Career Employee Council Meeting – January 17, 2008

Present: Doug Barnette, Suzanne Bechtol, Sue Cooney, Dianne Hessler, Alison Lynch, Diane McGrath, Arlene Merriman, Cathy Pursley, Nicole Stablein

Career Employee Days

Council members discussed Career Days, which are March 5 and 6 at Philippi Estates. The following are possible workshops that Doug will send to Peg Beck for approval:

1. “When Can I Throw it Away” – file management and purging; maximizing workspace
2. Team Building – physical activities (outdoors)
3. Art of Delegating Effectively – role playing
4. Healthy Living for a Healthy Employee (Dr. Christian) – stress management; nutrition; strengthening exercises
5. Professional Communication – grammar; punctuation; writing memos, resumes and reports; e-mail and telephone etiquette

“Healthy Living” and “Professional Communication” were highly recommended by CEC members.

All CEC members and alternates are required to attend at least one day, March 5 or 6. All MUST help set up and clean up, which are big jobs, and no one at Philippi Estates helps with this. Please recruit coworkers to help set up and/or clean up as well.

CEC has a budget of $1500 for catering and a total of 120 people attended last year. We are hoping for at least that number this year. All CEC members should start gathering quotes and other information about caterers in the Sarasota area. Please e-mail Doug with details.

We plan to play games like the “sock” game and will continue to have brainteasers as well. There will be no raffles this year.

The next CEC meeting will be Wednesday, January 30th at 2:30 pm (bldg. 8, room 100). Please bring catering ideas.

Respectfully submitted:

Doug Barnette, CEC Chair                        Alison Lynch, CEC Secretary