BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, APRIL 10, 2018 10:00 AM – NOON
M. “Swede” Johnson Building, Bobcat Room
1111 N. Cherry Avenue, Tucson

1. Call to order 10a.m./roll call: Bob Perrill, Past President; Kathi Hart, Office Manager; Liz Gradillas, Treasurer; Roger Caldwell, Dotty Sherwood Cooney, guest; Fran Tickner, Mike Krebs, HR representative; Trudy Jacobson, Mike Proctor, Jennifer Lawrence, APAC representative. Rose Perrill by phone.

2. Approval of UARA Advisory Board Meeting Minutes of March 13, 2018. Mike Proctor moved to accept, Liz seconded, all approved.


4. The board discussed the value of the UARA Office Manager being a signer on the AZOne account and having a credit card for office expenses. Fran motioned that the board permit Kathi Hart, Office Manager to be a signer on the account so that she could then have a debit or credit card. Trudy seconded. Motion carried.

5. Preparation of Annual Operations Plan was done. Objectives are;
   a. Increase Digital Presence
      i. Newsletter
      ii. Luncheons
      iii. Events/Activities
   b. Electronic payments
      i. Membership
      ii. Luncheons
      iii. Activities

6. Bob moved that all bills be sent to the UARA office and processed for payment by Kathi. Mike Proctor seconded for discussion. It was agreed that all bills no longer be sent to individuals but come through the office. Hard copies of any backup will need to be provided to Kathi. Kathi will then process as much as we can through the Foundation via Rhonda Riggs, Alumni Association. Motion passed.

7. Roger discussed the Board Book updates. He then moved that the Board Book now be called the “Board Manual”. Liz seconded and the motion passed.

8. Committee Reports
   a. Membership report: Trudy will be sending out renewal notices in May.
   b. Luncheon report: Kathi reported that everything is set for the April 12th luncheon.
   c. Activities: Jim Barrett was absent. Mike Krebs suggested we look at having a tour of the Bach’s Cactus Nursery. Bob suggested we strive to have free activities for our membership as much as possible.

9. UARA Brochure. Alison and Jane will work on the updated brochure.

10. Human Resources Update: Mike Krebs stated that non-renewals would be going out. Retiree’s dinner will be on May 17th.

11. ADJOURNMENT