Conducting Meeting – Craig Miller

In attendance: Craig Miller, Karen Hoffman, Kevin Johnson, Pat Anderson, Pat C. Anderson, Heidi Harris, Enid Kelley, Jennifer Barton, Jen Hoppie

CEA Week Planning - Craig Miller

Coffee Break
The Coffee Break is scheduled for 7:30-10:30. The Bear River Health Permit has been issued. We bought bagels from Old Grist Mill at cost and Donuts were donated from Lees. Catering is donating drinks.

Jennifer Hoppie has a food handler permit and will be there the whole time. The hub will provide a sanitation cart. Food handlers must wear hats and ponytails or hairnets.

Schedules:

Kevin and Heidi – 7:30
Maren and Pat Anderson 8:30
Suzanne and Enid 9:30

A Banner will be posted advertising that all proceeds will go to the CEA Scholarship Fund.

Jen has flyers completed and they will be mailed to departments.

CEA Luncheon
Menu - The Italian Buffet was chosen. Craig will ask for reduced rate – suggested contact is Laura Sullivan – we’ll ask for no drink, but dessert added and gratuity to the total bill.

Lisa Leishman will be the featured speaker at the Luncheon.

The plan was supported for CEA members to serve themselves at the buffet line as they arrive, rather than after the meeting commences. We’ll request that water be placed on the tables.

Suzanne and Maren will need help with distributing prizes. The Board will help distribute them to recipients.
CEA Forum
Judy Crockett is out of town and may not be available. We will wait until Monday to print the flyers to verify if she can present a topic on CERT for the forum.

Letters will be sent to Dean’s and Administrators from Karen on Monday – they will request support of the luncheon and will also mention the coffee break and forum.

New Chair of Employee Relations
Motion was made by Karen Hoffman that Heidi Harris become the new chair of the Employee Relations Committee, Kevin Johnson seconded. Vote was unanimous in the affirmative. We will have committee members help with welcoming new CEA members.

Action and Notification Items:
Deb Megill and Marcella Gardner would like to help on a committee.

Enid will create new board member lists for distribution to the committee.

Karen will attend the UHESA meeting tomorrow.

Basketball tournament has 4 teams – one team from the University Inn.

Winners of basketball tournament will get t-shirts.

Ask for donations of Gatorade from Macey’s – to give out at all basketball games tournaments.

Craig motioned to adjourn the meeting – Heidi Harris seconded.

Meeting was adjourned