UA RETIREES ASSOCIATION (UARA)
BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, NOVEMBER 14, 2017  10:00 am – Noon
Habitat for Humanity Conference Room
3501 N. Mountain Avenue, Tucson

Minutes November 14, 2017

In attendance:

Members:
Jim Barrett, Roger Caldwell, Cassie Ciotti, Judy Doan, Secretary, Kathi Hart, Alison Hughes, President, Trudy Jacobson, Bob Perrill, Past President, Fran Tickner

UA Liaisons:
Mike Krebbs, Yontaek Choi

1. Call to order/introductions 10:00 a.m. by Alison Hughes. Alison introduced Yontaek Choi representing UA Classified Staff Council.

2. Approval of UARA Board meeting minutes of 10/10/17
   a. Trudy Jacobson corrected spellings of names and added that she was present at meeting.
   b. Trudy Jacobson moved, Fran Tickner seconded, all approved acceptance of amended 10/10/17 minutes.

3. Executive Committee (EC) meeting minutes of October 10, 2017, were reviewed.

4. Fiscal
   a. Board approval of the name UARA and new EIN for banking purposes: Jim Barrett moved, Trudy Jacobson seconded, and all approved the name UARA to be used on all accounts at One AZ Credit Union. There was no discussion.
   c. Bob Perrill brought up situation of more money being spent than coming in and that this has been occurring for some time. Causes are consultation for writing the newsletter and the printing and mailing expense of postcards plus the newsletter (most recent cost was $1,054.00). Alison reported on how this is handled with her HOA: An 8-page newsletter (front and back in color) is printed and mailed by Arizona Jet-Mail for $426 to approximately 400 addresses. Trudy stated that a full-service print shop able to do bulk mailings with the 190 sticker is needed and that the UA Postal Service must approve the 190 sticker. Alison suggested that we obtain two bids for printing and mailing and that we change to primarily electronic mailing of the newsletter. Trudy stated she is still updating the email listserv and should have it completed by next week. Fran moved, Bob seconded, and all approved obtaining two bids for printing and mailing of an 8 page and a 12 page newsletter.

5. Alison reviewed her President’s Report from Tri-University Meeting in Tempe. UARA will not join the Association of Retirement Organizations in Higher Education and pay dues at this time because of fiscal status.

6. Presentation by representative of UA Government and Community Relations Office: Alison reported that Sabrina Vazquez was invited but was unable to attend because of travel to Phoenix and that she is willing to attend UARA meetings whenever possible. This might be difficult once the legislative session begins in January.

7. Review by Alison and discussion of UARA Mission, Vision, and Values (see attached page below from the Board Book): As the mission of the UA is research, education, and
service, Roger and Alison will revise and present at the next meeting for a vote for incorporation into the Board Book.

8. Discussion: A planning committee is needed to develop by July 2018 an Annual Operating Plan. Committee chairs should be involved to some degree in this process. A budget is also needed. Liz Gradillas could possibly chair this. Cassie moved, Trudy seconded, and all approved to form an ad hoc committee to prepare an Annual Operating Plan and Budget for fiscal year 2018-19. Alison will email Liz to ask her if she is willing to chair this committee, and also add this to the January Board agenda.

9. COMMITTEE REPORTS
   a. Scholarship Committee: Betty Atwater provided a 5-page handout presenting a thorough summary of the three scholarships offered via Scholarship Universe each year by UARA. Thousands of dollars have been awarded over the years. Thank you, Betty! A discussion followed about inviting selected students to possibly present at a luncheon.
   b. Nominating Committee: Bob Perrill reported that additional names are needed for nomination to the Board. Trudy and Mike are assisting with this committee. Ken Hegland has agreed to serve on the Board. Celestino Fernandez is unable to accept a nomination at this time but may later. A person may volunteer to be on the Board. The deadline to receive nominations is the end of November. The list of nominees should be completed by January 26th and presented at the February Board meeting.
   c. Membership: Trudy Jacobson reported that she is still waiting for about 20-30 renewals and that the membership is currently about 630.
   d. Newsletter: Trudy Jacobson reported on the listserv status. It should be ready by next week. About 30% of retirees have responded saying they want to be included on the listserv, which is a very positive response. Alison will do the welcoming first email to the listserv once it is completed.
   e. Programs: Jim Barrett summarized the past and future programs. He reminded that guests can be invited to any programs. Thank you, Jim, for all these opportunities!
      (1) November 1, 8:30 a.m., tours of Marroney Theater, College of Architecture, and Center for Creative Photography.
      (2) December 9, 11:30 a.m., Gemstone Exhibit and Flandrau Planetarium Show ($8.00)
      (3) February TBA: Possibly Facilities Management tour, including tunnels and ice and water programs.
      (4) Upcoming: Habitat Brush for Kindness on a Saturday, which can be volunteering for services other than painting.
      (5) Suggestion: Possible farm area tour with help of Roger on a date between March 19-22, on a day when the Master Gardeners are selling items.
      (6) Suggestion: Attend The Pajama Game by the UA Repertory Theater on the last Saturday of April. Trudy moved, Jim seconded, all approved to include this in the Winter newsletter.
   f. Luncheons: Trudy Jacobson summarized. A double registration form could be included for each luncheon so retiree could retain a copy.
      (1) October 19, 2017, at Hacienda Del Sol
      (2) January 25, 2018, at Tanque Verde Ranch
      (3) April 12, 2018, at Radisson Hotel, 6555 E. Speedway. Speaker is President Robbins. This luncheon requires an early newsletter (very hard to do), a postcard reminder with a requested photo of President Robbins (this would be productive), or listserv reminder to everyone. Any announcement of this luncheon should include a requested photo of President Robbins.

10. Future 2018 meetings: January 9, February 13, March 13, April 10
11. Other business:
   a. The office printer is old. Mike Krebbs will check with his IT person for any surplus once he receives an email from Kathi.
   b. The program on the office computer (4 years old) probably needs updating. Yontaek might be able to assist with this issue.
   c. An agenda item should be added for updates from Kathi on office issues.