

The Sandwich Project

Meeting Agenda

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Tuesday, September 16, 2025 at 13:30

Meeting Description:

Weekly agenda planning

1. Needs Discussion

1.1 Updating TSP website

Owner: Marcy Louza

Status: in progress

Support: Catchafire, James Satterfield, Katie Long

Priority: high

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

Project Tasks:

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

No attachments

1.2 Sandwich Project Platform Website

Owner: Katie Long, Katie (Admin) Long

Status: in progress

Priority: medium

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

Project Tasks:

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

&j medium

Ø=Û No attachments

1.3 Catchafire Video Creation

Owner: Marcy Louza
Status: in_progress

Support: Christine Cooper Nowicki
& Priority: high

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

Project Tasks:

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

No attachments

1.4 Corporate initiative

Owner: Juliet Eden
Status: in_progress

Support: Christine Cooper Nowicki, Marcy Louza
& Priority: medium

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

No attachments

1.5 Getting identified partners to add TSP to website/social media

Owner: Christine Cooper Nowicki
Status: in_progress

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

What do we need to talk about?

Any updates?

What decisions need to be made?

Follow up

Project Tasks:

1. Media
& medium

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

support on Social

&j medium

Ø=Û No attachments

1.6 Creating materials to post in networks

Owner: Christine Cooper Nowicki

Support: Karen Cohen, Marni Bekerman

Status: in_progress

Priority: high

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

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

No attachments

1.7 DHL

Owner: Christine Cooper Nowicki

Support: Katie (Admin) Long, Marcy Louza, Stephanie Tropauer, Kimberly Ross, Jordan Glick, Juliet Eden

Status: in_progress

Priority: low

What do we need to talk about?

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

Project Tasks:

1. Going really great. On break for two weeks

& medium

No attachments

1.8 Alloy

Owner: Christine Cooper Nowicki

Priority: high

Status: in_progress

What do we need to talk about?

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

Project Tasks:

1. Provide Alloy with all background documents

& medium

2. Look at slides

&j medium

Ø=Û No attachments

Ø=ÜË 1.9 In-town group sandwich form

Ø=Üd Owner:Christine Cooper Nowicki

Ø>Ý SupportJordan Glick, Laura Baldwin

Ø=ÜÊ Statusin_progress

&j Priority: medium

Ø=ÜÎ No attachments

Ø=ÜË 1.10 Zero Waste grant app

Ø=Üd Owner:Christine Cooper Nowicki

Ø=ÜÊ Statusin_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=ÜÎ No attachments

Ø=ÜË 1.11 Volunteer recruitment for events and drivers

Ø=Üd Owner:Kimberly Ross

Ø=ÜÊ Statusin_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=ÜÎ No attachments

Ø=ÜË 1.12 Board Diversity

Ø=Üd Owner:Marcy Louza

Ø>Ý SupportMiriam Falaki

Ø=ÜÊ Statusin_progress

&j Priority: medium

Ø=ÜË Project Tasks:

1. Follow up on

&j medium

2. Update from Miriam

&j medium

Ø=ÜÎ No attachments

2. Tabled Items

2.1 Updateing TSP website

Owner: Marcy Louza

Status: tabled

Priority: low

Description:

No reason specified

What do we need to talk about?

No reason specified

No attachments

2.2 Cox Grant App

Owner: Christine Cooper Nowicki

Status: tabled

Priority: low

Description:

No reason specified

What do we need to talk about?

No reason specified

No attachments

3. Other Business

3.1 Steph is providing her two weeks notice

christine@thesandwichproject.org • 5 mins • agenda item

3.2 Congratulations to Karen!

christine@thesandwichproject.org • 5 mins • agenda item

