



University of Nebraska–Lincoln
University Association for Administrative Development

<http://uaad.unl.edu>

UAAD Board Meeting Minutes
Wednesday, August 5, 2015, 12:00-1:00 p.m.
Ubuntu Room/202 – Gaughan Center
(Brown Bag Lunch)

Members Present: Lindsay Augustyn, Lori Bennett Baumli, Jeremy Caldwell, Becky Carter, Jerry Doyle, Kate Engel, Charlotte Frank, David Hartline, Ashley Kiekhoefer, Amy Lanham, Tony Lazarowicz, Carlos Lopez, Rene Mayo Rejai, Mike O’Connor, Shannon Parry, Doug Pellatz, Pam Peters, Jenn Rutt, Jenny Schnase, Andrea Schreiber, Karen Wills, Erin Wirth, Margo Young

Members Absent: Deb Eisloeffel, Shelley Harrold, Vicki Highstreet, Heather Reed, Julie Thomsen, Virginia Uzendoski, Stephanie Vendetti

1. Welcome (12:05pm) and Introductions: Please share: your name, your role with the university and your role with UAAD
2. Roster, Schedule and General Meeting Agenda/Structure

Items were emailed out to everyone. Becky provided hard copies. Please email her with updates.

There is no General Meeting in August, and the first one will be held on September 16, 2015.

11:45am – 12:00 Lunch and Socialize

12:00pm – 12:15 Networking

12:15pm – 12:30 Announcements

12:30pm – 12:50 Program/Speaker

12:50pm – 1:00 Q&A for Speaker

3. Monthly Financial Report (Pam Peters)
 - June 2015 Financials Motion: Margo Young Second: David Hartline
- Shannon Parry: UNOPA earns revenue with a parking lot on football game days and they have offered to share the space with UAAD
 - July 2015 Financials
 - Budget vs Actual for FY2014-15 – an example of different format or as an addition to the Balance Sheet and Income Statement provided in past – ask Board’s input and preference
- We will use the new budget format as proposed by Pam Peters
 - Preliminary Budget for FY2016 (to be approved by Executive Board prior to Sept. 30, 2015)
- Include a line item for the Program Committee

- We have served snacks instead of meals to save money
- Update name of to Social Consciousness to Community Outreach
- UAAD Connect does not have a budget
- UAAD Connect was formerly a mentoring committee, but is now focused on socials and networking
- Provide a \$25 gift card to an annual reviewer of the UAAD budget
- Can we provide a free UAAD membership instead of a gift card
- Please provide feedback and we will vote on the budget next month
- Why are we leaving the budget in the Foundation account and not transferring it into a checking account
- Every year the Foundation account software requires an explanation on why the funds don't have any movement
- The notification is just a reminder that our account is stagnant

4. Shared Drive/Box Folder Demo

Executive Board has decided to move all UAAD documents into this new drive
 Multiple users can view and edit documents at the same time and they are automatically saved
 Folders have been created for each committee who have complete control and set up permissions

5. Committee Descriptions

Kate, Becky and Charlotte went through all of the descriptions, cleaned them up and have loaded them into UNL Box
 Please review them, especially your committee and we will vote on them as a Board next month

6. Committee Reports: *If your committee has a report or update, please share it with the group: **If your committee does not have a report/has not met, no worries!** Some committees did meet over the summer and have some items to share/questions to ask.*

a. Standing Committees

- Community Outreach (Tony Lazarowicz and Stephanie Vendetti)
 - Peoples City Mission is only available on Mondays and Fridays
- Employee Liaison (Jenny Schnase and Margo Young)
 - No Report
- Membership (Amy Lanham and Lori Bennett Baumli)
 - Amy Lanham: We updated the spreadsheet and the new yearly \$20 fee will be great
 - Amy Lanham: New UNL employees are offered their first year of UAAD membership for free
 - Lori Bennett Baumli: Can we actively recruit affiliate
- Professional Development (Deb Eisloeffel, Vicki Highstreet and Andrea Schreiber)
 - No Report (Will be meeting for the first time on the 21st)
- Programs/Joint Meeting (Carlos Lopez and Ashley Kiekhoefer)
 - September: New East Campus Rec Tour
 - October: Trying to contact new Director at Sheldon for tour and meeting
 - January: Backyard Farmer Panel
 - Working on an event with Athletics to tour the new soccer facility
- Publicity/Public Relations (Erin Wirth and David Hartline)
 - Headshot photos were taken during the meeting
 - They have created UAAD promotional flyers to use to recruit new members

- They have created a new consistent format for email messages
- They have created an e-newsletter template in Mail Chimp and would like to send out a regular newsletter this year
- UAAD Connect (Heather Reed and Shelley Harrold)
 - No Report at Meeting

UAAD Connect Report via Email

We are excited to be working with the mentoring program this year. We met and have set our dates for the program.

- The UAAD Connect Survey inviting members to participate will go out on Monday, August 24th.
- The UAAD Connect Survey will close on Monday, August 31st.
- Shelley and Heather will meet during the week of the 31st to make mentoring matches and contact the participants.
- The UAAD Connect Brown Bag Lunch will be held on Thursday, September 10th from 11:45 AM-1:00 PM in CBA (location to be announced).

We encourage participants to meet in September (the Brown Bag Lunch counts), October, and November. We will run another session starting in January and a final one in May.

We are excited to continue working with this great networking opportunity and encourage members to consider participating this fall semester.

b. Special Committees

- Bylaws & Guidelines (Jeremy Caldwell)
 - No Report
- Founders' Day (Shannon Parry and Virginia Uzendoski)
 - February 17, 2016 at NET
- Awards (Rene Mayo Rejai and Lindsay Augustyn)
 - No Report
- Nominations (Doug Pellatz)
 - No Report
- Webmaster & Social Media (Mike O'Connor and Jenn Rutt)
 - We need photos from our events so please send our way
 - Would like to turn the membership form into a web form and Membership co-chairs were thinking the same thing, so Mike will work on this
 - If you haven't already liked UAAD on Facebook, please do
 - Photos can now be found on UNL Box, Photos folder

7. Questions?