



This institution is an equal opportunity provider.

“Nationally Accredited”

ADVISORY COMMISSION REGULAR MEETING

**August 18, 2025
5:30 PM**

Agenda

1. Call to Order/Public Comment

2. Welcome & Announcements

3. Approval of Minutes

- Approval of minutes from July 2025 meeting.

4. Final Event Readiness – 25th Anniversary Rec Jam

a. Sponsorship & Music – Mandy, Nate, Luke, and Members

- Final sponsor list confirmed; all logos submitted.
- Music lineup locked in.
- Stage setup, sound checks, and load-in schedule confirmed.

b. Beer Garden – Mandy, Luke

- Final vendor confirmation; insurance paperwork and ABC permit needed.
- Site layout finalized (fencing, ID check, wristbands).
- Staffing schedule for beer garden operations.

c. Breakout Team Final Reports & Task Closures

- 1. 5K Run & Walk – Mandy, Luke**
 - o Volunteer assignments & locations confirmed.
 - o Safety plan reviewed with police/EMS.
- 2. Disc Golf Tournament – Landen, James Brown, Nick Calloway**
 - o Player registration finalized; scorecards prepared.
 - o Prize table setup plan complete.
- 3. Marketing/Publicity – Cameron, Mark, Nate**
 - o All signage printed, distributed, and installed.
 - o Media ads running; final social media schedule approved.

4. **Swags & Prizes** – *Nicole, Megan, Dan, Eva*
 - o All swag items received and organized.
 - o Prize list finalized; labeled for distribution.

d. On-Site Logistics

- Event site map finalized (vendor tents, stages, activity areas, parking).
- Electrical/water needs confirmed.
- Weather contingency plan reviewed.

e. Staffing & Volunteer Coordination

- Volunteer schedule finalized.
- Communication method for event day confirmed (radios, group text, etc.).

f. Emergency & Safety Planning

- EMS and police coordination confirmed.
- First aid station location identified.

5. Other Business

6. Adjournment