

QWL Minutes 12.9.2022

In attendance: Mary Twardos, Robyn Kiesling, Melanie Heinitz, Angela Poole, Sara Mosher, and Cari Schwen. Late to the party: Rick Henry, Christy Stergar, and Phil Sawatzki.

Minutes approved: Cari 1st, Sara 2nd

Treasurer Report: Only Grant money spent

Treats and Cocoa have been purchased for Holiday Cheer events. All entertainment forms have been completed.

Treats & Cocoa set up Tuesday, December 13th, 10:00 AM-1:00 PM, snacks cleaned up at 4:00 PM.

- Anna Ebert
- Cari

Treats & Cocoa set up Friday, December 16th, 10:00 AM-1:00 PM, snacks cleaned up at 4:00 PM.

- Melanie
- Cari

New since the meeting: Ornament Exchange will stay at 2:00 PM on Tuesday, the 13th of December. Melanie will be out of town, and this time works best for those filling in for Melanie.

- Anna Ebert & possibly Virginia Fontaine will be assisting

Sara, Melanie, Mary, Angela, Christy, and Robyn will help setup the breakfast on 12/20 beginning at 8:00 am. Angela, Melanie, and Mary will help tear down after the State of the College.

- 3 full 8-foot tables needed for food outside the Campus Store entry. One for beverages, two for food. Tablecloths purchased.
- We are planning on 85 employees unless we have a different RSVP number reported from Robyn.

The breakfast will begin at 9:00. Cari, Rick, and Virginia will prepare the hot foods and setup the pastry trays. All 3 of us will be here by 7:00 AM. The store will order all necessary food, plates, and flatware.

Rick and Phil will man the outside grill. It will be by the cosmetology bay outside the doors. Rick would like stone-ground mustard purchased to marinate the steak in prior to the event.

Cari will purchase buns to make sandwiches at lunchtime with leftover steak from breakfast.

Melanie will get the Minute-to-Win-It games for extra fun during the breakfast time.

Robyn will send a reminder to sign up for the breakfast.

Craft assignments:

- Phil – paper dragon instructions
- Cari – paper lantern instructions
- Lewis – Luminary (sample) – Robyn will visit with Lewis on supplies for craft.

- Sara – Bead ornaments (sample)
- Melanie will unplug glue guns nightly.

Refreshments for Holiday Cheer will go out on the Donaldson campus 12/13 at 10:00 in the Welcome Center; 12/16 at 10:00 am in the Welcome Center; and 12/23 at 2:30 pm in the Student Center.