**UAAD Board Meeting**

**Wednesday, September 5, 2012**

**Nebraska Union Regency A**

**Members Present**

Deb Dahlke, Michelle Deaton, Jason Farber, Jim Fischer, Charlotte Frank, Vicki Highstreet, Amy Lanham, Randy Leach, Angi McAndrew, Duane Mohlman, Michael O’Connor, Al Stark, Julie Thomsen, Sara Weixelman, Karen Wills, and Erin Wirth.

**Call the Meeting to Order/Introductions** (Vicki Highstreet)

2012-2012 UAAD President Vicki Highstreet called the meeting to order at 12:00 noon.

2012-2013 UAAD Team Roster circulated for corrections and additions of cell numbers.

Erin Wirth’s email is ewirth2@unl.edu and no longer emcdermott2@unl.edu.

**Approval of Meeting Agenda** (Vicki Highstreet)

Al Stark made a motion to approve the UAAD Board Meeting Agenda for September 5th. Sara Weixelman seconded the motion. The agenda was unanimously approved.

**Approval of May Minutes** (Karen Wills)

2011-2012 UAAD Secretary Julie Thomsen will email the May Minutes to 2012-2013 UAAD Secretary Karen Wills, who will email them to the Board for review and then approval at the October UAAD Board Meeting.

**Treasurer’s Report** (Jason Farber)

Checking Account: $3,812

Foundation Account: $3,815

\*Revenue of $30.00

Cost Center Account: $1,014

**President’s Report** (Vicki Highstreet)

**Attendance at Board Meetings**

When there are co-chairs, please decide who will represent at the meetings. Vicki would like an update and report from each group. The 2012-2013 UAAD Program Schedule lists Board meeting dates (please look for conflicts).

**Update on Meetings with Bill Nunez**

UNOPA President Linda Ludtke and UAAD President Vicki Highstreet met with Bill Nunez and brainstormed different ideas to collaborate. We are encouraged to attend or listen to the Chancellor’s Address on September 11th (particularly in regards to enrollment).

**Collaboration with UNOPA**

UNOPA members will be attending the UAAD meeting on September 19. We agreed that UNOPA can continue their 50/50 Raffle where half the ticket amount goes to donation and the other half goes to the winner, as an activity at the September meeting.

**Faculty Senate Report – Julie Thomsen**

Julie will attend Faculty Senate meetings as the UAAD President Elect.

**Program Committee – Michelle Deaton**

**Program Schedule (emailed 8/30)**

**Discussion on meeting schedule:**

* Amy Lanham asked, “Do meetings start at 11:45am or 12noon? Do speakers begin right at 12noon or earlier?”
* Deb Dahlke replied that business was done between 11:45-12noon with speakers starting at noon.
* Karen Wills suggested Socialize 11:45-12:00 / Business 12:00-12:15 / Speaker 12:15-12:45 / Questions & Comments 12:45-1:00

Vicki Highstreet explained some staff members are not allowed to leave their offices except at 12-1pm. She suggested socializing/eating between 11:45-12:00, business portion begins at 12 noon and the speaker begin at 12:10-12:15 – to 12:55.

**September Meeting – Dr. Ronnie Green, East Campus Union**

*“Reflecting the Ambitions to be a Big Ten University”*

**Logistics Support at Meetings**

* Deb Dahlke brought up the need for name tags at sign-in.
* Erin Wirth explained that name tags were available at every program last year and asked.
* The newest banner is missing. Michelle Deaton has the old one with fringe. Erin Wirth is looking to see if she has the new banner.

**October Meeting – Kate Engel**

*“Progress Report: Innovation Campus”*

**November Meeting – Paul Wesselmann**

*“Get Better, Not Bitter: Conquering Challenges in Work & Life”*

**Founders Day – Erin Wirth/Sally Buckholz**

* Erin announced East Union will cater the event.

An invitation has been sent to Dr. Ellen Weissinger requesting she be the guest speaker

(Harvey Perlman is not available)

Location: East Campus Union

**Awards – Jim Fischer/Randy Leach**

Discussion included:

* The timeline for nomination deadline.
* Strategies for encouraging nomination securement and completions.

**Bylaws – Michele Deaton**

No Report.

**Professional Development – Charlotte Frank**

* Paul Wessleman on November 8th currently reserved in Nebraska East Union.
* Vicki Highstreet: Looking into Champions Club or Second Floor of Stadium
* Julie Thomsen: NET Events and Meeting Room not big enough
* UNOPA will contribute financially to this event.
* The regular noon meeting is on the 7th and is followed by the workshop on the 8th.
* Nancy Myers provided nice outline to Charlotte Frank for the logistics of coordinating the professional development activities.

**Community Outreach – TBD**

No Report

**Employee Liaison – Patrick Barrett (absent)**

* Vicki Highstreet: Patrick’s role is to encourage all representatives to attend their respective meetings and provide reports back to UAAD
* University of Nebraska Ambassadors – reports legislative topics (NEED REP)
* University Child Care Committee – being reinstated by Dr. Franco (NEED REP)
* Deb Dahlke suggested Patrick work with Sara Weixelman to set up committee reports in the UAAD newsletter

**Communications – Sara Weixelman**

* UAAD Newsletter is generally 3-4 pages (President’s Message is on Page 2)
* Sara is also the designer of program flyers for us to hang in our offices
* Sara submits notices to UNL Today and The Scarlet
* Sara is also setting up a UAAD Facebook page

**Membership – Amy Lanham**

* The database is very secure (as well as all of our other member information)
* 79 UAAD members have updated their membership
* Please bring in names of members to be reinstated to our next meeting
* Looking at incentives to get new members to join and current ones to attend meetings
* Amy Lanham in reply to reading UAAD Executive Meeting Minutes stated that she would love to give the mugs to new members.
* Duane Mohlman suggested giving mugs to the speakers, too.
* Amy Lanham stated that Human Resources sends us list of new employees and we can match them with current UAAD members.
* Karen Wills stated that many new members are younger like herself, Erin and Jason and utilize social networking and she is willing to Tweet as well.

Discussion on the consideration of increasing dues:

* Julie Thomsen asked “When was the last time there was movement on the membership rates?”
* Vicki Highstreet stated that UNOPA has increased their rate to $15 for the 2012-13 year.
* Julie Thomsen added that we are offering some great professional development and should look at raising our rate
* Deb Dahlke asked what the increase cover would cover. UAAD members are receiving quality professional development workshops, which provide opportunities that members may not otherwise be able to afford.
* Duane Mohlman reminded the board of the procedure for this in the Bylaws.
* Michele Deaton provided the reference: Article IV. Section 1.”
* The Board will propose a change in fees for 2013-2014 and bring this to membership vote at April meeting

**Website:**

* Al Stark stated that we all need to continue updating the UAAD website monthly.
* Michael O’Connor requested ideas for updating and cleaning up the website and agreed we absolutely should have Facebook and Twitter accounts.
* Announcements should be listed on the front page of the website. Need to make the site more intuitive and a hub for networking.
* Vicki Highstreet encouraged everyone to visit the website and send ideas to Mike and Al as soon after this meeting as possible.”

**Nominating – Angi McAndrews**

No Report

**Mentoring – Kate Engel**

Committee Members:

Vicki Highstreet: Kate absent (There will be information at first membership meeting)

**Other Items/New Business**

None