SSAC Minutes/September 17, 2015 meeting

Attendees: Martie Janeway, Kathleen King, Leyza Toste
Absent: Rosie Armstrong, Bridget Spaeth, Patty Bayrd, Anthony Reed

Immediate Action:
1. **Fall Social** – a. **Review last year’s menu**: amount/numbers. b. **Does Clayton Rose want a mike** or lavaliere at the Social? Check with Caitlin. We should have a stand-up mike at the event for others to use even if Clayton doesn’t want one. c. **Fall Social Save the Date email** – mention in the email that poster and email reminders will follow. d. **Ask Communications** if someone can attend and write up/photograph the event. If not, reach out to Hub or Committee members to do so. e. **Do we want fundraising** at the event? If so, we need to state on poster. We can at least have the United Way/Maine Share buckets on the Welcome Table. f. **Committee member will make welcoming remarks**, Tama will introduce President Rose (unless a Committee member wants to, either way we need to let Tama know) at 9:00am.

2. **Poster mailing lists** – a. Get exact name of mailing lists from Ben Scott. b. create a “How to” mailings procedure document and save in IceBox SSAC folder.

3. **Photos on website** – check with Communications: is it okay to post photos online?

4. **Winter Skate** – Arena has been reserved for January 15, 2016. Martie will let BAS know we are aware this is really a BAS event and they will want to do the planning themselves.

5. **Martie will check with Madeleine Msall** if the registration for IP3 is not up yet. If it is up, Martie will send the SSAC email to support staff.

6. **IceBox** – figure out how the member list is maintained. Create a “How-to” document for future members to use as guideline.

Discussion items:
1. **New Members** – Leyza has asked Jeff Tuttle to put the request out to Facilities for anyone interested in serving on SSAC. We need 3 new members; Leanne Dech and Denise Zavitz were two people mentioned.

2. **Hubs** – keep in mind a once-a-year get-together with the SSAC. Also, occasional guests to invite to SSAC meetings. For example, Tama is coming to the October 5 meeting to discuss open enrollment and Work Day.

Next meeting:
Monday, October 5, 2015; 2:00-3:30pm, SU Conference Room (rescheduled from October 1 so Tama can attend).