

# Events Task Force Meeting

**Monday, October 22, 2018**

Called to Order at 3:03

Adjourned at 4:05

## ***Voting Members Present:***

1. Brandon Whaley - Community Outreach Director/Chair
2. Christina Fredrickson - Executive Assistant
3. Brent Cardenes - Volunteer Coordinator
4. Just Noll - Clubs and Engagement Director
5. Jacob Senske - Communications Director (by video)
6. Krystal Madrinan - Wellness Coordinator
7. Chris Byers - Event Planner
8. Caleb Hedin - Finance Director
9. Carina Lindsey- Lebanon Center Coordinator
10. Francesca Jacquez- Benton Center Coordinator

## ***Voting Members Not Present:***

1. VACANT - Benton Center Coordinator
2. VACANT - Lebanon Center Coordinator
3. VACANT - Event Planner
4. VACANT - Event Planner

## ***Advisors and Guests Present:***

1. Barb Horn - Advisor
2. Meagan - SLC Receptionist

**Discussion Item:** Brandon making sign up sheet for food drive, no budget yet.

Friday 11/16- shopping

Saturday 11/17- 9am-noon is food box assembly

    Noon-3 is handing out boxes

Caleb can't help food drive friday and saturday, will collect donations and take them to Lukamute Center.

Justin- has been passing out info and talking about our events at CoC meetings and encouraging folks to volunteer.

Chris - sign ups for Harvest Festival are pretty full, could use some help at Benton Center. Jacob can help with BC clean up and take marketing materials to International Students. Chris and Brandon shopping for pumpkins tomorrow 10/23. Chris will connect with LBCC bookstore about donations for prizes. Has reserved the courtyard for the event, will be reserving tables and print out liability waivers. Caramel apple kit should arrive Thursday.

Barb wants us to think about professionalism in the office, team to-do list on Barb's door for office hours when your tasks are done. Will clarify which billboards are ours, they are a great way to get our message out. Wants us to be a strong team, working together to help each other out. She reminds us of the importance of self care, is available to listen.

### **Weekly Task Reports:**

*Brandon Whaley - LBLB cleaning planned for winter term, would like event coordinators to do more events for food donations to keep LBLB stocked. 50/50 raffle for LBLB at Harvest Festival, Krystal suggests future raffles could accept food donations for tickets.*

*Christina Fredrickson - I have a midterm next Monday 10/29 and won't be able to take notes for the ETF meeting.*

*Francesca Jacquez - getting together with Barb and Marta for orientation and meet the Benton Center team. Excited to see more student involvement at the Benton Center, concerned that event/service attendance may be impacted by OSU's offerings.*

*Carina Lindsey - setting up time with Barb to go to Lebanon Center, has ideas for time and place for study jam. Needs some help managing her email, Brandon will connect with her.*

*Brent Cardenes - Has had several people (30) express interest in volunteering, will continue communicating with potential volunteers to connect them with events. We are well staffed for the Harvest Festival. Suggests Costco pizzas for study jam, they will need picked up. Pizza will be delivered to the Benton Center and Lebanon Center, usually papa johns at 40% off.*

*Just Noll - Will be there for entire Harvest Festival, 1-4pm, will try to get to some of the Benton Center event. Has club and co-curriculars activity day on Wednesday 10/31*

*Jacob Senske - posters for Harvest Festival are out and up. Would like as much advance notice as possible for events so he can get the info out. Barb suggests he include an electronic version of materials for video displays in office. New work schedule doesn't allow him to continue to be*

*Rocky for Friday evening games, Brandon may be able to help. Signed up for the textbook affordability task force.*

*Krystal Madrinan - Thanks team for facilitating her wellness workshop when she wasn't able to attend, she has a spine fracture. Has signed up for a shift during the Harvest Festival but can't make it to BC halloween. Is able to make it to the Active Minds meetings, Wed 2-3.*

*Chris Byers -*

*Barb - Wednesday 11/14 trip to the capital, leaving campus at 1:30 sharp, meet in office by 1:10, will be back by 4-5pm. If you sign up to go, you are committed to going.*

*Nov 16-18 OSAC (Oregon Student of Color) conference, Barb has a van reserved for that.*

**Announcements & Reminders:**

Brandon would like to alter the agenda template to allow for more discussion time.