March 18th, 2009

9:30-10:30 AM Student Government Conference Room, Walb 227

In attendance: Chris Douse, Kellie Hockemeyer, Roxanne Kingsbury, Corrie Fox, Kirk Tolliver, Susan Byers, Kathy Skurzewski, Mandi Witkovsky, Kelly Klinker, and Ashley McArdle.

Meeting called to order at 9:34 AM

Financial Report from Kirk Tolliver

- Kirk provided a copy of the APSAC account balances
- The APSAC Mid-Winter Auction was a success and raised money for our funds

APSAC Administrative Excellence Award

- The nomination forms have been collected
- A committee of previous winners has been formed to evaluate this year’s nominees
- The committee meets on Monday
- Winners will be announced at the Recognition Luncheon

Employee Discount Program

- Two people have contacted Chris about being added to the employee discount page
  - Oh My Dog Supplies: 10% off upscale dog supplies
  - Retailer for Direct TV, ADT Home Securities and HughesNet: purchasing incentives
  - See webpage for more information
- Chris will discuss having a combined employee discount page (instead of APSAC and CSSAC having two separate pages) with HR.

Recognition Luncheon/Banquet

- This year we will be partnering with CSSAC for a combined luncheon honoring both APSAC and CSSAC.
- A Committee of APSAC and CSSAC representatives has been formed and is planning the joint event with HR, the larger committee has broken into sub-committees (Decorations, Programming and Food) and will now be meeting with those sub-committees until it is deemed necessary to meet as a large committee.
• Walb Ballroom has been reserved for April 22\textsuperscript{nd}, this is the decided joint event date. It will still take place between 12-1:30.

• Format will be slightly different so attendees and honorees are encouraged to pay close attention to the schedule and arrive promptly at 12 (if not a bit earlier).

• The Save the Date has gone out

• Sub-committee is working on the invitation for the event and hope to send it to print by the end of the week.

• RSVP and Food form will be on-line (pay for lunch at Bursar’s Office). Attendees will indicate if they are vegetarian on this form

• APSAC Steering Committee will be at the event greeting attendees and directing the crowds (it was noted that Kelly Klinker is an excellent greeter).

Mid Winter Auction

• Raised nearly $2,000

• Thanks to everyone for your support, donations, bids, help, etc!

• Next year the committee may be sending a card about the auction immediately following the holiday season to see if people received gifts that they would like to donate early!

APSAC Elections

• List of possible nominees was sent via e-mail to voting members in APSAC

• Nominations were made and a ballot will be coming out and voting will begin soon

• An e-mail encouraging voting will be coming soon

• Voting will last two weeks

• Questions can be directed to Corrie Fox (foxc@ipfw.edu)

Nametags

• It was suggested that the APSAC Steering committee get nametags so that people will be able to distinguish them at APSAC events.

• It was decided that we will go with cost effective nametags (plastic covers with either pins, clips or a lanyard).

• Corrie will continue to research the nametag issue

Hot Topics

• Everyone is encouraged to fill out the U Matter@IPFW employee survey! Remember that the survey is completely confidential.

Meeting adjourned at 10:05 AM

Respectfully Submitted by Corrie Fox, Secretary