



NMSU Library

Social Activities Committee Annual Report

July 1, 2001– June 30, 2002

Executive Committee

Chairperson	-	Susan E. Beck
Secretary	-	Donna Burkholder
Treasurer	-	Beverly Barela
Party/Event Coordinator	-	Marie Garcia
Building Officer (Zuhl)	-	vacant
Building Officer (Branson)	-	Graciela Martinez
Historian	-	Molly Molloy

Social Activities Committee Annual Report

The Social Activities Committee (SAC) organizes and promotes social activities for the library staff. SAC is responsible for sending flowers and cards to staff members on various occasions and provides monthly treats in celebration of staff birthdays.

Social Activities Executive Committee:

The Social Activities Committee consists of seven members: 2 faculty/professional and 5 classified staff. Each member serves a two-year term.

Committee members regulate coffee and activity dues.

This year the executive board experienced a vacancy in a position. Although efforts were made throughout the summer and fall to recruit a staff member to fill the vacant position, no one volunteered to serve on SAC.

Social Activities Membership:

During the 2001-2002 term, SAC continued its efforts to encourage membership in the Committee. It commenced its annual membership drive in September 2001.

Membership dues are used for:

- ❖ Purchase and delivery of cards and flowers to staff and their families in response to special occasions such as illness, birth of a child, bereavement, etc.
- ❖ Purchase and publicity of monthly birthday treats.
- ❖ Staff parties and other social initiatives.

Membership dues are \$10.00 per annum if paid by October 1 or \$1.00 per month.

55 library personnel joined SAC this year.

52 staff members elected to receive the special occasion e-mail postings as opposed to 46 staff members the previous year.

Coffee Club Membership:

Dues are spent on coffee and supplies.

Dues are \$24.00 or \$2.00 per month

- ❖ There were 6 library members in the coffee club for 2001-2002

Activities/Functions:

Flower and/or Card Acknowledgments

On behalf of the membership, the SAC Executive Boards has the responsibility of sending flowers and/or cards to library personnel for various occasions such as bereavement, birth of a child, illness, and hospitalization.

- ❖ 8 flower / plant / balloon arrangements/ gift baskets were sent to staff members and their families.
- ❖ 11 get well / sympathy cards were sent to staff members.

Fund-raisers

Typically, the SAC Executive Board sponsors one or more fund-raising functions throughout the year to help raise monies to supplement SAC membership dues in sponsoring social activities.

- ❖ "Dinner and a movie" basket raffle - December, 2001 & April 30, 2002
- ❖ Silent Auction / Bake Sale – April 30, 2002

Other funds

Amount designated by Dean to supplement Sac funds for Annual Picnic and Holiday Luncheon

SAC must follow Library Foundation Fund Guidelines in spending money

- ❖ Holiday Luncheon (December 14, 2001): \$300
- ❖ Annual Picnic (event not held but \$150 budgeted)

Social Functions & Initiatives

Festivities held throughout the year to promote library participation, moral, and membership in SAC.

- ❖ Halloween Treats - October 31, 2001
- ❖ Holiday Luncheon – December 14, 2001

Monthly Activity

To celebrate the birthdays of library personnel each month.

- ❖ Birthday treats (donuts and fruit) at the first of each month.
- ❖ Staff room calendars list birthdays of consenting staff members

Social Activities Committee Financial Report:

Balance Brought Forward (2000/2001)

\$232.81

Deposits:

Membership Dues	\$587.00
Donuts	\$48.30
Recycle Cans	\$6.44
Holiday Reimbursement	\$282.24
May Day Raffle	\$95.00
Silent Auction/Book Sales	\$175.27

Total Deposits \$1,194.25

Total \$1,427.06

Expenses:

Donuts	\$302.86
Flowers/Plants/Balloon Arrangements	\$421.31
Halloween Party	\$19.80
Holiday Luncheon	\$282.24
Holiday Music	\$20.00
Holiday Surprises	\$41.32
May Day Raffle	\$22.46
Coffee Club Reimbursement	\$48.00
Mesilla Valley Hospice Donation	\$30.00

Total Expenses \$1,187.99

Remaining Balance (2001/2002)

\$239.07

Beverly Barela
Genevieve Bauer
Susan Beck
Joe Becker
Carol Boyse
Darla Brizzee
Donna Burkholder
Mary Chavarria
Larry Creider
Dorothy DiPace
Debi Estrada
John Freyermuth
Marie Garcia
Diane Gilewitch
Grace Gonzales-Small
Alice Granado
Leilani Horton
Charla Huckabay
Jan Hysten
Monica Kirby
Christopher Landt
Jenny Lockwood
Debbie McCarthy
Tim McKimmie
Kate Manuel
Graciela Martinez
Gary Mayhood
Ceci Mendoza

Kimberly Miller
Vicki Minnick
Mike Mitchell
Molly Molloy
Vita Montano
AnaLisa Moyers
Sylvia Ortiz
Deborah Parker
Floyd Ransom
Holly Reynolds
Rose Sand
Irene Shown
Kay Simpson
Wendy Simpson
Jeannette Smith
Kathy Sowa
Karen Stabler
Laura Thode
Elizabeth Titus
Marti Torres
Charles Townley
Nancy Turner
Deanna Valdez
Jo Anne Vincenti
Cindy Watkins
Marv Wiburg
Cheryl Wilson

Coffee Club Financial Report:

Balance Brought Forward (2000/2001)	\$92.57
Deposits:	
Membership Dues	\$144.90
Expenses:	
Coffee and Supplies	\$128.28
Remaining Balance (2001/2002)	<u>\$115.19</u>

Coffee Club Members

2001-2002

Alice Granado
Jan Hylan
Chris Landt
Stu Peale
Irene Shown
Cheryl Wilson