



**Employee Events Committee Winter Celebration
Meeting Notes 2022/2023**

Date: October 13, 2022, **2022 Meeting Time:** 9 a.m.

Attending: Yvonne Sandoval, Deanna Mooney, Julie Galgano, Nina Florez-Quintero, Shanna Collier, Wyatt Brannock, Billie Norris, Sharal Patinathan, Bobbie Evans, Linda Brannock.

Excused: Megan Crossfield, JJ McCormack, Lee Ann Walker

Event Date/Time/Location: Prescott: December 9, 2022, 10 from 1-3 p.m., Building 19-147

Verde Valley: December 8, 2022, from 5-7 p.m., Southwest Wine Center

Theme: Flannel and Frost

Discussion:

- **Decoration Committee** – Julie, Linda, Billie, Shanna, Lee Ann, Sharal
Julie showed the committee centerpieces with three trees made from cardboard and flannel strips with reindeer or stars for the tops. The decorating committee will set up a team meeting to finalize all decorations and return a report to the team at the next meeting.
- **Marketing** – Yvonne, Sharal
The team discussed having a save-the-date flyer sent out first and decided to send out the event invite with the Jot Form information only. Sharal will create the Jot Form and send the link to Yvonne by October 20, 2022. Yvonne will have Marketing add the Jot Form Link onto the Winter Celebration Flyer and ask Tyler to send it out collegewide with these dates: October 20, 2022, November 04, 2022, November 18, 2022, and November 28, 2022. Yvonne will ask Tyler to change November 28, 2022, flyer to remind everyone it is the last reminder to RSVP so Yvonne can get the correct number for the food order.
- **Food / Giveaway** – Yvonne, Nina
Nina showed the team a hot chocolate bar set up, and the group agreed it would be perfect for the event. Yvonne talked with the group, gathering suggestions for food for the event. Yvonne will bring a menu for HHS to the next meeting for discussion. For the Giveaway, Yvonne discussed the high cost of the fuzzies YC socks, and the team agreed the price was too high for the event budget. Yvonne will look at YC ornaments and bring the ideas to the next team meeting.
- **Entertainment** – Linda and Shanna
Linda will contact Shanna for a team meeting and share the information at the next planning team meeting.
- **Service Project:**
Linda shared with the team two service project suggestions that work together. This year's service project will be a CASA for Kids Toy Drive and a YC Angel Tree & Food Pantry Drive. Linda will present the team's suggested date for the Angel Tree delivery at the next meeting.

- **Logistics – Team**
The Entertainment team will create a request for IT services once the entertainment needs are complete. The group discussed the Lobby area of Building 19 to use for the toy drive, Photo Booth and decorations.
- **Event Itinerary – (Billie creates)**
- **Emcee – Team Discussion**
Linda asked the team to come back to the next meeting with suggestions for our Winter Celebration 2022 Emcee.
- **PowerPoint/Music-**
The team discussed having a fireplace burning on the screen instead of a PowerPoint and discussed seeing if we could have the Photo Booth pictures added to the screen as employees have their pictures taken. This discussion will continue at the decorating committee meeting and will be returned to the team at the next full committee meeting.
- **Verde Valley Report –** Linda will share the budget with Bobbie for the Verde event. Bobbie will gather food prices and submit a budget for the Verde Campus to Linda and Lee Ann. Linda will bring Hot Chocolate set up and other decorations to the Verde for their event. Bobbie will look for last year's decorations to see if they fit with this year's event.

Next meeting: October 27, 2022, via zoom at 9 a.m.