



**University of Nebraska–Lincoln  
University Association for Administrative Development**

<http://uaad.unl.edu>

**UAAD Board Meeting Minutes**

**Wednesday, August 6, 2014**

**Ubuntu Room/202 – Gaughan Center**

**(Brown Bag Lunch)**

Members Present: Kate Engel, Jenny Schnase, Erin Wirth, Nicole Smith, Dodie Eveleth, Shannon Parry, Becky Carter, Shelly Harrold, David Hartline, Carlos Lopez, Stephanie Vendetti, Tony Lazarowicz, Charlotte Frank, Julie Thomsen, Sara Weixelman, Heather Stalling, Pam Peters, Rene Mayo, Amy Lanham, Suzanne Reinke, Karen Wills, Lindsay Augustyn, Deb Eisloeffel.

Members Missing: Vicki Highstreet, Cathy Jewell, Becki Barnes, Michael O'Connor.

1. Welcome!

Kate Engel welcomed the group to the first UAAD meeting.

2. Introductions

a. Please share with the group:

- i. Your name
- ii. Your role with the university
- iii. Your role with UAAD

3. UAAD Roster & Schedule

This was emailed out to everyone. Kate has hard copies, please email her with updates.

There is no general meeting in August, the first one is September 17<sup>th</sup>.

4. UAAD Shared Drive – Were you able to install the UAAD drive?

No issues reported.

5. Committee Reports

a. If your committee has a report or update, please share it with the group:

**(If your committee does not have a report/has not met, no worries!** Some committees did meet over the summer and have some items to share/questions to ask.)

- i. Professional Development (Lindsay Augustyn & Deb Eisloeffel): Proposed Program and Budget is in shared drive. Would like to have 5 half-day speakers over the entire year and support a book club. 1 featured speaker; 2 UNL and 2 non-UNL speakers, book club and member interest groups. Member interests groups would be interests outside of UAAD that are common among members.
- ii. Founders' Day (Shannon Parry & Dodie Eveleth): Celebration of founding of UAAD, big event for spring term. Will bring an update in September. Will want to work with the Awards committee. Dr. Ronnie Green is booked for the guest speaker.

- iii. Awards (Rene Mayo & Pam Peters): Initial announcement for nominations in October, will make sure that the advertising states the nominations are open to anyone.
- iv. Nominating (Karen Wills): no report
- v. Membership (Mary Lanham & Cathy Jewell): Has report from May. Average 40 people for monthly meetings. Please invite people to our September meeting. Will be working on emails to be sent to members on whether or not dues are expiring.
- vi. UAAD Connect (Heather Stalling & Shelley Harrold): Looking for fall dates, reunion lunch possibly.
- vii. Programs (Carlos Lopez): Only a few more spaces remaining for the year. A few more requests are out, will wait to hear back for them.  
Graze and Mingle- Quilt Center may be a host.
- viii. Employee Liaison (Becki Barnes): Becki Barnes- everyone who is a representative on UNL committees will report to Becki and she will share their reports with the Board.
- ix. Publicity/Public Relations (Erin Wirth & David Hartline): Working on sending out a survey for a newsletter. Also target areas to publicize specific areas to recruit more people to UAAD.
- x. Webmasters & Social Media (Sara Weixelman & Mike O'Connor): Working with Publicity/Public Relations very closely. Website is on the new template. Still working on a few aspects of the website to update. If you want some historical data on the website, let Sara W. or Mike O. know.
- xi. Bylaws (Charlotte Franck) : No changes made.
- xii. Community Outreach (Stephanie Vendetti & Tony Lazarowicz): Working on updating Website "Find A Friend", many of the same programs as the past (The Big Event, Senior Santa, People City Mission, etc.) 2-3 events per semester.
- xiii. Treasurer (Jenny Schnase): Concerns were brought up about budget and where UAAD stood long term for budget. This will be reviewed and brought back to the executive board with more information. There was discussion of membership dues as well.

## 6. General Meeting Agenda/Structure

There will be a general membership meeting format:

11:45-12 Enjoy your lunch & Informal Networking

12-12:15 Networking Activity

12:15-12:30 UAAD Announcements

12:30-12:50 Program/Speaker

12:50-1 Q&A for Speaker

Adjourn

## 7. Questions?

Concerns about coordinating surveys- connect with Public Relations before sending out a survey just to ensure members are not being overwhelmed. Send to Erin Wirth and David Hartline.