

FRIENDSHIP FUND COMMITTEE

Friday, September 19, 2008

Conference Room

12:30 p.m.

Present:

Amy Pinkston
Debbie Yancey
Jill Yancey
Joyce Baker
Libby Cone
Mary Ellen Hawkins
Vicki Koestner

Handouts were provided to everyone. These included the current Policies and Procedures, the Participation Form, the account summary, the agenda, and a copy of the new Friendship Fund Newsletter that Amy developed.

The committee welcomed Vicki Koestner as a new member. Vicki agreed to help with the financial reports for the Friendship Fund and Debbie agreed to do the minutes. Amy and Chaney are responsible for all purchase orders.

The committee feels that the perception of the Friendship Fund is viewed negatively and talked of ways to sway that view. It was agreed that we would continue to ask for a \$15 contribution each year. Amy will address the faculty and staff next week at the College Update. A survey will be taken later to further determine what moves need to be taken by the committee to better ensure a positive perception.

Agreement was made that distribution of cards be discontinued and replaced with a newsletter each month. The newsletter will include birthdays, anniversaries, new hires, in our thoughts, etc. The members agreed to continue with recognition of employees who retire or leave Ozarka but agreed that clarification might be needed on the number of years worked, etc. Chaney is working on a chart that will better define disbursements made by the Friendship Fund.

There will no longer be Fund Stewards. All employees will be responsible for contacting either Amy or Chaney to address a concern they may have.

The committee thought that it would be a good move to have another bake sale around Halloween.

The meeting adjourned at 12:45 p.m.