

- Emergency Meeting 9/7/23 12:30pm Employee Relations - Founders Room
- Meeting participants
  - Becky Steinmetz
  - Felicia Rouse
  - Karen McGoy
  - April Dollins
  - Rachel Hannan
  - Donna Price
  - Mandy Hannan
  - Beth Crowe
  - Brenda Brown
  - Lee VanAlstine
- Call to order 12:30
- Approval of previous minutes (send out ahead of time for review) N/A
- Specific topics to be discussed
  - Leaves for Laura fundraiser
  - Start 9/11/23
  - Trees and Branches
  - Can be “purchased” - any dollar amount
  - Bursar can take checks here
  - Leaves will have encouraging words
  - Centers will take money/leaves. Work with Lindsay.
  - This will be promoted into the community
  - Checks made to Shawnee Community College - Memo: Leaves for Laura
  - Contact Brandy ASAP to set up account.
  - Lindsay could schedule someone to be there for the next 2 weeks.
  - No target goal. Electronic payment method?
  - Online/ Electronic donations can leave a memo - transcribed to a leaf.
  - Use soft language like “medical/ health issues” and obtain consent from Lora.
  - “For Lora and her daughter/family”
  - If extra leaves needed: Rachel, April, Mandy are happy to cut them out.
- Adjournment