Steering Committee Members Present
Kari Smith, Bobbi Shadle, Mike Kelly, Garrett Gilmer, Sarah Merchant, Kim DeLeon, Kari Smith

Steering Committee Members Absent
Alison Delicati, Renee Eshcoff, Robin Newman and David Wood

Elections
Alison was asked to send a reminder email about nominations for ASC Steering Committee positions. An email about the start of voting needs to be sent on 3/20. Alison or Mike will send this email.
Bobbi suggested that in the future we ensure that the President, President-Elect and Secretary always have the appropriate access to email the ASC listserv.

Summerfest
Theme will be "Afternoon at the Playground". All sub-committees have leadership and are working. Coca-Cola is donating soda and water. Student Government has agreed to donate their slush machine and ingredients. Athletics has agreed to donate their popcorn machine and ingredients. There is an ongoing discussion about meal tickets in attempt to keep students out of the food line.

Tentative activities include:
- Bingo
- College Trivia
- Euchre Tournament
- Kick ball
- Chalk Drawing
- Beading Demonstration
- Bake-off
- Volleyball

Tentative decorations include crayons and paper tablecloths for doodling. The next Summerfest meeting is March 24. Cost estimates will be finalized and forwarded to the Chancellor for approval.

Recognition Luncheon
Menu will include Swiss steak and pasta primavera. Waiting on final menu specifics and pricing before sending the invitation. The invitation is in final stages of production.

Mike will send an email to remind people to "save the date" and to nominate for the ASC Excellence Award.

APSAC
Sarah's subcommittee is finalizing a report on evaluation and promotion of A/P staff. Sarah is not reformatting APSAC minutes for IPFW since the meeting minutes are available for all ASC members.
Mid-Winter Auction
Sarah will provide final details at next month's meeting. Garrett suggested that any unsold items be donated to the Child Care Auction.

Adjournment
Meeting was adjourned at 9:40 am.