I. Call to order

Lee Bishop called the meeting to order at 2:01 pm.

II. Welcome and Thank you for hosting – Computer Science, Michael Davis and Melanie Darden

III. Introductions – Name and Department
IV. Approval of minutes from last meeting

Minutes from the previous meeting reflecting the month were updated, and were approved by group. Please email the approved minutes to the staff in your department: http://case.eng.vt.edu

V. Old Business

a. Reminder – attendance is now being recorded as of the August meeting. Meetings are held the 2nd Tuesday of each month.

b. CASE Luncheon held on May 12th- Jamie will do welcome speech, Brandy McCoy will handle certificates for CASE. Discussions on this year’s gift from the College.

VI. New Business:

a. Discussed the welcome back social, its success, and things to improve it.

b. Discussions on having speakers for staff come into the college.

c. Question on the role of an alternate being on a committee. Answer- Reps are expected to be on a committee and participate; alternates are not, but encouraged to come and participate in any way they feel led.

d. Discussed and finalizing decisions on the Case Lunch in May.

1. Case voted to ask Peter Means to take pictures.

2. Jama Green will handle plaques for award winners.

3. Lee Bishop will take care of hyperlink for RSVP.

4. The charity will be “Micah’s Back Pack”, which the outreach committee will handle.

5. Jamie Archual is working on the speech for this year, and we as a group are making sure the event is seamless in its transitions.

6. Jamie Archual will print out different posters for the event to show our past year.

7. Inn contract is complete, and all food arrangements are finalized and were discussed.

8. Lee Bishop will handle the yearly gift.

9. Reminder the 20th of March is the deadline for nominations.

10. Discussed other ways to improve the event.
VII. **Committee Feedback/Updates:**

a. Resources Committee: Heather Whedbee has stepped down from CASE, but Jamie is going to finalize their project on a contact list for expertise. Updates on Agency on Aging: very positive feedback, looking at ways to improve the process of the gift giving. Discussed options to help staff use the community service hours given to them each year.

b. Engagement Committee: No new Staff came into department, but Kathy Wilkes will be back soon to continue the newsletter.

c. Outreach Committee: Micah’s Back Pack charity drive, will be in May.

d. Programs Committee: Welcome Back Social updates and discussions. Positive response, ways to improve were discussed as well.

VIII. **Committee Break Out Sessions**

IX. **News:**

a. BEAM will have a new fiscal tech, now that the posting is closed.

X. **Staff Senate Update:** updates from discussions on the new information from the college and continuations of talks of ongoing projects, and talks of ways to bring more value to staff.

XI. **Next Meeting** – Tuesday, March 10th, 2020 from 2:00 – 3:00pm in 440 Goodwin Hall-Hosted by BEAM

XII. **Adjourn** – at 3:09 – Lee Bishop.