

QWL meeting 11.18.2022

In attendance:

Cari Schwen, Mary Twardos, Melanie Heinitz, Phillip Sawatzki, Angela Pool, Rick Henry, Sara Mosher

Minutes from last month not complete. Will table until later.

New Business:

- Wellness grant for Holiday Cheer activities for the campus was awarded
- December 13th: Ornament Exchange
 - Melanie will oversee this activity
 - Melanie will look to book a room for this event
 - This is a “white elephant” style event where you bring a wrapped or gift bagged ornament, get a number, and then pick a gift in order. Each ornament can be “stolen” up to two times
- December 20th: Breakfast before the State of the College meeting
 - Planning for 100
 - Cari will order food from Sysco
 - Food planning: scrambled eggs, diced potatoes, flank steak (Rick to help prepare), biscuits, gravy (Phil to make his SECRET sausage gravy for 100! 😊), tortillas, fruit, pastries, drip coffee, salsa and cheese.
 - If you have other ideas or requests, send a message to Cari BEFORE Dec 12th which is when she is placing the order
- December 22nd: Cookie Exchange
 - Mary and Cari will oversee this activity
 - Melanie will help reserve a room for this event
 - Plan: staff sign up, and then bring a single cookie or treat in amounts enough to serve 2 per participant. For example, if 35 people sign up, you would bring 6 dozen of your chosen treat. Everyone then gets to take home a variety of treats!
 - Cari will bring table cloths for the tables in the room
- Additional Events:
 - Dreidel game: Cari will purchase plastic coins for the game and then folks can trade in their “winnings” for candy. This decision was made to be able to have better quality chocolate than is in the gold chocolate coins
 - Chinese Snacks: Cari has over \$300 worth of candy that she will be bringing in
 - Refreshments: There is \$200 to spend on coffee, hot chocolate, teas, a assortment of specialty flavored creamers and whipped cream
 - 25 Days of December- Robyn is taking this on. More to come
 - Find the Elf:
 - Robyn is overseeing this event
 - Mary will purchase 3 gifts (\$25 limit each) for airport campus
 - Cari will purchase 4 gifts (\$25 limit each) for Donaldson campus
 - Gift will also include a HC Coffee mug (\$10 allotted for each)
 - If you have gift ideas for Cari and Mary, email them by Wednesday Nov 23rd
 - 3 Crafts:
 - 2 crafts need to be developed by this committee
 - Each craft is budgeted at \$180
 - Phil responsible for one: Paper origami dragons

- Sara responsible for one craft
- Supplies for crafts need to be sent to Cari before Wednesday Nov 23rd so she can help purchase the items
- There are left over crafts from previous years that can be utilized as well. Look in upstairs room- maybe Room 201 (whichever room is across from 202)
- Craft to be set up and left out starting Dec 13th (day of ornament exchange event)- allows staff to come and go as they have time
- Plan for a minimum of 40 people per craft?

TO DO:

Person Responsible	Task
All	Send Cari food ideas before Dec 12 th for breakfast
All	Send gift ideas for Find the Elf to Cari and Mary before Nov 23 rd
All	Look in Rm 201 (or which ever room is across from 202) to see if there are left over supplies that can be used this year
Phil	Make sure Cari knows what is needed to craft by Nov 23 rd
Sara	Decide on craft and tell Cari what is needed by Nov 23 rd
Melanie	Look at room availability and make reservations for craft room, refreshments, cookie exchange and ornament exchange
Melanie	Look at past formats/templates to send out a list of "happenings" to staff and share with group
Cari	Order food for breakfast by Dec 12 th - plan for 100
Cari	Purchase 4 items for Find the Elf Game – up to \$25 each for Donaldson
Mary	Purchase 3 items for Find the Elf Game- up to \$25 each for airport campus
Cari	Bring table cloths for cookie exchange
Cari	Purchase gold plastic coins for Dreidel game
Cari	Bring in Chinese Candy
Robyn	Organize Find the Elf game
Robyn	Organize 25 days of December event