

**William & Mary Staff Assembly
Monthly Meeting Minutes
Wednesday, February 13, 2019**

The February 2019 meeting was held in the BOV Room. The meeting was called to order by Jennifer Fox, Staff Assembly President, at 2:05p.m. Arielle Newby conducted roll call and the quorum was established. See attendance sheet. Meeting adjourned at 4:00 p.m.

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| Approval of the Minutes | Minutes from January 2019 meeting were approved per motion by Christina Luers and seconded by Colleen Lynch. Member unanimously voted and motion passed. |
| General Business | <p>The following was discussed:</p> <ol style="list-style-type: none">1. Tiger Team Update: Jennifer Fox gave an overview of Tiger Team doc re: Class System at W&M; Staff Assembly members gave input on the document; document is comprehensive and complete to describe climate for Staff on campus; feedback from Staff was positive. This issue effects all Staff members. Chon gave positive feedback and inclusive of staff thoughts and perspectives. Faculty will be included to bring about additional example of the class system. Staff discussed if this needs to be a supportive effort from the other Assemblies2. Chon Glover joined conversation over the phone re: Class System at W&M3. RSVP for Inauguration on February 15th from 1-2p.m.4. Committees send Jennifer Fox and Arielle Newby reports.5. Arielle Newby briefed Staff Assembly on questions submitted for the upcoming Spring Genereal meeting. Follow up meeting to be scheduled for |

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| | Exec. Board to finalize questions submitted to panel for review. |
| President's report | Jennifer Fox reporting. Duke Award submissions due at the end of the month. SA encouraged to make nominations. Assembly conversed re: Employee recognition conversation regarding using nominees from Duke Awards. Provost Search committee is on target to meet April deadline. Chief Human Resources Officer position has 65 applicants. Staff will receive letters with raises. 2% raise still in process for vote. |
| Treasurer's Report | Latryce Butler reporting. Still waiting on Fall meeting expenses from Jeff Herrick. Current Balance: \$960.00 |
| <u>Committee Reports:</u> Deferred to discuss topics with PPFA visitors | |
| Discussion with PPFA Julie Summs, Karen Conner, and Mane Pada | <p>Julie Summs, Karen Conner and Mane Pada joined Assembly regarding the assessment needs survey. There are concerns from Staff Assembly re: how will trainings be funded, if chosen and who will be responsible for sending it out. Staff Assembly discussed possibilities and partnerships for future trainings to help staff and meet professional development needs. Paper survey will be available for those without computer access.</p> <p>Julie Summs gave overview of "Kindness" initiative and Assume Positive Intent campaign. Assembly gave feedback and discussed concerns with campaign. There will likely be a competition to rename the initiative. Send feedback and ideas to Jennifer and continue to have the conversations. Kindness campaign has been launched for 12 weeks from the Governor's office. Higher Ed is March 17-23rd and requests higher ed to participate. Kindness is free. See Attachments for more details.</p> |

Staff Assembly Attendance and Voting Record

Date of Meeting:

Wednesday, February 13, 2019

Secretary:

Arielle S. Newby

| NAME | ATTENDANCE | VOTE 1 | VOTE 2 | VOTE 3 | VOTE 4 |
|-----------------------------|------------|--------|--------|--------|--------|
| | | | | | |
| MS. DAISY BRAXTON | | | | | |
| MS. LATRYCE BUTLER | ✓ | | | | |
| MS. ABBEY CHILDS | | | | | |
| MR. ADAM FERGUSON | | | | | |
| MS. LYNNE FORS | ✓ | | | | |
| MS. JENNIFER FOX | ✓ | | | | |
| MS. CHARMAINE GORDON-WILSON | | | | | |
| MS. SHELLEY HACKWORTH | ✓ | | | | |
| MR. CHARLES (LARRY) JACKSON | | | | | |
| MR. CHRIS KATELLA | ✓ | | | | |
| MS. CHRISINA LUERS | ✓ | | | | |
| MS. COLLEEN LYNCH | ✓ | | | | |
| MS. GLORIA MCINTYRE | | | | | |
| MS. ARIELLE NEWBY | ✓ | | | | |
| MS. DEIRDRE RICHARDS | | | | | |
| MS. CLAUDIA SMITH | | | | | |
| MS. GHANA SMITH | ✓ | | | | |
| MS. VENUS SPENCER | ✓ | | | | |
| MS. AMY SPENCER-WESTERKAMP | | | | | |
| MS. CRYSTAL TAYLOR | ✓ | | | | |
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20 Members/4 Vacancies

10 Members Needed for Quorum

By signing below, I certify this document to be a true record of the attendance and voting at the aforementioned meeting of the Staff Assembly.

Arielle S. Newby
Secretary

Kindness through Planning: Higher Education March 17-23, 2019

Kindness is free... (or Kindness is Free(ing))

Each day of the week of kindness for higher ed could have a goal/objective that doesn't cost us anything.

- a) Monday – start small Meet someone new Monday – Introduce yourself to someone you have seen or not seen on Campus before but never talked to.
- b) Tuesday - Thank You Tuesday - Thank a W&M employee or student for something big or something small (maybe this is the launch of the kudos site or maybe it's just to get people started and we have a #WMTYT)
- c) Wednesday – Welcoming Wednesday – (#WMWW) Look up and say hello/hi to everyone you see and wave to those you see in W&M official vehicles. Maybe we all are intentional not to be as engaged with our phones, tablets and earphone/earbuds when we are out and about on campus.
- d) Thursday – Thoughtful Thursday – Share a positive thought with another person (may be a post-it on a colleagues computer, an quote on an office/dorm room door, a message from a professor to a class, etc)
- e) Friday – Friends and Family Friday – Celebrate that we are all part of the W&M Family -- not sure what this might be but was thinking it was a way to engage Alumni and the extended family and friend network of W&M. Maybe it's a development mini-campaign to help fund the Positive Intentions climate on campus. Maybe it's something where we do an intentional day of volunteerism in the community?
- f) I would hope it would carry over to the weekend but maybe that to be student driven.



#WMBGkind

Stakeholder Toolkit

Campaign FAQ

Get & Stay Connected

Random Acts of Kindness Week Ideas

Health Benefits of Kindness

Important Dates

Sponsorship Opportunities

Press Release

Window Clings

Heart for Art Project

We want see your acts of kindness! Don't forget to be #WMBGKIND

FREQUENTLY ASKED QUESTIONS

What is WMBGkind?

A community initiative in Williamsburg, James City County, and York County to effect meaningful change in our schools, local governments, businesses, and neighborhoods... through kindness. We will highlight fantastic goodwill programs already taking place year-round and also highlight new inspired stories of giving back and paying it forward.

What is the goal of this initiative?

To become the next Community of Kindness!

Acknowledge initiatives and acts that are already being done in the community! Shine the spotlight on specific organizations as well as individuals who go out of their way to be intentional with their thoughts, words, and actions.

Connect people by sharing examples of kind acts and initiatives as they play out in real-time. How? Through the use of social media, especially #WMBGkind. We will also be working on a legacy art project with local artist Kelsey Johnson with the School of Art in the form of a kindness tree.

Promote Kindness Challenges and action days! Be on the lookout, both on our website and online, about specific events to bring together everyone in a unified attempt to bless others.

How do I get involved?

Participating is easy!

- First step: like us on Facebook, Instagram, and Twitter.
- Start sharing your acts of kindness through posts and #WMBGKind
- Wear/display our #WMBGKind promotional materials in the community
- Sign a United Way proclamation to serve as a Community of Kindness in your own organization. Contact Charvalla West (cwest@uwvp.org) if you're interested in finding out more information about the United Way Proclamations.
- Consider sponsoring a specific #WMBGkind effort or event
- Participate in Random Acts of Kindness Week, February 11-17 and/or our culminating event May 18th: Miles of Kindness

We want see your acts of kindness! Don't forget to be #WMBGKIND

How is this different than the United Way Kindness Campaign?

#WMBGKind is a way to promote and elevate what many of you are (hopefully) already doing on a daily basis. We want to promote all acts of kindness no matter what organization you serve. By working together, we hope to spread kindness across our region and maybe even throughout all of Hampton Roads.

What if I'm already doing things to spread kindness in my organization?

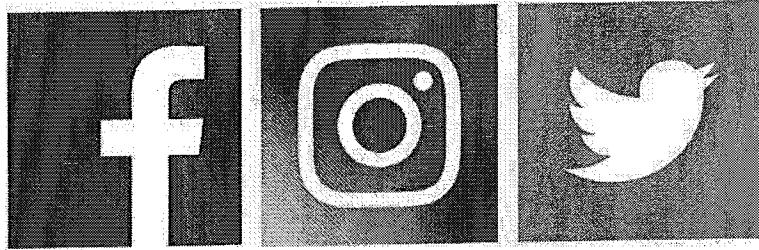
That's fantastic! We'd love to help you share what you are doing. Use our hashtag **#WMBGKind** and be sure to tag us in your posts. Please stay tuned. You will also be able to submit your programs, activities, and initiatives on our website so that we can also promote your thoughtfulness.

How do I volunteer or give financially to this campaign?

Reach out to us by emailing leadclass2019@gmail.com. There will be opportunities to give financially and to volunteer by donating your time.

We want see your acts of kindness! Don't forget to be **#WMBGKIND**

Get & Stay Connected



Step One: Like Us! **@WMBGkind**

Step Two: Invite Your Friends to Like Us!

Step Three: Share your personal & professional *commitments to kindness* on our FB page!

Step Four: Tag us in posts on Facebook, Instagram & Twitter and incorporate **#WMBGkind** in to your business' or organization's social media strategies!

We want see your acts of kindness! Don't forget to be **#WMBGKIND**

Random Acts of Kindness Week Ideas

February 10-16

- Leave money in a vending machine for the next person
- Bake cookies for the elderly
- Serve at a homeless shelter
- Volunteer at a pet shelter or humane society
- Pick up litter on the Colonial Parkway or even your neighborhood
- Let someone go in front of you in line
- Give a stranger a compliment
- Give to a family in need
- Give flowers to a friend "just because"
- Leave letters of encouragement
- Buy a movie ticket for someone behind you in line
- Pay for someone's meal at a restaurant
- Write letters to soldiers overseas
- Participate in a fundraiser for your favorite cause
- Hold doors open for people
- Thank a teacher with a gift or encouraging word
- Donate clothes/food/household items to a charity
- Help someone carry their groceries to the car
- Shovel a neighbor's driveway when it snows
- Plant a tree
- Prepare a meal for someone who might not have time
- Send a letter to a friend instead of a text
- Take a day not to complain
- Lend a friend a book or movie
- Offer to give a friend or family member a ride
- Buy someone a hot beverage on a cold day
- Take the time to listen to someone
- Spread some encouragement online (use #wmbgkind)
- Offer to babysit for a friend who could use some time to himself/herself
- Read to kids at school or at the library
- Leave your server a generous tip
- Start mentoring a younger child or new person at work
- Spend time with loved ones you don't see often
- Write someone an encouraging note
- Make someone a handmade gift
- Ride your bike to work or walk
- Be kind to yourself!

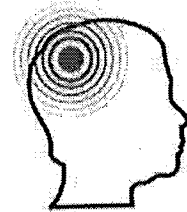
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Health Benefits of Kindness

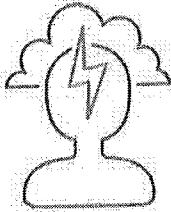
PAIN

Kindness releases endorphins in the brain.
It's a natural painkiller!



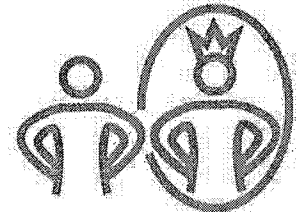
STRESS

Kind people age slower and have lower stress than the average person.



SELF-WORTH

Kindness can make us not just feel good about ourselves, but begin to believe in ourselves, increasing our self-worth.



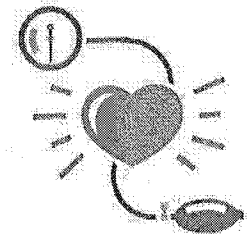
ANXIETY & DEPRESSION

Kindness improves mood, depression and anxiety.
Kindness stimulates the production of serotonin which heals wounds, calms and increases happiness.



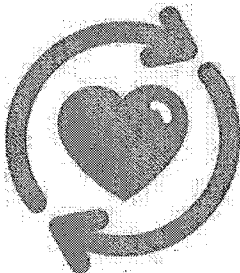
BLOOD PRESSURE

Kindness helps release oxytocin, a 'cardio protective' hormone that releases another chemical called 'nitric oxide' in the body that dilates blood vessel, thus reducing blood pressure.



RELATIONSHIPS

Kindness helps improve relationships by reducing the distance between individuals.



PLEASURE

Elevated levels of dopamine in the brain causes pleasure/reward centers to light up.
This is known as the 'helpers high.'



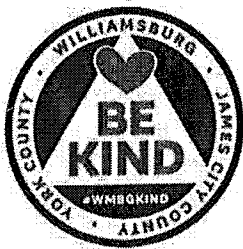
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Important Dates

| Date | Event |
|-----------------------|--|
| January 9 | National Law Enforcement Appreciation Day |
| February 1 | WMBGkind Kickoff Event: Commit to Kindness |
| February 10 - 16 | Random Acts of Kindness Week |
| February 17 | National Random Acts of Kindness Day |
| February 18 - March 2 | Kindness through Learning: K-12 Public & Private Schools |
| March 6 - April 18 | Kindness through Sacrifice: 40-day Lent Challenge |
| March 10 - 16 | Kindness through Healing: Healthcare Industry |
| March 17 - 23 | Kindness through Planning: Higher Education |
| March 24 - 30 | Kindness through Hospitality: Hotels, Breweries, Restaurants |
| March 31 - April 6 | Kindness through Faith: Religious Organizations |
| April 7 - 13 | Kindness through Service: Non-Profits and Volunteers |
| April 14 - 20 | Kindness through Leadership: Government & Civic Groups |
| April 21 - 27 | Kindness to the Environment: Earth Day Celebration |
| April 28 - May 17 | Kindness through Honor: Veterans & Military Families |
| May 18 | WMBGkind Culminating Event: Miles of Kindness |

We want see your acts of kindness! Don't forget to be #WMBGKIND



Sponsorship Opportunities

#WMBGKind Gift in-Kind Donor

Contact us at leadclass2019@gmail.com or talk to your LEAD class liaison if you are interested in donating a gift in-kind to our campaign and would like to learn more about our needs.

Red Level Sponsorship, \$300

(Limited spaces available for this level)

As a Red Level Sponsor, you will receive:

- 1 WMBGKind Window Cling to be displayed in your office or business
- Acknowledgement of your sponsorship on our social media channels and website
- Any combination of 50 WMBGKind Car Magnets OR 50 WMBGKind Thank You Card Sets to give to staff, volunteers, or patrons

Silver Level Sponsorship, \$700

(Limited spaces available for this level)

As a Silver Level Sponsor, you will receive:

- 5 WMBGKind Window Clings to be displayed in your office or business
- Acknowledgement of your sponsorship on our social media channels and your logo on our website
- Any combination of 100 WMBGKind Car Magnets OR 100 WMBGKind Thank You Card Sets to give to staff, volunteers, or patrons
- 25 WMBGKind T-shirts

Blue Level Sponsorship, \$1200

(Limited spaces available for this level)

As a Blue Level Sponsor, you will receive:

- 15 WMBGKind Window Clings to be displayed in your office or business
- Acknowledgement of your sponsorship on our social media channels
- Your logo and quote/banner prominently displayed as a sponsor on the WMBGKind website
- Any combination of 200 WMBGKind Car Magnets OR 200 WMBGKind Thank You Card Sets to give to staff, volunteers, or patrons
- 50 WMBGKind T-shirts

May 18th Culminating Event: Miles of Kindness Sponsor

We anticipate having sponsorship and participation levels to fit any budget.

Contact us at leadclass2019@gmail.com or let your LEAD class liaison know if you are interested in sponsoring our culminating event.

To contribute to our campaign financially in any way, please make checks payable to the Williamsburg Chamber Foundation.

We want see your acts of kindness! Don't forget to be #WMBGKIND



For Immediate Release

A Community Campaign of Kindness to Launch in Williamsburg, James City County and York County

WILLIAMSBURG, Va. (Jan. 14, 2019) – The current class of LEAD Greater Williamsburg, a leadership community immersion program sponsored by the Greater Williamsburg Chamber & Tourism Alliance, announces its newest campaign—**WMBGkind**. The initiative is designed to inspire meaningful change in the region's schools, local governments, businesses and neighborhoods through both random and intentional acts of kindness.

The group's efforts are already gaining traction on social media and even have the stamp of approval from Richmond. Gov. Ralph Northam recently issued a proclamation declaring Feb. 10 – 16, 2019 *International Random Acts of Kindness Week* across the Commonwealth.

"We are so excited to have the support of the governor and his administration in our efforts to promote a culture where Virginia's schools, localities, businesses, organizations and citizens can come together to encourage acts of kindness in the Commonwealth. The most simplistic act of kindness can create a ripple effect that exponentially impacts those directly and indirectly involved in a very positive and lasting way," says Heather Hall, 2019 LEAD ambassador for community engagement.

The WMBGkind initiative is mirrored after a similar program created in Anaheim, Ca. in 2010. Mayoral candidate Tom Tait ran for election on a platform of kindness and won by a large margin. During his two consecutive terms in office, he implemented several neighborhood programs and initiated a challenge within the city's elementary schools to perform *A Million Acts of Kindness*. According to the superintendent, the direct result was almost a fifty percent decrease in disciplinary actions.

Tait's efforts garnered international attention when he was invited to speak to His Holiness the Dalai Lama in India about how a more connected community was addressing the root causes of social issues in his city such as bullying in schools, drug abuse in families and elder neglect.

Tait will be a guest speaker during a kick-off event in Williamsburg on February 1 at Legacy Hall in New Town. He has been an invaluable resource and mentor for LEAD organizers as they prepare to officially launch the campaign for Greater Williamsburg. Steven S. Kast, President and CEO of the United Way of the Virginia Peninsula, has also been an advocate of the program and will speak at the event.

We want see your acts of kindness! Don't forget to be #WMBGKIND

WHRO Executive Producer and Host of *Another View* Barbara Hamm Lee will act as the Mistress of Ceremonies. More than 200 local leaders from various organizations have been invited to participate and learn more about implementing the campaign in their respective industries. The media is also invited to attend.

"We are inviting leaders within the community including education, non-profit, businesses, government officials, civic and faith-based leaders to help make the Greater Williamsburg area the next City of Kindness," says Matthew Williams, 2019 LEAD Class President.

After the kick-off event, representatives from LEAD will spend the next several months speaking at community events, canvassing neighborhoods to meet with citizens and spreading acts of kindness through their social media channels using #WMBGkind. After the class' graduation in May, the United Way has agreed to assume responsibilities for the program. It will continue to promote the initiative, which aligns with their mission, to further bring the community together.

Connect with WMBGkind:

Facebook, Twitter & Instagram: @wmbgkind
#WMBGkind

Media Contact: Jessica Wauhop (757.890.3562)
LEADclass2019@gmail.com

LEAD is a program of the Greater Williamsburg Chamber & Tourism Alliance that provides opportunities for recognized and emergent leaders to collaborate on issues of importance to the region.

We want see your acts of kindness! Don't forget to be #WMBGKIND