CAFRN Staff Advisory Council Meeting Minutes
August 4, 2016

Members in Attendance: Jenna Fusinatto, Gary Cunningham, Tammy Knierim, Jessie Becker

Discussion:

CAFRN Staff Orientation: Currently there is no orientation for new CAFNR employees. Looking to secure something standard for new employees to receive. There are variations between departments but adding key contacts and software procedures are helpful. Gary to start work on that.

Dividing Tasks: Each member responsible for a piece so they are accountable and not one person carries heavy burden.

Gary: Finance and Orientation Book
Tammy: Above and Beyond
Jenna: Minutes and Calendar

Upcoming:

Recruiting: Send emails asking for members from missing divisions.

Above and Beyond: Since we are holding the staff enrichment for this fiscal year, discussed awarding 2 people each quarter for above and beyond. We will reword the emails, make nomination requirements clear and Tammy will send out call as well as collect nominations. Vote will be conducted via email.

Fall Chili Luncheon: will discuss locations next month, date will be October 28th

Jenna to ask Amanda for chair information, past event materials

Jenna to start sending meeting requests via outlook for meetings and award deadlines

Next Meeting:

Location: 104 ABNR
Date: Sept 1
Time: 2pm