

CASE MEETING MINUTES

Location: 440 Goodwin Hall

Date: Tuesday, September 11, 2018

Time: 2:00-3:00 p.m.

Host: Industrial and Systems Engineering

Attendance: AOE – Jama Green, Rep.
Erin Wilson, Rep.
Kelsey Wall, Alt.
BEAM – Jody Humphreys, Rep.
Melissa Nipper, Alt.
CEE – Bonnie Franklin, Alt.
ChemE – Andrea Linkous, Rep.
Stacey Ratcliffe, Alt.
CS – Teresa Hall, Rep.
Melanie Darden, Alt.
ECE – Laura Villada, Rep.
ISE – Rhonda Hawley, Rep.
ME – Jamie Archual, Rep.
Sara Phillips, Alt.

I. Call to order

Teresa Hall called the meeting to order at 2:00 pm.

II. Welcome and Thank you for hosting – Industrial and Systems Engineering

III. Introductions – Name and Department

IV. Approval of minutes from last meeting

Minutes from the August meeting were approved by group. Please email the approved minutes to the staff in your department: <http://case.eng.vt.edu>

V. Guest Speaker – Katie Biggs, Student Coordinator of 209 Manna Ministries

- a. Housed in the Wesley Building and is open to any VT student with a Hokie Passport. Hours of operation are M, W, and Th. from 4:00 – 6:30 p.m.
- b. Each week, they are provided with 50 points to shop with. If they have dependents, they receive extra points.
- c. Popular items include cereal, granola bars, snack items, and school supplies.
- d. Pantry includes perishable and non-perishable items.
- e. They serve about 15 students per week with a majority being grad students.

VI. Old Business

- a. Fall Kick Off: Donations will go towards 209 Manna Ministries.
- b. Teresa did send out an email to the Women's Resource Center, however she has not heard back yet. She will follow up again prior to our next meeting.
- c. Goodwin Atrium and lawn have been reserved for the Fall Kickoff Event. Teresa is working with Hethwood Market on catering. Melissa is creating the flyer to send out. Jamie will provide the music. Teresa will look for games (corn hole, horse shoes). Jamie and Stacey will make sure we have a table set up for donations. The CASE flag will also be on display.
 - i. Setup/tear down crew: Jamie, Jody, Stacey, Melanie, Andrea, Sara and Teresa.
- d. In order to know who has signed up for the event, Teresa will give Sara access to the survey showing the names of who has RSVP'd and Sara will create name tags for each person to pick up at the registration table.

VII. New Business

- a. New bylaws were successfully voted: 14 Y and 0 N
- b. Staff Senate update: not available.

VIII. Next Meeting – Tuesday October 8, 2018 from 2:00 – 3:00 pm in Goodwin Hall, room 440 (Capusle) – Hosted by Chemical Engineering.

IX. Adjournment – at 3:02 pm.

College Association of Staff in Engineering