

**UAAD Executive Board Meeting**  
**Wednesday, March 2, 2011-12:00 pm**  
**UNL City Union**  
(3-21-11)

**Members Present:** Nancy Myers, Al Stark, Michele Deaton, Deb Dahlke, Vicki Highstreet, Jennifer Hellwege, Beth Hartman, Randy Leach Nicki Evans, Sara Weixelman, Julie Thomsen 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. February Board meeting minutes were approved.

**President's Report-Nancy Myers:**

- a. Nancy reported that she attended the last APC meeting and the resolutions were approved with changes to the procedures by the Faculty Senate and are currently with the Chancellor for review and from there they will go to the Board of Regents.

**Treasurer's Report-Nicki Evans:**

- a. Total balance as of February 28, 2011 is \$6,694. Nicki reported that the balance sheet had an adjustment of \$35 from the fall professional development workshop.
- b. \$418.50 is owed for the Founder's Day catering costs.
- c. Nicki indicated a total owed of \$16.92 for printing newsletters for Founder's Day luncheon.
- d. Nicki asked the Board members to submit invoices and receipts on a timely basis.

**Program Committee- Vicki Highstreet:**

- a. The March 16 meeting will be at NET and will include presentations and tour of the facility to include the NET truck.
- b. The April meeting was discussed and Vicki mentioned a possible topic of collaboration between Academic Affairs and Student Affairs. This was proposed based on issues such as student retention diversity of faculty and staff being addressed by both Vice Chancellor areas. Vicki will pursue this as a possible topic with a backup of Student Affairs only and a presentation of what is going on this area.
- c. The May meeting will be the annual picnic and Vicki is looking at options for the location of the event.

**President Elect-Deb Dahlke:**

- a. The March 29<sup>th</sup> professional development workshop (Continuous Process Improvement) is scheduled with 17 participants registered. Julie noted 10 to 15 more would be registering from NET. March 23 is the deadline for registration.
- b. Deb updated the Board on the tax liability issue for UAAD which was discussed at the February meeting. She reported we do not have to file taxes based on the fact that we are providing education and have exemption under this classification and this is a one-time determination.
- c. Randy suggested the determination document be scanned and attached to the Treasurer's report for future reference.

### **50<sup>th</sup> Anniversary Celebration-AI Stark:**

- a. Deb indicated LuAnn Detwiler and Darrell Swanson expressed interest in participating in an anniversary committee. She also mentioned reviewing a list of past UAAD presidents or others for possible committee chair. AI discussed various possibilities for consideration for the celebration which included having a separate celebration, combining with Founder's Day or having an evening event for the anniversary. Nancy suggested having a co-chair with a current Board member to connect past and present.
- b. There was discussion among members regarding possible times for the event which included Vicki mentioning a late afternoon reception. Randy suggested the committee make this decision. Deb recommended we have something in the newsletter asking for interested individuals to be represented on the committee.

### **UAAD Website Update-AI Stark and Michele Deaton:**

- a. AI reported that he and Michele will not make any changes to the website this academic year.

### **Shared Drive Change-Helen Fankhauser (Absent):**

- a. Nancy reported for Helen that there was a recent move of the shared drive and that everyone is encouraged to use it.

### **By-laws-Michele Deaton:**

- a. Michele provided copies of the proposed bylaw and statement revisions which were sent to Executive Committee March 9. This included changes, deletions and proposed revisions. This will be sent to UAAD members for review and then voted on in the April meeting. There was discussion as to whether or not this needed to be approved by the Board and Nancy indicated she would follow up with Helen.
- b. Sara will send to UAAD members for 30 day review period.

### **Nominations-Randy Leach:**

- a. Randy reported that he had 10 names submitted in the Interest Inventory thus far. There was discussion of the problems several Board members noted when they attempted to access the Inventory when it was first posted. Randy will send another notice with an extension of one week to respond.
- b. Jennifer will send membership list for ideas for nominations. Randy will contact those individuals nominated to ask if they are interested in having their names placed on the ballot. The nominees will be announced at the April Board meeting.
- c. There was discussion on what program to use for voting. Ballot Bin was used last year and because there were some problems, Randy mentioned using Survey Monkey this year.
- d. Voting will take place in April and the new officers will be announced at the May meeting/picnic.

### **Communications-Sara Weixelman:**

- a. Sara will include the Interest Inventory "box" in the next newsletter with photos from Founder's Day.

### **Social Consciousness-Beth Hartman:**

- a. Beth reported Husker Cats and Camp Co-Ho-Lo will be the organizations chosen for donations at the April and May meetings. The March meeting at NET will promote membership for NET and therefore no organization has been selected in addition.
- b. Beth noted \$85 was collected for Lincoln Literacy Council at the Founder's Day luncheon.

**Other items:**

- a. Jennifer Hellwege indicated she received a request for the UAAD membership roster from College of Arts & Sciences for their annual awards for possible participation.

**Adjournment:** Meeting was adjourned at 1:00 pm.