

UAAD Executive Board Meeting
Wednesday, Feb 2, 2011-12:00 pm
UNL City Union
(2-4-11)

Members Present: Nancy Myers, Helen Fankhauser (by phone), Al Stark, Michele Deaton, Deb Dahlke, Vicki Highstreet, Jennifer Hellwege, Beth Hartman 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. January Board meeting minutes were approved.

President's Report-Nancy Myers:

- a. Discussion started at the January meeting regarding proposed UAAD Mission Statement. Nancy made recommended changes to what had been agreed to at the January meeting and were discussed. Nancy indicated adding "Managerial/Professional" back to the statement was important to our mission, in an effort to define the population of employees membership is open to. Charlotte mentioned "staff" being used to define regular employees at UNL and that "employees" includes more than regular staff. Michele found wording for "employees" in the by-laws so there was agreement to use this in our wording in the Mission Statement for consistency. Nancy reiterated the importance of addressing "leadership" in the statement. The Board approved the following Mission Statement which will be presented to the general membership for vote. Helen suggested the old and new wording be noted when it is sent to members for review.
"UAAD's mission is to provide leadership, networking, professional development and growth on behalf of the University of Nebraska-Lincoln's managerial/professional employees. UAAD serves as a partner in contributing to the University mission of teaching, research and service/outreach."

Treasurer's Report-Nicki Evans (absent):

- a. Nancy reported that \$2,560 was collected from the Project Management Professional Development workshop. This increased membership income from \$994 to \$1,730. Nancy referred to January 30th e-mail sent from Nicki to Board members noting missing \$35 check from Vishal Singh and Al Stark volunteered to follow up with him. Kim Barrett overpaid by \$15. She will be asked if she would like to either be refunded the \$15 difference or apply this amount when her membership payment is due.
- b. Beth suggested a change on the January 31, 2011 Balance Sheet to reflect fiscal year "through January 2011" instead of October 31, 2010 as currently noted.
- c. Total balance as of January 31, 2011 is \$6,233.

Program Committee- Vicki Highstreet :

- a. Julie and Vicki are working on the March 16th meeting which will be held at NET. Vicki noted this location was decided upon because of their current innovations in broadcast media (example provided was Gov Heineman uploading his guest spots on Fox and CNN News).

- b. Vicki reported that the title and description for the meeting is forthcoming. There will be a tour of the facilities and members will be asked to bring their lunch if they choose. The speaker for the meeting will be an NET staff member.

Professional Development-Valerie Lefler (absent):

- a. Efforts are ongoing to finalize the tentative late March Professional Development workshop. Deb will contact Paula Wells and if she is unavailable will see if there are other UNO speakers who could present with focus on project management.
- b. There was some discussion about the date for the workshop as late March or early April were months considered. It was decided that late April should be avoided and spring break was also determined to be a bad time due to various conflicts.
- c. The members agreed it would be best to market the workshop to those who attended the December presentation since that one was so well received.

Founders Day-Al Stark:

- a. Al confirmed Bill Nunez to be the speaker at the meeting. Nancy met with Bill to discuss topic points and Al and Nancy reported he will focus on positive aspects of NU joining the Big 10 and other issues. There are 3 nominees for the Donaldson and 3 for the Oldt Award.
- b. A total of 8 people have registered so Al will be posting a reminder this week with the registration form. Al asked for help at the registration table and Vicki, Michele and Deb volunteered.
- c. Al asked if anyone would be interested in being the photographer and Vicki volunteered and Al will find a camera for her use.

Oldt/Donaldson Awards-Julie Thomsen (absent):

UAAD Website Update-Al Stark and Michele Deaton:

- a. Al and Michele are working together to perform these duties as David is no longer a Board member. The website remains located on the College of Engineering server and the members decided to keep it there through this academic year and explore other site options starting in May. Al said he will try to get requests to post information on the website completed on the same or day after request made.

UAAD Library Archives-Michele Deaton:

- a. Michele contacted University Libraries and they have agreed to take the nine boxes of UAAD documents Al currently has and will archive the information as part of their archival program. Jeanne Wicks has organized the information and the Library will assess what is included to catalog the documents.
- b. Members discussed their desire to have this project completed when UAAD celebrates its 50th anniversary in 2012.

Nominations-Randy Leach (absent):

- a. Nancy will call Randy to send the interest inventory so that members receive it in February for response. There will need to be some revisions due to changes in the committees (example given of Grievance Committee no longer having UAAD representation).

IRS Forms-Deb Dahlke:

- a. Deb is researching what UAAD's designation is. She reported guidelines have changed for 501-C3 organizations. If she finds that we have this designation, we will have to file tax forms. She indicated we have an IRS tax ID number and Nancy reported that we have a Federal ID number. Deb will report her findings to the Board at the March meeting.

Communications-Sara Weixelman (absent):

No report

Social Consciousness-Beth Hartman:

- a. February donations will go to 5Bucks4Books campaign for the Lincoln Literacy program. Cash donations of \$5 and used children's books will also be accepted.
- b. Beth is open to suggestions for other organizations to donate to and mentioned some that have been recommended (Husker Cats, Camp Co-Ho-Lo).

Membership-Jennifer Hellwege:

- a. There are 210 current UAAD members and Jennifer reported this to be the highest number in recent records.

Other items:

- a. Al suggested forming a committee to start developing plans for the UAAD 50th anniversary in 2012 and Deb suggested we address this at the April meeting and ask for volunteers. She will draft an announcement.

Adjournment: Meeting was adjourned at 1:00 pm.