



HANOVER COUNTY
COMMUNITY SERVICES
BOARD –
Staff Appreciation &
Events Committee

COMMUNITY SERVICES BOARD
Sue Randolph – Chair
Citizen
Angela Kelly-Wiecek
Board of Supervisors

AGENDA

Hanover County –
Administration Building
Board Conference Room
7516 County Complex Road
Hanover, VA

May 15, 2023
4:00 PM

- I. Call to Order
- II. Consideration of Amendments to the Agenda
- III. Approval of Minutes – April 11, 2023
- IV. Presentations and Agenda Items
 - A. Annual Staff Appreciation Event Planning
 - B. Other Staff Appreciation Activities
- V. Other Items
- VI. Announcements
- VII. Adjournment



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MINUTES

April 11, 2023
9:30 AM

Members Present: Sue Randolph (Chair), Carol McDaid and Linda Wilkinson (arrived at 9:33am)

Staff Members Present: Ivy Sager, MSW, Executive Director

Additional Attendees: None

Presenters: None

Location: Community Services Board Office, 12300 Washington Highway, Ashland, VA 23005

- I. **Call to Order** – meeting called to order by Sue Randolph at 9:31am
- II. **Consideration of Amendments to the Agenda** – No changes to the agenda were requested
- III. **Approval of Minutes** – There are no prior minutes for this committee for consideration
- IV. **Presentations and Agenda Items**
 - A. Annual Staff Appreciation Event Planning –
 - i. June 6, 2023 at United Methodist Church of Mechanicsville (indoors & outdoors)
 - ii. Anticipated attendance - @100 people
 - iii. CSB staff would like a luau theme
 - iv. Yard Games (e.g. Giant Janga) can be provided for entertainment for \$356.55 (includes delivery) by Triangle; committee member, Sue Randolph, will explore possibility of having entertainment provided as an in-kind donation by a local service organization
 - v. Door & game prize ideas – gift cards to local merchants (e.g. Starbucks, Chipotle, Jersey Mikes, Sheetz, Panera) in \$10-\$15 denominations is suggested
 - vi. Donations – it was suggested that any donations for this event be in-kind (e.g. gift cards) and NOT a cash gift to the CSB for simplicity in accounting
 - vii. Ruritans will cook hamburgers, hotdogs, etc. for \$7.50 per person
 - viii. Additional food suggestions (sides, desserts) requested of CSB board members & community organizations as an in-kind donation

- ix. All CSB staff are invited and encouraged to attend; they will schedule themselves in shifts so that as many staff can enjoy the event and ensure that client services are not impacted (or minimally so)
- x. Volunteers needed to help with event – a sign up sheet will be prepared by Linda Wilkinson and distributed at the April 17, 2023 CSB Board Meeting

B. Other Staff Appreciation Activities –

- i. Discussion of possible food truck at CSB locations in future to be explored with staff & committee

V. **Other Items**- N/A

VI. **Closed Session** – N/A

VII. **Announcements** – future meeting date TBD

VIII. **Adjournment** – 10:18am