

3-23-2011

## Staff Council Career Development Committee Meeting, 3/23/2011

UNM Staff Council

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## Staff Council Standing Committee Minutes



**Committee Name:** Career Development Committee  
**Regular Meeting time:** 4<sup>th</sup> Thursday of each month, noon to 1:00 p.m.  
**Meeting Date and Place:** Wednesday, March 23, 2011; Faculty Staff Club, Room 101  
**Members Present:** Marsha Baumeister, Veronica Gonzales, Penny Hogan  
**Members Excused:** Barbara Shortman, Suzanne McConaghy, Ginger Roark, Joyce Krantman  
**New Member:** Nicole Dopson  
**Volunteers Present:** Lucie Knight  
**Minutes submitted by:** Marsha Baumeister

	Subject	Notes	Follow-Up
1	SAM/Staff Arts & Crafts Show	<p><b><u>Dates and venue:</u></b></p> <p>Venues have been secured with applicable fees waived! \$400+ savings!!!</p> <p>Event is on four consecutive Wednesdays in July:                      July 6 &amp; 13 at Domenici Center Lobby                      July 20 &amp; 27 at SUB, Lobo A&amp;B</p> <p>Hours: 11:00—1:00 for viewing                      10:00—11:00 and 1:00—2:00 for exhibitor set up/tear down</p> <p>Exhibitors will be charged a refundable \$10 fee. They will be selected on first come/first serve basis by category (ceramics, glass, sculpture, painting, jewelry, basketry, photography, etc). They will also be given choice, when possible, of venues.</p> <p>We will be providing space to exhibit. Any sales must be done outside of this event. Exhibitors may provide business cards or other marketing materials and make arrangements with staff for sales outside of venues.</p> <p>Exhibitors will be responsible for security of personal effects and exhibits; no security will be provided.</p>	
		Table/chair set up & tear down and rental: negotiating with PPD re waiving fees	Veronica Gonzales
		Design of flyers for electronic transmission (to be sent by SC)	Lucie Knight
		Draft of registration form (to be available on SC website)	Lucie Knight
		Recordkeeping of registrants/checks	Nicole Dopson
		Selection of exhibitors	CDC
		Committee members will be soliciting door prizes. Our intention is to also ask exhibitors if they would be willing to donate a piece of their work as a door prize.	
2	Change Meeting Day	Agreed that meetings would be fourth <b>Thursday</b> of the month, beginning in April.	
3	Next Regular Meeting	<b>THURSDAY</b> , April 28th @ noon @ FSC.	Meeting Adjourned at 12:55 p.m.