UARA Provisional Board of Directors Retreat  
3501 N. Mountain Avenue, Tucson  
Tuesday, April 11, 2017 - 8:30 am  
Enid Bos - Facilitator

Present: Jim Barrett, Roger Caldwell, Judy Doan, George Evanoff, Kathi Hart, Alison Hughes, Trudy Jacobson, Lee Jones, Bob Perrill, Fran Tickner, and Cassie Unda Ciotti. (Felicia Hermann, temporary secretary)  
Absent: Tom Rhem, Tony Vuturo

1 - Gather, coffee, etc.  
2 - Welcome and Objectives:

3 - Ground Rules:  
   - Allow every voice to be heard  
   - Be brief and meaningful  
   - Honor time limits  
   - Listen to understand  
   - Ensure comments further the conversation  
   - Expect to be surprised

4 - Elements of Successful Boards:  
   - Passion--commitment to cause  
   - Time--this is a job  
   - Experience--what you bring and what you learn  
   - Flexibility--step up when needed  
   - Attentiveness--look for ways to grow  
   - Courage--be willing to tackle issues  
   - Collegiality--respect and communication

5 - Introduction of Provisional Board Members (Each person will have 2-3 minutes to share).

6 - Small Group Activity #1--Developing a Strong Foundation:

4 key areas the UARA Board of Directors should do well as a Board:

   (Lee, Jim, Fran, Alison) :  
   a- Communication - among A/B and w/members.  
   b- Make it professional, efficient.  
   c- Creativity in promoting ideas = understanding member interests = recognizing need for variety.  
   d- Follow through / don’t take on too much at once.
(George, Cassie, Bob, Judy):
a- Canvass all UARA members for feedback about interest in/need for activities.
b- Provide those activities.
c- Maintain UARA rolls (current and prospective retirees).
d- Check if UARA is in Lo Que Pasa; Check if there are other sources.

(Roger, Kathi, Trudy):
a- Become a functional board.
b- Outreach - methods to contact members and prospective members.
c- Research other successful organizations that are related.
d- A better understanding of what “customers” want.

3 expectations for the first year of the UARA Board of Directors:

(Lee, Jim, Fran, Alison):
a- Board is operational and has trajectory.
b- Review existing member interest list.
c- Select activities from list and know we did it.

(Roger, Kathi, Trudy):
a- A successful transition.
b- Research what other similar orgs do to be successful.
c- Mechanisms for getting new board members (5/year).

(George, Cassie, Bob, Judy):
a-, b-, c-, Do 3 of the 4 above.

2 hopes for the first year of the UARA Board of Directors:

(Lee, Jim, Fran, Alison):
a- Membership here = to be increased by 20.
b- A strong leadership succession plan is developed, adopted, implemented.

(Roger, Kathi, Trudy):
a- Members will be fighting to be on the board!
b- Adequately answer all questions.

(George, Cassie, Bob, Judy):
a- UARA members become more active.
b- Encourage friends/coworkers to join.

BREAK
7 - Small Group Activity #2--Growing a Strong Future:

5 actions the UARA Board of Directors can take to strengthen UARA now through June 2918:

(Jim, Bob, Kathi, Alison):
- Activity planning--Insert member activity preference survey in fall newsletter.
- Focus on small group activities.
- Form committee (focus group #1) to create survey.
- Subcommittee (focus group #2) for membership recruitment strategy.
- Subcommittee (focus group #3) on UARA member education.

(Roger, George, Fran, Judy):
- Evaluate UARA financial status.
- Strengthen/evaluate all new programs and activities.
- Re-evaluate goals and objectives.
- Establish effective means of communication.
- Evaluate results of analyzing other similar institutions.

(Lee, Trudy, Cassie):
- Make listserv a reality; provide information for members and prospective members.
- Encourage still active and retired colleagues to join us.
- Develop attractive benefits to persuade more members to join.
- Decide what we can offer to them that they don’t have available to them now.
- Discuss expanding from beyond being just a social organization (i.e. seminars)--

4 accomplishments for the UARA Board of Directors to complete by June 2018:

(Jim, Bob, Kathi, Alison):
- Define/decide Board Terms.
- Officers are selected.
- Report new structure, goals, activities, etc. in fall newsletter.
- Negotiate UA MOA (Mary L.) -- meet w/ President Robbins as appropriate, or his rep.

(Lee, Trudy, Cassie):
- Obtain a free room for seminars and events.
- Create a functioning board.
- Increase membership.
- Create a “Learn & Lunch,” not only aging issues.

(Roger, George, Fran, Judy):
- Accomplish the 5 above.
3 ways the UARA Board of Directors can identify priorities for action into the future:

(Jim, Bob, Kathi, Alison):
  a- Form subcommittees.
  b- Sponsor Board Networking Social.
  c- Activate Board Listserv.

(Lee, Trudy, Cassie):
  a- Identify what we’re going to offer by reviewing what we know now and expanding.
  b- Assess a need for and implement member friendly suggestions (e.g. carpool).

(Roger, George, Fran, Judy):
  a- Survey / focus groups.
  b- Feedback / from other organizations.
  c- Feedback from UARA.

Next Meeting:  May 9, 2017 - 10:00 am
3501 N. Mountain Ave., Tucson
Discuss operational pieces and election of officers.

Respectfully submitted,
Felicia Hermann, temporary secretary