UNIVERSITY OF ARIZONA RETIREES ASSOCIATION BOARD OF DIRECTORS MEETING
October 9, 2018 • 10:00 a.m. to Noon
Swede Johnson Building, Room 303

Present: UARA Board members: Jim Barrett, Robert Casler, Jane Dugas, Gail Hanson, Kathi Hart, Dotty Sherwood-Cooney. Guests: Susanna Eden (APAC), Mitchell Lewis (Classified Staff Council), and from UAAA Denise Shorbe (Project Specialist) and Ricky Hernandez (Chief Operating Officer).

Agenda Item #1: PowerPoint presentation Ricky Hernandez and Denise Shorbe compared the current benefits of our status as an affiliate of the Alumni Association with additional benefits of becoming a chapter, as well as the steps that would be required should we decide to become a chapter.

BENEFITS OF CURRENT AFFILIATION WITH UAAA
• Dedicated Alumni Engagement Staff Member
• Minimal support from UAAA in management of events, scholarship and funding.
• Use of Swede Johnson Building for non-paid events
• Email blast for UARA Events (UARA provides listing)
• Consolidated Scholarship Application/Awarding Process
  -- Scholarships under “UAAA Umbrella”
  -- Co-managed between UARA Board & UAAA Scholarship Coordinator
  -- Requires FERPA Training and Designated Campus Colleague Status for Scholarship Readers

BENEFITS OF BECOMING AN OFFICIAL UAAA CHAPTER
• All of the previous slide PLUS –
• Business/financial management services
  -- Banking services
  -- Insurance
  -- Contract Management
  -- Facilities Management/Access
• Coordination/management of events
  -- Registration process
  -- Collection of registration fees
  -- Access to Mobile Pay
• Marketing/Communications
  -- Access to email marketing
  -- Social media marketing/communications
  -- Use of UA & UAAA Branding

REQUIRED NEXT STEPS TO INCREASE LEVEL OF SERVICE FROM UAAA
• UARA Legal Status
  -- 501(c)(7) Status
  -- Proposed Amendment to Article XV – Dissolution
  -- Vote on Dissolution as a “legal entity” and disbursement of funds.
• UAAA Management Change
-- Close all UARA external bank accounts
-- Transfer dollars to “UAAA Chapter Escrow” to Bank of America account
-- Add UARA volunteers as “Designed Campus Colleagues”
-- Manage HR issues related to any current “UARA Employees”
-- UARA to participate in all required processes for managing resources

A discussion followed which included the following topics:

Financial:
If UARA transfers to UAAA, AZOne account would be terminated and funds transferred to BOA Alumni Account where it would be held in an escrow account. These funds would be used just as the funds currently in the AZOne account are used. UARA would maintain complete control.

UAAA is not paying any UARA expenses but UARA would benefit from services they provide such as insurance, event help, payroll processing, rooms for meetings, contract management, etc.

AZOne Bank account current balance is $2228 in checking, and $16,847 in savings. This money would go into the BOA Alumni Account reserved for UARA use.

They are presently assisting us with setting up a university account for sponsorships which will support printing and promotional activities.

UARA would change to 501(c)(3) allowing donations to be tax deductible.

Dues could be paid on-line, as well as fees for any activities.

Tax reporting would be managed and we would receive a monthly financial report.

Organizational:
UARA would be considered a chapter (UAAA has approximately 25-30 active chapters). Volunteers would be referred to as “Designated Campus Colleagues” which would allow for privileges such as key access to university buildings.

Bylaws would remain essentially the same but would be adapted to the UAAA template.

UARA Office Manager would be paid by UARA funds through UAAA payroll in a “temp UA employee” status. She will remain in the Babcock Building.

UAAA chapter status would provide organizational insurance which would cover events such as liability for injuries suffered at a UARA event. Presently we have no coverage, which would cost $500 - $1000 per year.

In order to manage the scholarship process more effectively, UAAA through Scholarship Universe has an on-line application process for scholarship submittals from students. Scholarship Universe would make our scholarships more visible to students who could qualify.

UARA Scholarship funds presently in a Foundation account: Irving Yall ($37K); Suzanne VanOrt ($20K); T.R. Rehm ($30K) totaling approximately $87K. Funds receive 4% payback. This money stays in the Foundation in perpetuity, as well as the Endowment ($25,462). The Endowment brings in
approximately $1,095 per year. The Sparks account ($26,515) brings in approximately $660 per year (typically one newsletter annually.)

**Events:**
UAAA rooms would be available for UARA’s use for non-paid events. Easily accessible, free parking.

UAAA would provide staff assistance, i.e., Denise Shorbe. Denise would assist with managing events and would post notices in the “Alumni Insider”, a weekly email network for Alumni members.

Members would be able to pay on-line or by check to the UARA Office Manager, who would monitor activity. Rhonda Rudd (UAAA) would process payments. An app would be available for mobile pay at program luncheons.

**Marketing:**
The Newsletter would be adapted to a UAAA template format, but we would remain responsible for content and design. We would be able to include paid advertising and sponsor logos. Since WestPress is a preferred university vendor, we could expect a discount on printing and mailing costs.

UARA would retain its logo but would also have access to UA logos and marketing assets. We would also get assistance with purchasing promotional items featuring the UA logo, such as shirts and name tags.

UAAA would assist UARA with managing social media accounts.

**Next steps:**
A second presentation by UAAA will be scheduled for the November BOD meeting to benefit those who could not attend the October meeting.

The UAAA BOD will review new by-laws at their February meeting. The revised UARA Bylaws could be reviewed then.

According to the UARA by-laws, any recommended change initiated by the board would require a vote by the membership. The amendments would need to be posted on the UARA website and publicized in the newsletter for a period of 60 days, followed by an additional 30 days if revisions are proposed, before a vote is concluded.

**Committee Reports:**

[Note: Jennifer Lawrence (APAC) replaced by Susanna Eden, and Yontaek Choi (Classified Staff Council) replaced by Mitchell Lewis.]

**Activities (Jim Barrett):**
Jim is eager to get assistance from UAAA in organizing and publicizing a variety of UA athletic events for members.

**Communications and Seminar (Jane Dugas):**
Our first seminar was a success with 33 attending. Spring seminar TBA. Kelly Reynolds MEZCOPH has been invited.

Mike Krebs has prepared a proposal for establishing a Facebook presence for the board’s consideration.
Jane has researched the costs for various options with printing the newsletter. She has also collected pricing for potentially producing UARA polo shirts.

Jane has proposed changing both the name of the UARA Seminar Series and the newsletter. The committee recommended getting member input, such as though an online contest.

A Wish List will be included in the next newsletter looking for equipment donations, such as a new office computer, printer, speaker-system, and a speaker microphone.

It was suggested that we invite a *Lo Que Pasa* reporter to one of our luncheons in order to promote UARA to current employees.

It was suggested that committees prepare a brief summary of their areas of responsibility.

**Finance Committee (Gail Hanson):**  
Gail provided a written summary of finances (attached).

**Legislative (Alison Hughes):**  
Alison provided a written report on legislative issues which was emailed 10.18.18.

**Program luncheons (Kathi Hart):**  
Fall program luncheon at Oro Valley Country Club. 43 have registered as of October 9th.  
Winter luncheon will be at the DoubleTree on January 24. Spring and Summer luncheons – TBA

Robert prepared a sign to display at program luncheons and other events which notifies participants that photography will be taking place. The sign includes disclaimer language which has been approved by the office of Marketing & Branding.