**UAAD Board Meeting**

**Wednesday, September 4, 2013**

**Nebraska Union Regency B**

**Members Present:**

Becky Carter; Michele Deaton; Jason Farber; Charlotte Frank; Vicki Highstreet; Amy Lanham; Tony Lazarowicz; Carlos Lopez; Angi McAndrew; Pam Peters; Julie Thompsen; Sara Weixelman; Karen Wills

**Members Absent:**

Rebecca Barnes; Kate Engel; Nicki Evans; Rene Mayo Rejai; Mike O’Connor; Jen Rutt;

1. **Call the Meeting to Order** (Julie Thomsen)

2013-2014 UAAD President Julie Thomsen called the first meeting of the academic year to order at 12:01pm.

1. **Approval of Meeting Agenda** (Julie Thomsen)

Charlotte Frank made a motion to approve UAAD Board Meeting Agenda for Sept 3rd.

Pam Peters seconded the motion. The agenda was unanimously approved.

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

Amy Lanham made a motion to approve UAAD Board Meeting May Minutes.

Vicki Highstreet seconded the motion. The agenda was unanimously approved.

1. **Treasurer’s Report** (Jason Farber)
2. OVER check issue – Current check is null and void (stale dated) but outstanding. Jason will contact the payee and request they return the check and a new check will be issued.
3. Possibility of using extra funds for professional development.
4. Preliminary Budget FY14 has been posted on the UAAD website under Treasurer’s Report: http://uaad.unl.edu/sites/unl.edu.uaad/files//treasurer.pdf. It had to be prepared by July 30th and approved by September 30th. Expectation from Julie is for the entire board to review the budget, send questions and vote by email.

**August 2013**

**Revenue:**

Foundation Contribution (August 31) $15.00

**TOTAL REVENUE $15.00**

**Expense:**

**TOTAL EXPENSES $0.00**

1. **President’s Report – Julie Thomsen**
2. Attendance at Board Meetings
3. Open Board/Committee Positions: Member-at-Large & Publicity/Public Relations
   * Sara suggests we disband emailed newsletter and send members to website
   * Sara had spent $250 to purchase CS5 software for In-Design file
   * Sara would like to continue helping with the UAAD Facebook and Mike O’Connor with the UAAD website by incorporating items from newsletter
   * Publicity/PR now needs to be a committee and not an individual
   * Mike will give us a website tutorial in UAAD
4. Julie is requesting we ask others we know to recruit for committees.
5. Angi McAndrew provided explanation about Community Outreach Committee to Tony Lazarowicz. Last year’s committee has selected various non-profits on a monthly basis. It has also been done based on a theme. Julie mentioned in the past we have also had two huge projects per year.
6. UAAD Shared Drive: Social Consciousness for Community Outreach (Julie will contact Helen Fankhauser).
7. Julie will send an email to Paula McKillip and copy Tony about giveaways.
8. **Program Committee – Carlos Lopez**
   1. September Meeting- Sept 18th- City Union- Ryan Lahne- Associate Director of the Nebraska Unions will talk about the first floor redecoration/renovation.
   2. Amy added that Membership has helped with the check-in table in the past.
   3. Charlotte will bring in extra nametags from the previous UAAD programs.
   4. Sara is available to help with flyers for programs and registration forms.
   5. Del Ray Ballroom was a great off campus venue but there is an additional fee.
   6. NET has a room available for up to 120 and there is free parking available.
   7. Spring UAAD program was held on campus but we had to pay quite a bit for Chez Hay and we didn’t get much food.
   8. Overarching Theme (suggested by Amy Lanham): “Growing the Master Plan”
   9. We will provide logistical support during meetings.
9. **Founders Day – Michele Deaton**
   1. Scheduled for Wednesday, February 19, 2014
10. **Professional Development** – Becky Carter & Jen Rutt (Absent)
    1. suggestions/ideas for Nov and Mar/April professional development
    2. Becky asked what the budget is, Jason replied there is $1,500 and Amy suggested to charge members
    3. Julie is seeking additional volunteers to help and Charlotte offered.
11. **Membership – Amy Lanham**
    1. Last year Amy offered New Member Cards, but only 1 percent returned coupon.
    2. Amy continues to get updated Excel sheet of new hires from Human Resources.
    3. Looking for volunteers to help write out 300+ personalized cards (Julie will extend room reservation to 11:30 for Board members to help).
    4. Amy has to send files with script to Marilyn Fenton who uses Access (Sara has also offered to help process the files).
    5. Amy will ask Mike to include a fillable PDF on the website.
    6. Julie will send an email to past Board members to attend UAAD meetings and will contact Helen to get information.
    7. Our average attendance is 35-40 members per month and Julie would like it to grow to at least 50 members.
12. **Mentoring –** Nicki Evans (Absent)
    1. No Report
13. **Other items/new business**
    1. None

Pam Peters made a motion to adjourn the September UAAD Board meeting.

Charlotte Frank seconded the motion. The UAAD Board Meeting was adjourned at 12:58pm.