

COSSA Meeting – Minutes
November 1, 2017
4:00 - 5:00 pm
Smithfield Room – Inn at VT

In Attendance: Katrina Loan, Erika Perdue, Amber Robinson, Amy Stanford, Michele Strauss, James Venable, Betty Wilkins

Excused: Travis Heath

Unexcused: Kristen Cox

The agenda was emailed to the members on 10/30/17 and was accepted by those in attendance.

Brochure

- Katrina provided copies of the brochure she prepared. The committee went through it and made some suggestions for minor updates. Everyone was happy with the overall layout and appearance and agreed it was ready to go with just the few updates suggested.

Roundtables

- Erika provided copies of the flyers she had prepared. The committee selected the ones that were preferred and made some suggestions for minor updates.
- It was decided to make Lab and IT as two separate groups
- Decided to get the Administrative meetings started in January
- Decided to get the Advisor meetings started in late February / early March

Budget

- Discussed concern over the fact that the May 2017 spring lunch was not invoiced until August 2017, which has now taken the majority of our event funds for 2018.
- Discussed the possibility of moving funds from the Grant budget to the Event budget if needed.
- Discussed making the May 2018 Spring Staff Awards events a breakfast instead of a lunch as a way to lower costs for that event due to the budget shortage.

New Business

- The departure of Anna Hawthorne from VT, which left a Staff Senate spot available that, had to be filled. The committee nominated and selected Amber Robinson to serve in that Staff Senate position.

The meeting adjourned at 5:03 pm.

Next meeting date: TBD