Meeting Minutes  
December 20, 2016  
11:00 a.m.  
SUB, Alexander Room

Members in attendance: Rebecca Young, Rachel Duffy, Matt Lundgren, Katie Thomas, Kimber Shaw, Kori Smith, Jared Cox

Absent: Tana Monroe, Rob Littrell, Daniel Gold, Erin Colburn, Karen Hansen, Maria Mabbutt, Ben King, Aaron Culver

1. Call to order - 11:06

2. Minutes - November minutes approved

3. Treasurer’s Report - Budget update from Rebecca. Rebecca is digging into what appears to be a shortfall totalling roughly $700. Appears to be from the amount loaded and carry forward we were expecting due to 2016 Staff Week expenses hitting the ledger in FY17. Budget report link will be in Trello for everyone to see. Rebecca is also double checking the fall luncheon charges.

4. Old Business
   a. FLSA update
      i. On hold until further movement; no further discussion.
   b. TIAA/PERSI meeting briefing and next steps
      . Daniel not present; will keep on agenda for next month.
   c. Networking committee update
   d. Volunteer committee update
      . None
   e. Marketing materials and website status
      . Kori reworking the marketing materials
i. Rachel is working on adding senate headshots and committee information to the website. Discussed creating process to update committee information.

f. PSA email update
   i. Reviewed Katie’s draft with plan to distribute in January
   ii. Kimber suggested adding to the PSA web page and sending link via email. Discussed options on best approach.

g. Staff week
   . Shirts - Rachel followed up with Abby. Print on demand and can get in a week. Likely $10 and discussed having option to donate $5 to a campus organization such as the Sustainability club. Matt and Rachel to discuss design - unicorns on the table.
   i. Jared planning to talk to Aramark about food donations.
   ii. Ben made some comments/suggestions via email about bowling, geocaching rather than poker run, and picnic on the quad coinciding with ice cream social.
   iii. Kimber to coordinate Monday bagels and coffee
   iv. Also discussed idea for a field day/recess activities.

h. Spring luncheon - April 19
   . Rachel and Matt to meet after the break to start getting the menu and speaker lined up

i. Save the date - mid march

5. New Business
   a. Student fee committee
   i. Jared and Maria members. Kimber suggested having a previous member mentor/shadow an incoming rep since this is a rather complex process.
   b. CEC hearing - Rachel expressed interest; Rebecca sharing her thoughts after presenting last year.
   c. Charter and membership book - discussed updating, Katie taking first stab
   d. PSA Staff of the Year Award
   . Kimber expressed interest in coordinating
   e. Elections
   . Kimber will coordinate.

6. Other
a. No other business

7. Adjournment
a. Adjourned at 12:15