

**CSB Support Staff Meeting
Minutes
Wednesday, December 10th
1:30 – 2:30 pm
Mary Commons Conference Room**

Present: Curtis Anderson, Pam Laudenbach, Shelly Athmann

1. Christmas Social overview

The CSB Support Staff Holiday Social will take place on December 19th.

- Gifts have been bought and wrapped
- Drawing box made with slips for people to put their names and contact information
- Cookies, pumpkin bars, fruit, apple cider, coffee and ice water ordered
- Need Support Staff to work the event
- Invite sent out to all CSB Support Staff
- Another reminder will go on the bulletin board the week of the event

2. Budget Review

The 2008-2009 budget was reviewed. After all of the expected employee lunch certificates come in we expect to have approximately \$500.00 remaining in the budget. If you know of a speaker/event that you would like to bring to CSB bring the information to the January meeting.

3. Events for Spring Semester

Michelle Schahn, former CPA and blog writer, will be coming to CSB to speak about ways to save money on January 28th. She writes a blog located at leavingexcess.com. She will cost \$150.00.

The next meeting will take place on January 14, in the Mary Commons conference room.

Shelly Athmann
Recorder