**UAAD Board Meeting**

**Wednesday, November 6, 2013**

**Nebraska Union Georgian Suite**

**Members Present:**

Rebecca Barnes; Becky Carter; Kate Engel; Nicki Evans; Jason Farber; Charlotte Frank; Vicki Highstreet; Amy Lanham; Tony Lazarowicz; Carlos Lopez; Rene Mayo Rejai; Angi McAndrew; Michael O’Connor; Pam Peters; Jenn Rutt; Sara Weixelman; Karen Wills

**Members Absent:**

Michele Deaton; Julie Thomsen

1. **Call the Meeting to Order – Kate Engel for Julie Thomsen**

Kate Engel filling in for Julie Thomsen called the meeting to order at 12:03pm.

1. **Approval of Meeting Agenda – Kate Engel for Julie Thomsen**

Pam Peters motioned to approve UAAD Board Meeting Agenda for November as amended [change “Approval of August Minutes to Approval of October Minutes”].

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

1. **Approval of October Minutes – Karen Wills**

Pam Peters motioned to approve the UAAD Board Meeting October Minutes.

Vicki Highstreet seconded the motion. The agenda was unanimously approved.

1. **Treasurer’s Report – Jason Farber**

**October 2013**

**Revenue:**

Membership $826.00

**TOTAL REVENUE $826.00**

**Expense:**

**TOTAL EXPENSES $0.00**

**Assets:**

 Cash – Wells Fargo Checking Account $3,745

 Foundation Account $3,950

 Accts Receivable – UNL Cost Center 2398131027 $1,039

 **TOTAL ASSETS**  **$8,734**

 **Social Consciousness**

 Cash Donations Collected $15.00

Check Issue to Charity $15.00

Angi McAndrew motioned to approve UAAD Balance Sheet as of October 31, 2013.

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

1. **President’s Report – Julie Thomsen**
	1. Thanks Kate for filling in for me today- I am attending a funeral in Minden.
	2. Deans and Directors Meeting for Nov 5 was cancelled. Has not been a meeting yet this year.
	3. If any Board member is still having difficulty accessing the UAAD shared drive please let me know.
	4. Bill Nunez’s schedule will allow him to speak at Founders Day-will work on inviting Chancellor to present awards that day. Will update you when confirmed. Bill would like a topic – please discuss – suggested from last month: How Managerial/Professional staff becomes/is essential to the Academic Enterprise and its success?
		* Mike O’Conner: Arts & Sciences Staff Council met
		* Sara Weixelman: Incorporate the Master Plan
2. **Faculty Senate Report – Kate Engel**
	1. Chancellor talked about the Master Plan at first meeting (14th Street changes).
	2. Lots of committee reports: grading, academic standards, etc.
3. **Program Committee – Carlos Lopez**
	1. December 18th Graze and Mingle: Will this be held at Valentino’s? We should announce at November (14 & 21) professional development. Is this secured?
		* Emails have been sent and waiting to hear back by end of this week.
4. **Joint Meeting UAAD/ UNOPA – Carlos Lopez**
	1. Will be held on January 15th
5. **Founders Day – Michele Deaton (Absent)**
	1. Update [No report given.]
6. **Professional Development – Becky Carter & Jenn Rutt**
	1. November development opportunities – assistance needed?
	2. 35 participants for Nov 14th and 34 participants for Nov 21st (one nonmember)
	3. Announcement will be in UNL Today to help boost participation.
	4. Hoping for more nonmembers to get registration fees to fund January program.
	5. Working with Chez Hay to provide drinks and snacks for program in JGMC.
	6. Will only provide drinks for program at NET, since it will be held right after lunch.
	7. Becky asked, “How do we request checks for the speakers?”
		* Send email to Jason Farber with information as documentation
7. **Membership – Amy Lanham**
	1. 19 active members (paid dues)
	2. 5 of the new cards were returned
	3. Out of 119 members, 73 were renewals
	4. Today is day when the UAAD listserv will be purged of old/past members.
8. **Awards Committee – Pam Peters & Rene Mayo Rejai**
	1. Recent call for nominations for the Donaldson and Oldt Awards
		* UNL Today, Scarlet, Facebook, word of mouth
	2. Rene updated the form so anyone can nominate with just a person’s name and she will look up their information (supervisor name, years of service) and send the nominator the official nomination form
	3. Found issues with website: documents were on legal sheets and had typos
	4. Kate and Vicki suggested the UAAD logo be included as letterhead
	5. Add a line to the form so the nominator can have the option to select the award
	6. Deadline for the form is ~~November 17th~~ December 17th
	7. Some supervisors opt to not provide a recommendation for their employee
9. **UAAD Connect – Nicki Evans**
	1. Update on October 9th luncheon at Selleck (9 pairs and 11 individuals attended)
10. **Miscellaneous Items**
	1. Today is Jenn Rutt’s Birthday!!!
11. **Website Demo/Presentation Overview – Mike O’Connor**
	1. uaad.unl.edu is part of the University’s CMS (Content Management System)
	2. Front page will eventually be the “newsletter” with different sections
	3. New UNL website template will be available on January 10th
	4. Hixon-Lied College of Fine and Performing Arts new website went live on Friday
	5. Login to site and go to page you want to edit using the four tabs on the right
	6. Make sure to use the SAVE button at the bottom of the page
	7. Gray menu bar will provide a list of all the pages based on the header you select
	8. Next Meeting / President Letter / Community Outreach / Awards / Join UAAD
	9. What does our website need to really truly represent UAAD?
	10. Kate suggested more about UAAD Connect and Professional Development
	11. Vicki suggested more photos since members like to see themselves being active
	12. Karen will continue to add the Board minutes as Word documents (special readers are unable to process PDF documents)
	13. UAAD Facebook is up to 38 LIKES (thanks Sara Weixelman for mini demo)

The UAAD Board Meeting was adjourned at 12:54pm.