

Social Committee Minutes

June 3, 2015

2:30pm

Present: Janet Harclerode, Terry Green, John Rogers, Janie Jones, chairman

Guest: Dalia Cortes

- I. Meeting called to order at 2:30 by chairman Janie.
- II. A report was made on the reception for Eve at yesterday's senate meeting. Amount spent on the event was \$98.38.
- III. Recognition event:
 - a. BUDGET: The budget IS \$6,000. \$6,000 budgeted includes \$3,000 from Dr. Tsang, and \$3,000 from the Senate. The amount from the two sources is handled as a lump sum. Some amounts listed here are different from amounts estimated, as numbers have changed. For instance we estimated 20 retirees, but there are actually 31 retirees. On the positive side, the expense of renting tables and chairs has been absorbed by the parties surrounding Dr. Tsang's retirement celebrations.
 - b. Spent so far:

Worldwide USA (Clocks):	\$234.89
Perfect Time, INC (Logo Watches):	<u>\$1,296.99</u>
Total:	\$1631.88
	\$1,631.88
 - c. On Order: Lunch by Campus Cuisine. 150 lunches @ \$14.75 each. Should be: \$2,212.50
 - d. Still to come: Engraving for watches. That will depend on how many people want their watches engraved. Cost is \$12/ watch. Not to exceed \$180.
Bags and tissue paper. Not to exceed \$60.
Gifts for HR, Grounds, Media Center, Events, Dalia, Eve: \$60
Donuts and juice for performers before show: \$15
Cost of card stock, envelopes, printing, and mailing invitations: Not to exceed \$250
Cost of comping all presenters, former retirees, current honorees, performers, Senators, and support staff for the event (Media, Events).
Postage for watches mailed: Not to exceed \$150
 - e. OTHER ITEMS:
 - Day of the event: RTA wants a table. All were in accordance that this was fine.
 - Dalia has put in a work order to move tables to the picnic area, and also to move - balloons and flowers to Mainstage
 - Terry and John will sell lunch tickets and check people in. Dalia will help with that.
 - Janet will purchase gift bags and tissue paper.
 - Janie will purchase gifts for HR, Grounds, Media Center, Events, Dalia, and Eve.
 - Janie will purchase pre-show donuts and juice for performers. Call is 8:00 a.m.
 - Janet and Mary Colavito will help navigate people from their chairs to the stage. President's Ambassadors may also aid in this.
 - Janet and Mary will help John and Terry set up the picnic area.
 - John will take watches to the engravers for all who want them personalized.
 - Terry will see that all watches are mailed to retirees. He will have to get HR to help with addressing, but we will pay postage.

-The video has been finished. Set up a time with Jim to see them. Jim is actually doing 2 videos—one of retirees and one of deceased. All are welcome to watch them beforehand.

-Proclamations for Dr. Tsang and for Lorrie Ivas, (Hayward nominee) are in progress.

-From Dr. Tsang's office Dalia has obtained certificates. Lorrie's will be presented to her at the recognition event, and Dr. Tsang's will be presented either at the recognition event or at Monday's reception (6/15). Both will be prepared in presentation folders, not frames.

- IV. NEXT: The committee will meet in the Senate office building June 17 at 8:00 to stuff bags with clocks and watches.
- V. Meeting adjourned at 3:45 p.m.