

UAAD Executive Board Meeting
Wednesday, Dec 1, 2010-12:00 pm
UNL City Union
(Final-Approved 1-5-11)

Members Present: Nancy Myers, Helen Fankhauser (call in from remote location), Jennifer Hellwege, Al Stark, Michele Deaton, Deb Dahlke, Angie McAndrew, Sara Weixelman, Valerie Lefler, Kim Barrett, Julie Thomsen, David Sockrider and Charlotte Frank

Call to Order: President Nancy Myers called the meeting to order at 12:00 p.m.

Secretary's Report-Charlotte Frank:

- a. November Board meeting minutes were approved.

President's Report-Nancy Myers:

- a. Nancy requested Board members review the current UAAD mission statement on the UAAD website to determine if it should be amended/updated to ensure it clearly reflects UAAD's mission -(i.e. broaden the scope, suggested language change, etc.). Ideas and recommendations should be sent to Nancy for discussion at the January Board meeting.
- b. APC-Council has acknowledged UAAD's presence and encouraged input on the budget. Nancy reported that the process will include putting all amendments together so they can be sent to the Board of Regents at one time for review.

Treasurer's Report-Nicki Evans (absent):

- a. In Nicki's absence, Nancy provided copies of the Balance Sheet and Income Statement as of November 30, 2010 with a total balance of \$5,724. Nancy noted the expenses did not reflect the lunch and beverage provided to the presenters from Academic Affairs at the September monthly meeting. The total was estimated at \$50-\$60.
- b. Nancy reported that she and Nicki reviewed annual budgets since 2003 and found that professional development sessions made the most impact on the income statement each year. A synopsis was created from the findings.

Program Committee- Vicki Highstreet (absent):

- a. In Vicki's absence, Kim discussed the Graze and Mingle scheduled for December 15 at the Schorr Center with soup being provided by Dining Services.
- b. Sara indicated she would be including information on this event in the newsletter which would be finalized December 3. RSVPs would be requested and a form will be included. The cost was not known at this time.

Membership-Jennifer Hellege:

- a. Jennifer reported that UAAD's current membership is at 144 with 4 new members during November. A sign in sheet is being used at each monthly meeting with an added column indicating "Are you a member?" and used as a marketing tool to capture interested individuals.

UAAD Website Update-Dave Sockrider:

- a. Dave reported the move of the UAAD website to Engineering's server. He asked that everyone continue sending him updates to post. The system is case sensitive and because links may have gone bad in the transfer process, he asked that the Board check the links to make sure they are functioning correctly.

Professional Development-Valerie Lefler :

- a. Valerie reported that 15 individuals have registered for the Project Management session scheduled for December 14. Several Board members indicated a number of staff will be attending from each of their departments. Nancy mentioned contacting Utilities due to their interest in the topic. Members are currently at 70% with non-members registering that are non-members.
- b. Valerie has checked with Chez Hay for food and beverage costs. Board discussed possibly having a vegetable platter, cookie platter and hot cider for the event. Valerie will work with Nicki on the costs involved.
- c. The cost for the speaker, Beth Giesbrecht, from Nebraska Business Development Center at UNO will be \$400 which is \$100 less than her regular rate. Non-members will be charged \$35 for the event and in turn will receive a free one-year membership to UAAD. UNOPA and UAAD members are being charged \$20.
- d. There was a discussion regarding the learning objectives for this session and Valerie reported she would request this summation. She indicated that based on the information she has that 90% of the presentation will focus on project management.
- e. Valerie handed out copies of the Management of Continuous Process Involvement professional development session being scheduled for the spring. The presenter is Paula Wells, Ph.D. The Board discussed possible dates and arrived at March 31, 2011, however Nancy suggested we check UNL calendar for other events that week before finalizing. The presenter is charging \$400 for the session. The suggested time period was 1:30-4:30 pm.

Social Consciousness-Beth Hartman (absent):

- a. In Beth's absence, Angie reported on the "Be a Santa to Seniors' charity for the December monthly meeting. She indicated that 20 tags had been taken by individuals at the November meeting with the intent to purchase items suggested for individuals Home Instead is currently providing services to. There remained one missing person who took a tag and did not report their name. A representative from Home Instead will be at the December meeting to pick up the gifts for delivery to the seniors.
- b. Deliveries were made to Clinton Elementary School from the hats, gloves and scarves collected at the November meeting.
- c. Angie posed the question regarding whether or not members might feel pressure to donate gifts and/or money with the meetings thus far this year and the charities chosen to date. She wanted to know if \$1, \$5 and \$10 options should be made available for more choice in giving. Al indicated he liked the approach used and did not see pressure on members to give based on the wording in the announcements.

Founders Day-Al Stark:

- a. Al provided members with the various lunch options for the Founders Day meal. These included box lunches, buffet, baked potato bar, soup and salad bar and nacho bar. The Board discussed the options and picked the soup and salad bar which is \$8.99 per person. There will also be the opportunity for those attending to bring their brown bag lunch and having water and iced tea available for those choosing this option.
- b. Al indicated he will have an article about this program for the January newsletter.
- c. The theme Al and LuAnn Detwiler have discussed includes "Founders Day-Past, Present and Future" with an emphasis on the past. He stated that it has been some time since the history of Founders Day has been incorporated into the awards program and thought this year would be an opportunity to do that. As part of the program, 2 to 4 past presidents could be selected to present with a slideshow how the program was started in 1963 and how it has evolved over the years.
- d. Nancy reported that Darrell Swanson, former Director of UNL Unions, offered to help with this project as it was his supervisor who started Founder's Day. She indicated there were old pictures accessible which could be displayed at the luncheon.
- e. The Chancellor will be unavailable the day of the program so Bill Nunez has agreed to be the speaker/presenter.
- f. David agreed to take pictures of the winners and presenters.
- g. Helen indicated she would check with IS to see if they could provide some funding for the printing costs involved. Board discussed the lunches that UAAD would purchase to include those for Bill Nunez and nominees and one guest. Past presidents, Vice Chancellors and Deans will be expected to pay for their lunch. HR pays the cash awards for the Oldt and Donaldson Award winners at \$1000 each.
- h. Julie will send an e-mail in January, asking for nominees.

Communications Committee-Sara Weixelman:

- a. Sarah indicated the newsletter would be ready at the end of the week.

Other items:

- a. Helen and Al were using a remote call in system for this meeting to see how it would work for future meetings when one or more Board members might not be able to attend the meeting at Nebraska Union-City Campus. Helen called in for this meeting.