

Meeting Facilitator: Lauren Grijalva-Chair

NEW Officers: Kalene Eilers-Chair Elect, Megan Spence-Web/Recording Secretary, Christina Sorenson-Treasurer

- I. Call to Order
 - a. Called to order at 3:00 pm.
- II. Welcome - Door Prize
 - a. Winner of LC swag and fall decoration was Kelsie Page.
- III. Introductions
 - a. New CSO Employees (both last month) – Lauren Grijalva
 - Tyler Neely, IT
 - Blake Jones, Physical Plant
 - b. Everyone else
- IV. Reports
 - a. Approval of Minutes from June 2022 Meeting – Lauren Grijalva
 - Moved by Sherri Skalicky and seconded by Kalene Eilers, voted to approve.
 - b. Treasurer’s Report – Christina Sorenson
- V. Old Business
 - a. Combining of Web and Recording Secretary
- VI. New Business
 - a. Employee Payroll Donations – Lauren Grijalva
 - New policy: minimum of 5 consecutive pay periods and \$5 per pay period.
 - b. Committee Signups
 - Bylaws
 - Employee Recognition
 - Nomination/Election
 - Employee of the Year
 - Birthday Card Committee (Jan-Dec)
 - **Winter Revels**
 - LC Cares

- FAC Observers
- c. Reimbursement for embellishments
 - Will add a line item to budget and bylaws to allow up to \$50 reimbursement for birthday card creation. To be submitted twice a year- in Spring and Fall. Kalene Eilers moved and Shannon Casteel seconded. Unanimously voted in favor.
- VII. Winter Revels/Gift Basket
 - a. CSO wants to put together a basket for Winter Revels.
- VIII. Next Meeting Date: December 15, 2022 3:00 pm, location TBD
- IX. Door Prize
 - a. Shannon Casteel and Sherri Skalicky won LC swag and Fall decoration.
- X. Adjournment – get to know your peers!
 - a. Meeting adjourned at 3:42 pm.