Attending Robin Roggio, Kelvin Summerville, Gale Golden, Rose Cody.

- Robin will find out about acknowledgment letters.
- We received several donations from around the city and campus.
- Robin is talking to C.H.E.W. about getting additional donations.
- There are several closets in the library that contain dinner ware, linens, punch bowl, etc.
- Robin has the list of items we have access to for the party.
- There are several serving dishes, crock pots, and punch bowls available that staff can use for serving food or drink during the event.
- We will try to minimize the use of disposable dinnerware as much as possible. During the event we will serve food on reusable melamine dinnerware and get volunteers for dishwashing detail and cleanup.
- Robin will ask SCC members for help this week if she needs us to help her go through the various closets to secure platters, dinnerware, decorations, etc. for the event.