



EMPLOYEE RECOGNITION COMMITTEE

Duke Room
30 Duke Street, Prince Frederick, MD 20678

MINUTES – Open Meeting

The Employee Recognition Committee (ERC) conducted their hybrid virtual and in-person meeting on **Thursday, October 13, 2022.**

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| Present: | Lisa Tolomei | Tori Boschert | Taylor Smith |
| | Jay Haines | Lorraine Joyner | Lori Cole |
| | Ashley Wilkerson | Rachel Distel | Emily Matthews |
| | Sharon Hudson | Amalia Pleake-Tamm | Virginia Bassett |

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| Excused: | Christine Lewis | Rachel Distel | Wes LaPre |
| | Beth Rimmer | Robert Denton | |
| | Virginia Bassett | Ashley Brown | |

1) OPENING BUSINESS

- a) We have determined a quorum. **Sharon** made a motion to accept agendas. **Virginia** seconded. September minutes are approved.

2) PROGRAM UPDATES

- a) Morale Building Initiatives (Emailed Summary) **Lorraine** has sent this out to everyone.
- b) ERC Webpage (**Ashley B.**) – **Ashley B.** is not present at the meeting, but **Lisa** emphasizes what a fantastic job she has been doing.

3) OLD BUSINESS

- a) Uniforms (**Sharon**) – **Sharon** will get with Amy, the sales rep, this week regarding uniforms.
- b) Comedy Committee – Volunteers are still needed.
- c) ERC Vision/Mission Workgroup (**Wes & Lisa**) – **Lisa** suggests making a contest for CCG to come up with what they think our mission should be. We would definitely need to vote on it.
- d) By-Laws Amendment (**Lisa**) – Nothing new to update.
- e) ERC Minutes & Agendas for the Public (**Taylor**) – **Taylor** has put in a ticket to the Webmaster in CMR to be able to edit the webpage and add the Meeting Minutes and Agendas online for the public per the Open Meetings Act.
- f) Service Awards
 - i. Vendor for awards – Lighthouse Engraving is going out of business, so we need to figure out where we will be getting our awards from. **Lisa** suggests taking this as an opportunity to change the look of the award. **If anyone wants to take this project on, please let Lisa know.**

4) NEW BUSINESS

- a) Tennison Cruise – **Virginia** will be attending the final upcoming cruise, and there are currently 10 seats open. An email was sent out regarding the openings. The pictures from past Tennison cruises online look beautiful.

b) Upcoming Events

i. **Fall Feast – Saturday, October 22, 2022**

- **Lisa** volunteered to do the cheese table appetizer, and **Tori** will be bringing cucumber sandwiches. She will drop them off at the HEB to be picked up by another member before the event.
- We did get a DJ for the event.
- Games (Ashley W.) – **Ashley W.** will handle the games, including Minute-to-Win-It and **Lisa** will take care of the prizes. **Ashley W.** is in need of 2 liter bottles for this if anyone has any. Please let her know.
- Tickets – Someone is needed to be in charge of ticket sales. **Nicole** volunteered to handle this. **Nicole** will need to check the ERC Events shared mailbox. Checks and cash payments will be needed prior to the event. Any ERC employee can collect payment and then send it to **Lisa**. All employees will be able to drop off payments at the HEB and Mt. Hope Community Centers. **Tori** suggests it's best if the employee brings the payment in an UNSEALED envelope with their name and department for center staff to be able to verify the correct amount is in there, the check is signed, etc. Once it's verified, the envelope can be SEALED and then both the CC staff and CCG employee will sign and date the envelope. Additionally, (2) people are needed to collect tickets and check people on the night of the event.
- Decorations – We need tablecloths. We do have decorations in the Broomes Island Storage Facility. We can talk to Dave Fox. **Sharon** will see if she can locate them. Ashley W. has fall centerpieces from a previous event she will bring in. If needed, we can come prior to 4. Phil Long will do the table and chair set-up for the event. **Tori** will reach out to Kristy Alleva to see if we can set up the night before.
- Raffle Tickets – **Tori** will come up with a raffle plan and relay it to the team. We can do a 50/50 raffle in addition to a prize raffle.
- Items Needed – We need raffle tickets and bracelets for this event. **Taylor** will look into ordering these on Amazon.
- Donations – **Lisa** has the letter for donations if anyone needs it. **Lisa** will send a copy to **Ashley W.**
- Beverages – We usually have (2) coffee pots at this event. **Tori** will check with Kristy Alleva to see if the place has the coffee pots and coffee supplies – creamers, sugar, etc. Todd will bring iced tea and lemonade. We also have cases of water left over from the EAD that will be brought to the event. Employees will be able to bring their own alcohol and sodas (BYOB). **Tori** and **Lisa** will talk to Linda Tayman about getting a one-night liquor license for this event.
- Desserts – **Lisa** will order (2) fall-decorated sheet cakes from Giant.
- Flyer – The flyer still needs to be sent to all of CCG. **Lisa** will work on getting this out, as new approval requirements are now needed. **Lisa** will email Ashley Staples-Reid regarding what's required.

ii. **Halloween Door Decorating Contest**

- Flyer – The flyer is ready, but still needs to be sent to all of CCG. **Lisa will work on getting this out, as new approval requirements are now needed. Lisa will email Ashley Staples-Reid regarding what's required.**
- Prizes – There was an email vote to increase prize amounts.

iii) **Holiday Luncheon**

- When/Where – The luncheon will be on December 6th at the fairgrounds.
 - Lunches To-Go – Fernando supplies plates, containers, etc. There were as many to-go lunches as sit-down lunches last year. We will need a team for to-go orders.
 - Raffle – **Sharon** suggests doing a raffle or silent auction to raise funds. **Lisa will look into seeing what is allowable. Emily will assist where necessary for the raffle if we have one.**
 - Desserts – Virginia will get with Calvert Wellness to do healthy desserts again.
- c) Christmas Tree Donation – The ERC used to decorate a Christmas Tree and sell raffle tickets to win the tree. Is there any interest in doing this? Please let **Lisa** know if you have any interest. If at least 3 or 4 people are interested, we will find a new location for the tree to move forward with this. **Nicole and Virginia stated they are interested** in the chat box.
- d) Program Ideas
- i. Webpage Easter Egg – **Ashley B.** and **Lisa** have been thinking about putting a hidden egg for people to find on the ERC webpage to make sure they're paying attention. Everyone, if you could please go on the webpage and think of any ideas for this, **please let Lisa or Ashley know.**

Tori motioned to go into a closed session and **Sharon** seconded.

The next hybrid meeting is Thursday, November 17*, 2022, at 1:00 p.m. on TEAMS and in person at 30 Duke Street, Prince Frederick, MD 20678.

*normally scheduled meeting is Nov. 10th.

Minutes transcribed by **Taylor Smith**.

Signed



Date: October 13, 2022