

The Sandwich Project

Meeting Agenda

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Tuesday, September 16, 2025 at 13:30

Meeting Description:

Weekly agenda planning

1. Needs Discussion

Ø=ÜË 1.1 Updating TSP website

Ø=Üd Owner Marcy Louza

Ø=ÜÊ Status in_progress

Ø>Ý Support Catchafire, James Satterfield, Katie Long

& Priority: high

Ø=Ü¬ What do we need to talk about?

Still working to fix

' What decisions need to be made?

Get Donate button more visible on mobile, incorporate UGA

Ø=ÜË Project Tasks:

1. Working on identifying a candidate on Catchafire to do an overhaul. Currently making ad hoc changes
& medium

Ø=ÜÎ No attachments

Ø=ÜË 1.2 Sandwich Project Platform Website

Ø=Üd Owner Katie Long, Katie (Admin) Long

Ø=ÜÊ Status in_progress

& Priority: medium

Ø=Ü¬ What do we need to talk about?

Are there any issues anyone has had in the last week? Event planning tab has new functions that should get us much closer to being able to track all events in the app- if you go to or are involved

' What decisions need to be made?

Event planning tab has new functions that should get us much closer to being able to track all events in the app- if you go to or are involved, if you could check that page out and let me know what needs to be tweaked for you guys, that would be amazing. Katie can walk us through the new tab during the meeting

Ø=ÜË Project Tasks:

1. Get recipient agreement and driver agreement hosted on the website

& i medium

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Ø=ÜË 1.3 Catchafire Video Creation

Ø=Üd Owner Marcy Louza
Ø=ÜÊ Status in_progress

Ø>Ý Support Christine Cooper Nowicki
&j Priority: high

Ø=Ü¬ What do we need to talk about?

There has not been time to prioritize this. We discussed forming a workgroup. Anyone able to help with this?

' What decisions need to be made?

Katie and Marcy are kicking off

Ø=ÜË Project Tasks:

1. Christine and Marcy need to review the script and provide feedback by 9/5
&j medium

Ø=Üî No attachments

Ø=ÜË 1.4 Corporate initiative

Ø=Üd Owner Juliet Eden
Ø=ÜÊ Status in_progress

Ø>Ý Support Christine Cooper Nowicki, Marcy Louza
&j Priority: medium

Ø=Ü¬ What do we need to talk about?

May need to pivot for a few weeks with shifts in responsibilities over the next two weeks.

' What decisions need to be made?

Christine, Marcy and Juliet to review notes provided. Victor and Anna will provide first draft of slides to share with corporations

Ø=Üî No attachments

Ø=ÜË 1.5 Getting identified partners to add TSP to website/social media

Ø=Üd Owner Christine Cooper Nowicki
Ø=ÜÊ Status in_progress

Ø>Ý Support Stephanie Luis, Vicki Tropauer, Juliet Eden, Lisa Hiles, Miriam Falaki, Kim Ross
&j Priority: medium

Ø=Ü¬ What do we need to talk about?

Any updates?

' What decisions need to be made?

Follow up

Ø=ÜË Project Tasks:

1. Media
&j medium
2. Gotten a lot of good feedback and support on this. Quick update from group. Next task is to get

support on Social

& i medium

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Ø=ÜË 1.6 Creating materials to post in networks

Ø=Üd Owner: Christine Cooper Nowicki
Ø=ÜÊ Status: in_progress

Ø>Ý Support: Karen Cohen, Marni Bekerman
& Priority: high

Ø=Ü¬ What do we need to talk about?

Karen and Katie reposted. had a great week

' What decisions need to be made?

Christine to continue to provide materials

Ø=ÜË Project Tasks:

1. Focus on Amazon Wishlists for this week and supporting TSP Athens/UGA kickoff. Will send out visual and text for people to share
& medium
2. people to share
& medium

Ø=Ü† No attachments

Ø=ÜË 1.7 DHL

Ø=Üd Owner: Christine Cooper Nowicki

Ø=ÜÊ Status: in_progress

Ø>Ý Support: Katie (Admin) Long, Marcy Louza, Stephan Tropauer, Kimberly Ross, Jordan Glick, Juliet Eden
& Priority: low

Ø=Ü¬ What do we need to talk about?

Should start back up this week. Christine reached out this morning and will provide updates.

Ø=ÜË Project Tasks:

1. Going really great. On break for two weeks
& medium

Ø=Ü† No attachments

Ø=ÜË 1.8 Alloy

Ø=Üd Owner: Christine Cooper Nowicki
Ø=ÜÊ Status: in_progress

& Priority: high

Ø=Ü¬ What do we need to talk about?

Wrapping up this week. Provided Wrap up report that will be discussed tomorrow

Ø=ÜË Project Tasks:

1. Provide Alloy with all background documents
& medium

2. Look at slides

& i medium

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Ø=ÜË 1.9 In-town group sandwich form

Ø=Üd Owner **Christine Cooper Nowicki**

Ø=ÜÊ Status **in_progress**

Ø>Ý Support **Jordan Glick, Laura Baldwin**

&j Priority: **medium**

Ø=ÜÛ No attachments

Ø=ÜË 1.10 Zero Waste grant app

Ø=Üd Owner **Christine Cooper Nowicki**

Ø=ÜÊ Status **in_progress**

&j Priority: **low**

Ø=Ü¬ What do we need to talk about?

Possible submission on Friday, or will wait for later date this year.

Ø=ÜÛ No attachments

Ø=ÜË 1.11 Volunteer recruitment for events and drivers

Ø=Üd Owner **Kimberly Ross**

Ø=ÜÊ Status **in_progress**

&j Priority: **low**

Ø=Ü¬ What do we need to talk about?

In process. Need drivers for Dunwoody, even other areas to target? Christine to schedule a call with Kim to get speaker volunteers process rolling

Ø=ÜÛ No attachments

Ø=ÜË 1.12 Board Diversity

Ø=Üd Owner **Marcy Louza**

Ø=ÜÊ Status **in_progress**

Ø>Ý Support **Miriam Falaki**

&j Priority: **medium**

Ø=ÜË Project Tasks:

1. Follow up on

&j medium

2. Update from Miriam

&j medium

Ø=ÜÛ No attachments

2. Tabled Items

Ø=ÜË 2.1 Updateing TSP website

Ø=Üd Owner [Marcy Louza](#)

Ø=ÜÊ Status [stabled](#)

& Priority: [low](#)

Ø=ÜÝ Description:

No reason specified

Ø=Ü¬ What do we need to talk about?

No reason specified

Ø=ÜÎ No attachments

Ø=ÜË 2.2 Cox Grant App

Ø=Üd Owner [Christine Cooper Nowicki](#)

Ø=ÜÊ Status [stabled](#)

& Priority: [low](#)

Ø=ÜÝ Description:

No reason specified

Ø=Ü¬ What do we need to talk about?

No reason specified

Ø=ÜÎ No attachments

3. Other Business

Ø=ÜË 3.1 Steph is providing her two weeks notice

Ø=Üd christine@thesandwichproject.org • #ñþ 5 mins • Ø=ÜÝ agenda item

Ø=ÜË 3.2 Congratulations to Karen!

Ø=Üd christine@thesandwichproject.org • #ñþ 5 mins • Ø=ÜÝ agenda item

