**UAAD Board Meeting**

**Wednesday, January 09, 2013**

**Nebraska Union Regency A**

**Members Present**

Patrick Barrett, Deb Dahlke, Michele Deaton, Kate Engel, Jason Farber, Jim Fischer, Charlotte Frank, Vicki Highstreet, Amy Lanham, Angi McAndrews, Duane Mohlman, Mike O’Connor, Al Stark, Julie Thomsen, Sara Weixelman, Karen Wills, and Erin Wirth

**Call the Meeting to Order** (Vicki Highstreet)

2012-2013 UAAD President Vicki Highstreet called the meeting to order at 12:00pm.

**Approval of Meeting Agenda** (Vicki Highstreet)

Amy Lanham made a motion to approve the UAAD Board Meeting Agenda for Dec 5th.

Patrick Barrett seconded the motion. The agenda was unanimously approved.

**Approval of December Minutes** (Karen Wills)

Duane Mohlman made a motion to approve UAAD Board Meeting December Minutes.

Charlotte Frank seconded the motion. The agenda was unanimously approved.

**Treasurer’s Report** (Jason Farber)

**December 2012**

**Revenue:**

Membership $108.00

Graze and Mingle Registration $190.00

Foundation Contribution (Dec 31) $15.00

**TOTAL REVENUE $313.00**

**Expense:**

Graze and Mingle $189.42

**TOTAL EXPENSES $189.42**

**Assets:**

Cash – Wells Fargo Checking Account $4,414

Foundation Account $3,890

Accts Receivable – UNL Cost Center $1,618

**TOTAL ASSETS** **$9,922**

Sara Weixelman made a motion to approve UAAD Balance Sheet as of Dec 31, 2012.

Julie Thomsen seconded the motion. The agenda was unanimously approved.

**President’s Report** (Vicki Highstreet)

* February 6 & March 6 Board Meetings – Vicki out of town. President Elect Julie Thomsen will facilitate the meetings in her place
* Meeting with Bill Nunez once per quarter. Next meeting is February 19
* Meeting with Deans and Directors once per quarter. Next meeting is February 12

**Faculty Senate Report – Julie Thomsen**

* Forgot notes and will email them to Karen Wills

**Program Committee – Michelle Deaton**

* February 20: Founder’s Day, Dr. Ellen Weissinger
* March 20: Diane Mendenhall – Stand Up for Nebraska
* April 17: Dr. JoAnne Owens-Nauslar – Looking Ahead and Reaching Back: Lessons in Living for the Sandwich Generation
* May: Year End Picnic

**Founders Day – Erin Wirth/Sally Buckholz (absent)**

* Dr. Ellen Weissinger is secured as the guest speaker
* Western Roundup will be the buffet theme and will include catering: BBQ beef, flaming apples, potato salad and cole slaw ($11.50) Brown bag is optional
* Email invites to all members and paper invites for guests not on campus
* Welcome / Play Video / Buffet / Speaker at 12:10 (20 minutes) / Awards / Mentor Program Highlight
* The meal for the award winners and one guest are covered, along with nominees
* Will be making a video of UAAD members on what the benefit of membership means to them
* Kate Engel has past files that she will give to Erin Wirth

**Awards – Jim Fischer/Randy Leach (absent)**

* February 1 Nomination Deadline
* Only one application so far for one of the awards
* Sara Weixelman pointed out that the UAAD Logo was left out of the UNL Today announcement
* UAAD Logo left out of the UNL Today
* Randy will be out of the office sometime in February and Jim will recruit a small committee to review the applications (former UAAD President, Julie Hagemeier has volunteered to serve on the committee)
* A small presentation is done in the department of the winner in advance, so they know prior to the UAAD presentation
* Keith Dawson has certificates and there is an Awards folder in the shared drive

**Bylaws – Michele Deaton**

* Dues increase discussion at February Board Meeting
* If someone joins after March 31st, their membership is good through the following academic year (adjustment needs to be made to the wording of the bylaws)

**Professional Development – Charlotte Frank**

* April 18 – Dr. JoAnne Owens-Nauslar – Secure Your Own Mask First: Managing Your Own Health
* She will give her presentation to regular monthly UAAD meeting on April 17

**Community Outreach – Erin Wirth**

* December Outreach for Seniors – They were very appreciative
* This month we will just have a listing of where everyone volunteers, so we can encourage members to volunteer and make friends with other UAAD members

**Website – Mike O’Connor, Al Stark**

* Do a demo during a Board member and can provide individually tailored sessions with regard to the shared drive on the website
* Julie Thomsen is encouraged to have a meeting at the beginning of the academic year for the new board, especially new board members for access to the shared drive
* If you have photos from UAAD events please forward to Mike to upload on the website
* Professional photos of special events - It costs $35/hour to have Craig Chandler with University Communications take photos. Mike will contact Craig to take photos at the Founder’s Day and the April Professional Development events

**Employee Liaison – Patrick Barrett**

* 1. Campus Recreation Advisory Council – Karen Kassebaum
	2. Chancellor’s Commission on the Status of Women – Melissa Townsend
		+ Current issues of interest: maternity/family leave policies, lactation rooms on campus, and RIF policies
	3. Employee Fringe Benefits Committee University-wide – Kimberly Barrett
	4. Parking Advisory Committee – Dan Shattil
		+ Some of them need to renew their UAAD memberships
	5. Parking Appeals Committee – Gene Hogan, Ken Reining & Phil Berlie
	6. Safety Committee – Allan Specht
	7. Chancellor’s Committee on Wellness – Cathy Jewell
		+ Meets tomorrow at 10am
	8. Chancellor’s Commission on Environmental Sustainability – Rod Chambers
		+ Looking to revamp their charges and a new leader
	9. Emergency Employee Loan Fund Advisory – Sally Buchholtz
	10. University of Nebraska Ambassadors University-wide
		+ Kate Engel volunteer to be the UAAD Liaison
	11. University Child Care Committee – Roshan Pajnigar
		+ Met to know each other and in the process of developing committee

**Communications – Sara Weixelman**

* Facebook page is up and we only have 4 LIKES (plus Karen, Kate, Mike)
* She will contact all of the current members on Facebook to LIKE us
* Mike suggested including the acronym UNL UAAD instead in the URL for University Association for Administrative Development

**Membership – Amy Lanham**

* Current Membership Numbers: 146
* Renewals: 5
* New: 2 (Jim Rose from Athletics responded due to the card)
* No such thing as an Honorary Member, so Amy changed the 2012-2013 M/P to Regular / Academics are listed as Associates / Non-UNL are listed as Affiliates
* Propose removing the title of Honorary Member to speakers
* Average number of members at meetings is 45 members
* For camera shy, we could use a white board with their ideas written down – Founder’s Day discussion

**Nominating – Angi McAndrews**

* No report

**Mentoring – Kate Engel**

* Thanks Amy to sending out emails to members about the Mentors/Mentees
* Requested that all Mentors/Mentees to meet by the end of February
* Another interest survey will be sent out at the end of March
* 20 members (10 pairs) are in the program at this time
* Will meet with Mike to set up a Mentoring tab on the UAAD website

**Other Items/New Business**

* None