**College of Agriculture and Life Sciences Faculty Association**

**Meeting Minutes**

**8/16/2016**

**8:30 in 104F Hutcheson**

Call in information: 1-866-842-5779 Code: 5402314152

Present: Samuel Doak, Jon Vest, Jennifer Jones, Rob Grange

Absent: Catherine Larochelle

1. **Call to Order by Jon Vest**
2. **Approval of minutes from last meeting-need approval of May, June and August minutes**
3. **Treasurer Report**
* $104.49 left in our checking account and $367.30 in our savings account
* Jon Vest and Jennifer Jones need to be set up as users on the Virginia Tech Foundation Fund.
* Rob questions whether we should close the Freedom First account-we should once we remove all the funds. From that point forward we can use the VT fund only.
* Jennifer will move all funds to the checking account to be utilized as soon as we can.
* Jennifer will touch base with Beth in the financial department to discuss what the VT fund will entail (reimbursement, timeframe to be created, previous years’ funding)
1. **Old Business**
* Meetings will continue to be the third Tuesday of each month. Next meeting is September 20th.
* CALS Faculty/Staff Picnic feedback suggested the CALSFA be used to assist in t shirt distribution.
* CALSFA feels like it would be a better idea to get one representative from each department to assist with that since there are only 5 CALSFA members.
* Governance Council-what is CALSFA’s responsibilities regarding attendance and participation? Generally it is a place to get information and voice concerns if need be
1. **New Business**
* New Faculty Orientation
	+ What can CALSFA do to help and be are part of it? Jennifer will touch base with Susan Sumner to determine when the date is and how we can be a part of it.
* Oktoberfest
	+ We need to solidify some important pieces-band, venue, food, tent, alcohol, porta potties (if necessary based on venue)
	+ Sam will create a survey to send out to ask about Oct 22 or Oct 29 and various time choices for attendance purposes
	+ Where is it normally held? Hahn Garden
	+ Where can we hold it if that’s not available? The Turf Grass Research center is an option, but we would have to get porta potties
	+ We need alternatives for the Sauerkraut band-they are more than our whole budget for the year.
	+ Some band options could be the VT band; the music department; a dj
	+ What is our budget? Jon will get with Holly Scoggins to see if there is any documentation from the previous years
	+ How much will we charge? $5 or $10 previously. We need to make back everything that we spend
	+ The career center or Aztec rentals may have a tent we can use.
* CALSFA purpose and goals-Rob feels that we should revisit those to assure we are on the right track this year with our new thoughts and ideas.
* CALSFA website-we need to discuss with Catherine about how it gets updated and see if we can get it to be more prominent on the CALS website. We also need to learn how to upload the meeting minutes to the website. Who will be updating the website?
1. **Meeting Adjourned at 9:20am**

Next meeting: September 20th; 8:30 am; 104F Hutcheson