UAAD Board Meeting Minutes

Wednesday, January 7, 2015
12:00 p.m. – Nebraska Union (Regency A - City Campus)

Please Double Check the Directory for the Room
(Brown Bag Lunch)

Attendees: Kate Engel, Charlotte Frank, Amy Lanham, Pam Peters, Rene Mayo-Rajai, Shannon Perry, Dodie Eveleeth, Carlos Lopez, Suzanne Reinke, Tony Lazarowicz

1. Call the Meeting to Order/Introductions

2. Approval of Meeting Agenda  
   Motion: Amy Lanham Second: Pam Peters

3. Approval of December Minutes  
   Motion: Suzanne Reinke Second: Charlotte Frank

4. Treasurer’s Report – Jenny Schnase  
   Motion: Rene Mayo-Rajai Second: Tony Lazarowicz
   a. Checks for Events – Please make sure the promotional materials say to make checks out to UAAD, not the committee member(s) in charge of the event.

5. President’s Report- Kate Engel
   a. Discuss policy for “no shows” for professional development
      i. Discuss/vote wording of official policy at next meeting
      ii. Discussion: No shows should be responsible to pay as materials are created for them and a space is reserved for them. We need to make sure that all of our materials need to clearly state that registrations are not refundable/you will be expected to pay if you are a no show. Cancellations (participants that contact the UAAD representative in charge of the event to cancel prior to the event will not be charged). Do we need to set a time frame for cancellations?
   b. Please remember to keep Jenny Schnase in the loop if you are planning an event/program that requires people to registers and/or if there will be expenses for the event/program.
   c. Thank you to Sara, Mike and Charlotte for creating the “In Memory of…” section on the UAAD website. A lovely tribute to three fantastic ladies.
   d. Reminder: The Joint UAAD/UNOPA meeting is next Tuesday, January 13, from 11:45 a.m.-1 p.m. @ the East Campus Union, Great Plains Room. A panel from Backyard Farmer will be featured as the program. 40 UNOPA members are registered and 17 UAAD members are registered to attend. Please contact Breana Garretson (bgarretson2@unl.edu) if you would like to register.
6. President Elect Report – Becky Carter
   a. Faculty Senate Meeting update
      i. No Report

7. Committee Reports/Updates
   a. Professional Development – Lindsay Augustyn & Deb Eisloeffel
      i. A reminder that the upcoming UAAD Professional Development session with
         Nancy Myers will be February 3 from 3-4:30 p.m. at NET. Spots are filling up,
         with only 9 or 10 spots left.
   b. Founders’ Day - Dodie Eveleth & Shannon Parry
      i. Specific speaking topic for Dr. Green?
         1. Kate will contact Dr. Green and ask him to speak about his 2015 visions for
            IANR and the university as a whole.
         2. Pam/Rene will create a PowerPoint for the awards part of Founders’ Day
            that will include information about each award.
   c. Awards – Rene Mayo & Pam Peters
      i. The selection committee has been selected and will receive the nominee
         information soon.
      ii. 8 people were nominated for the awards.
      iii. Winners receive a free UAAD membership. Pam/Rene will make sure to give them
           the membership form and will fill it out with as much detail as they can provide.
      iv. Suggestion for future: Provide free membership to everyone that is nominated, not
           just the winners. Something to discuss before next year’s event.
   d. Nominating – Karen Wills
      i. No Report
      ii. Suggestion: Provide information about the Interest Survey that will be sent out in
          March on tables at Founders’ Day. This might be a way to let people know that
          they will be receiving the Interest Survey, what the interest survey is and encourage
          them to fill it out.
      iii. Elections for new offices will be in April and announced at the UAAD Spring
           Picnic.
   e. Membership – Amy Lanham
      i. Current membership: 143
      ii. 2 people that joined were recent new hires
   f. UAAD Connect – Heather Stallng & Shelley Harrold
      i. 13 people are currently signed up for the next round of UAAD Connect. There is
         still time to sign up.
   g. Programs – Carlos Lopez
      i. Graze & Mingle went well! 54 people attended.
h. Employee Liaison – Becki Barnes
   i. No Report
i. Publicity/Public Relations – Erin Wirth & David Hartline
   i. No Report
j. Webmasters & Social Media – Sara Weixelman & Mike O’Connor
   i. No Report
k. Community Outreach – Tony Lazarowicz & Stephanie Vendetti
   i. Volunteer opportunities at People’s City Mission
      1. February 12, 2015, 4:30-7:30 p.m.
      2. March 12, 2015, 4:30-7:30 p.m.
      3. Sign up at go.unl.edu/pcmvolunteer
l. Bylaws – Charlotte Frank
   i. No Report

8. Other items/new business
   a. UAAD Shared Drive – Need more server space
      i. Kate will connect with Helen to see if there is a way to increase our storage space on the drive
9. Questions?
10. Adjourn

Mark your calendar:

1. UAAD Monthly General Meeting – TUESDAY, January 13, 11:45 a.m.-1 p.m. @ East Campus Union, Great Plains Room
   a. Speaker: Panel from Backyard Farmer
2. Professional Development: Appreciative Inquiry & Humble Inquiry, February 3, 3-4:30 p.m. @ NET
   a. Presenter: Nancy Myers, Director of Organizational Development, UNL
3. Founders’ Day - FRIDAY, February 20, 11:45 a.m.-1 p.m. @ NET
   a. Speaker: Dr. Ronnie Green
4. Volunteer at the People’s City Mission (register at go.unl.edu/pcmvolunteer)
   a. February 12, 4:30-7:30 p.m.
   b. March 12, 4:30-7:30 p.m.