

FRIENDSHIP FUND MEETING

Friday, August 17, 2007

Present:

Libby Cone
Stacy Dale
Wanda McConnaughay
Amy Pinkston
Joan Stirling

Amy Pinkston distributed the current Policies and Procedures and list of Fund Stewards. Wanda McConnaughay distributed the yearly account activity summary to view. The current balance in the account was \$20.45.

It was determined that 60+ employees participated in the Friendship Fund for 2006/2007. The list of expenditures was discussed. There was also much discussion regarding employees who had stated that did not receive anything from the Friendship Fund such as birthday cards, anniversary cards, gifts for surgeries, etc.

The committee discussed at length ways to ensure that all employees received cards or gifts if applicable as stated in the Policies and Procedures.

From this discussion, the following action items were developed:

- Joan Stirling will oversee the distribution of employee birthday cards. She will make cards out at the beginning of each month to distribute.
- Amy Pinkston will oversee the distribution of employee anniversaries. She will make cards out at the beginning of each month to distribute.
- Libby Cone will oversee the distribution of new hire cards.
- Libby Cone will purchase all flowers or gifts.
- Wanda McConnaughay will send a monthly reminder to all Fund Stewards to increase communication and help ensure that needs are not missed.

Libby asked that “full time” be added before “employees” to the first sentence under *A. General Information* in the Policies and Procedures. Amy stated she would make the addition. Libby led discussion regarding the option of giving a savings bond for births or adoptions rather than the gift certificate. The committee liked this suggestion and decided to try the savings bond for the new year.

The current list of Fund Stewards was reviewed. The following changes and/or additions were made:

- Maintenance Steward was changed from Ron Stovall to Rick Dowdle.
- Career Pathways was added and Kim Lovelace selected as Fund Steward.
- Advancement was added and Suellen Davidson selected as Fund Steward.

Libby will notify these departments and individuals. Amy stated she would update the Policies and Procedures, list of Fund Stewards, and Friendship Fund Contribution Form.

Amy asked if the committee felt we needed to ask for feedback from Ozarka employees to consider for the upcoming year. It was agreed that Amy would send an email soliciting feedback and forward to all committee members.

Libby and Amy will order new cards once money is collected for the Friendship Fund.