through our registration process

**- Plant a Tomato Give a Garden Event**

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

* May 14th with May 16th rain date
* 10-11:15 with tours afterwards
* Volunteers to serve as table leads (please arrive at 9:30)
	+ Names of volunteers: Katie Musgrove, Arlene Medder (Tentative), Margaret Barrett, Kate Palmer, Claire Lorch, Jim Potts, Luisa Brooks (Tentative), Adrianna Parker (Tentative),
	+ Claire can solicit a few more NCBG volunteers to have around 10 total
* Tables: Kate will coordinate table rental (8 tables, only 5-10 chairs this year)
	+ Will want to clearly label tables with numbers (CCPS can print table numbers on card stock)
* Registrations: NCBG would coordinate registration via portal/send to Katie to organize. volunteer names/assign teams after which final list sent to Adrianna at CCPS to print nametags on Monday before the event
	+ NCBG confirmed they will be running the registration
	+ Max 50 volunteers
	+ Use same text from registration last year with new dates (Katie will draft and send to NCBG)
* Flier- Claire to ask NCBG to revamp last year's flier (using photos from last year’s event)
	+ Status of new flier- should have it soon from NCBG, will send out to group
* Funding-
	+ Forum donated more to the Garden this year than in previous years in part to cover this event, garden already has this funding and will cover expenses for the event
	+ Espoma donated fertilizer for event
	+ Margaret to reach out to TIAA for possible contribution and participation with their swag
* PR: Mass Email Announcement 1 month in advance to solicit university volunteers
	+ National Public Garden Week (include this as part of publicity for event) - Claire will send blurb on that
	+ Push mass email out to specific listservs like HR supervisors & Business Officers to target team groups coming
	+ Katie to draft mass email copy, as well as copy for registration page (using same general format/info as last year's announcements)
	+ Please reach out to your work groups to try and solicit some teams into coming to the event together (Katie will send you new flier to use for this purpose)
* Lunch: Reached out to Merritt's to see if they are interested in donating, we have not heard back, Arlene can reach out to Carolina Dining (CD) about donating like last year
* Speakers- Damon (NCBG Director) confirmed to MC event/ Shayna Hill (Chair of Forum)- to talk about Forum/CSL- tentative yes (may be in new job, so dependent upon her new position situation), Katie will serve as backup for Shayna/ Victoria (Housekeeper), Confirmed to speak
* Special Invites: Interim Chancellor, Carol Tresolini, Pam Hemminger
	+ Claire reached out to determine Damon's thoughts on invites
	+ Damon inviting Carol Tresolini, Confirmed attending as guest
	+ Thoughts on others?
* Other Items Needed for Event-
	+ Claire to get temporary tables (saw horses & plywood), tablecloths, brochures and swag from NCBG
	+ Katie to bring Forum Tablecloth and any available swag
* Parking- Rich Wright with Forum has promised to help reserve 10-15 spaces in Nash lot like last year, will mention limited parking in event announcement

**NEXT STEPS:**

* Claire's Next Steps:
	+ Send Updated flier to group
	+ Send Katie blurb on National Public Garden Week
* Kate's Next Steps:
	+ Invite Louisa & Adrianna to serve as volunteers of the event
	+ Reserve tables/chairs for event
* Adrianna's Next Steps:
	+ Print table numbers/name tags on May 13, 2019 (Katie will send list of name tags needed)
* Margaret's Next Steps:
	+ Reach out to TIAA regarding participation in event
* Arlene's Next Steps:
	+ Reach out to Carolina Dining
* Katie's Next Steps:
	+ Draft Email Announcement/Registration Copy
	+ Draft Volunteer List/Assign Groups
	+ Bring Forum Tablecloth & any Forum Swag we can find

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 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)
	+ Met with the new Director of Benefits, Sheree Harmon, on February 26th at 9:00 AM to talk about this project
* Community Service Leave Promotional Campaign Meeting Minutes
	+ Overview of UNC W's suggestions for CSL Promotional Campaign
		- CSL PSA Video (show clip)
			* Who to film? (possibly HR Communications or better yet, UNC Communications Video team)
			* Shots within:
				+ Shot of staff working in the Community Garden
				+ Shot of staff processing food drive/toy drive donations
				+ Photos from last Habitat Build
				+ Interview with me about the importance of CSL and how it can impact UNC Staff
				+ Interview with OHR benefits personnel on CSL instructions
				+ Interview with 2 UNC Staff/Faculty who have utilized CSL consistently
				+ Interview with Chancellor about CSL for Staff
		- CSL Flier/Postcard
			* HR communications to develop?
		- Creation of CSL standardized request form
			* OHR would own the content and the form and would link to it on the CSL webpage
				+ Possible web request/fillable PDF form to be made available to HR departments throughout the university if desired to limit paper consumption
				+ Possibly add signature from Community Partner once CSL completed for further verification of service
		- Addition of 6 month post-hire check in by HR to introduce staff to tertiary benefits and resources on campus such as CSL, Employee Forum, CCPS, etc.
	+ Further updates regarding HR’s Involvement/Potential Timeline will occur at the May meeting

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

* + - Right now, unc.edu’s 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.)
		- Planning to work with CCPS to widen their scope to include resources for Staff Public Service as a part of their website revamp
		- Improve website to include focused info to Faculty AND Staff AND Students
		- Include links to CSL guidelines, PDF form for CSL request, link to upcoming Employee Forum website listing upcoming Community Service Opportunities for Staff, FAQ's for staff community service, How to guides for planning group vs. individual service & distinct suggestions for one time versus short term versus long term projects, Descriptions of A v B v C CSL types and FAQ’s/How-to’s on their use
		- Virginia Commonwealth University Community Engagement Website: Model webpage
* ACTION ITEMS:
	+ Katie/Committee
		- Begin creating to How-to guides for One time vs. Short Term vs. Long Term Community Service Projects
		- Begin creating some FAQ’s for Staff Planning of Individual vs. Group CS projects
	+ OHR
		- Develop CSL PSA Timeline for Campaign implementation
		- Draft CSL Flier or Postcard to be sent via campus mail
		- Finalize the language within the CSL Request form and the CSL Promotional Flier

OTHER FUTURE 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

-**Other Event Ideas/Proposals?**

* + Please always send Katie ideas for other events/projects you all may be interested in
		- David: Please send info on possible cleanup event with Expeditions Program to highlight in InTouch for staff interested in volunteering
	+ 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
		- Advisory Board Meeting held on 4/3/2019
			* Discussed 10 year anniversary plans for next year to be held at Community Garden (or NCBG in the event of inclement weather) tentatively scheduled for March 20, 2020
			* Planning on having another 5 year survey
			* May 14th Plant a Tomato, Give a Garden Event Planning Underway, CCCG Volunteers acquired to assist in running the event
	+ Blood Drive Update- Jim Potts
		- Running out of cups donated almost 10 years ago
		- Looking into purchasing compostable cups for upcoming drives
		- Possibly making entire event sustainable?- Canteen committee members will look into that possibility in conjunction with UNC Sustainability & Compost Now (who may be able to donate compostable items)
			* Staples also has line of sustainable cups, plates, utensils if necessary

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