Officers of Administration Council  
Meeting Minutes  
Wednesday, May 9, 2007  
1:30 -- 2:30 pm 109 Friendly

Members present: Kathy Cannon, Shelley Elliott, Ceci LaFayette, Chris Loschiavo, Rachele Raia, Marilyn Reid

Others present: John Crosiar

Agenda

1) **ANNOUNCEMENTS**
   
   - Review past minutes – April
   
   - Approved as written

2) **BUSINESS**
   
   - Spring Elections Results
     
     Newly elected members: Kat Kordon, Cynthea McIntosh
     
     Re-elected: Kathy Cannon
     
     Need to clarify how OAs vote
     
     - Contact new members and invite to June lunch meeting
   
   - Brown Bag
     
     - Debrief on April 19th
       
       Kathy Cooks did a good job moderating the meeting
       
       What is the OAC role in the wellness committee?
       
       - Upcoming May 23
         
         Stephanie Franklin and Kelly Wolf have confirmed and we have a room with beverages ordered
   
   - Ice Cream Social this summer?
     
     Discussion of location and “hook.” Decided on EMU Amphitheatre with canopies and live music
   
   - Safety Issue during Winter break – review draft of memo to Linda King and Frances Dyke
     
     [There was discussion about the service split and resulting staffing during holidays.] The council swapped several drafts by email and a final was sent at the end of June.

3) **MISC**
   
   - Budget Report
     
     Need to plan speaker to spend down money
   
   - Building manager training for emergency response