AUA Board Meeting  
Minutes  
Wednesday, February 10, 2010  
Office of Development Conference Room

Present: Kathy Kaplan, Dan Campbell, Jarin Cornish, Bev Forbes, Dan Hennelly, Trey Mayo, and Ann Pettingill

1. Welcome.

2. Minutes from January 13, 2010 were approved. Ann Pettingill announced that Glenda had reviewed her comments and made corrections. Glenda later sent an update to the information concerning section viii, Governor’s recognition of hard work with an additional eight hours of time off for state employees. Ann will update the minutes with Glenda’s information about this leave being available on an individual schedule and send the updated copy to Scott Harrison to post on the AUA web site.

a. Balance as of January 2010:  
   i. Income $0.00  
   ii. Expenses $0.00  
   iii. Draft balance as of 2/10/10 $936.73  
   iv. Share Balance as of 2/10/10 $26.46  
   v. Total AUA balance $963.19  
   vi. Membership 39 / 5 not paid

4. Upcoming events  
a. February program. Wednesday, Feb 17: Wine and chocolate at Borjo’s, 5-7 pm. There will be 3 wines and 3 chocolates. Rob, Borjo’s manager, is working with Royal Chocolate to select the wines. Dan sent the notice of the event out to members. He has gotten some responses already. Cost will be $5.00 for members. If non-members join that evening, they can do so without paying the event cost. Dan estimates that the event will cost $300.  
c. April 28. Awards breakfast. President Broderick will attend. Webb Centre River Rooms.  
d. May 19. Summer Happy Hour.

5. Administrator of the Year Award  
a. The award winner name and bio is due by March 17  
b. Kathy suggested the following dates for the award process:  
   i. Feb 11-26: Call for nomination packets  
   ii. March 2-4: Review nominations  
   iii. March 5, 8, or 9: Tell award winner  
   iv. March 10-16: Prepare bio for the program
c. Kathy will send out the call for nominations immediately. It will be open the rest of this week and the next two weeks.
d. Kathy will contact previous award winners to line 3 up for the review of nominations
e. Kathy will get the bio information. Once prepared, she will send to Trey for publicity. She will also get a photograph taken of the award winner.

6. Additions to the agenda:
   a. Professional development stipend. The Board discussed the stipend. It has been awarded on the basis of a raffle of all member names. Bev Forbes conducted the raffle drawing in her office. We did not conduct a drawing last fall. Bev will check her files to identify past winners. She will contact them to find out how they used the funds. We might add this information to the web site. Bev will bring the information to the next meeting.
   b. IOU memberships. Bev sent out a reminder to members who had indicated they wanted to join but have not sent their dues payment. The Board agreed that she should resend. She will also send the paid up membership list to Dan to use for the Borjo’s event payment list. We might add a note that reminders will be sent regarding payment onto the AUA membership form.
c. Year of Service awards
   i. Kathy will contact HR for the service year awards list. The Board discussed whether calendar or fiscal year terms were preferable. AUA switched into a calendar year recognition pattern. The Board agreed to leave it as is for the present.
   ii. Pins. AUA has a good supply of pins. Once we have the names, the pins can be taken for engraving with number of years of service.
   iii. Kathy will ask Connie to do the certificates.

   a. No audit has been done on AUA books. Bev maintains the checkbook and also a spreadsheet for all expenditures and income. She doesn’t have membership forms on file for all members; sometimes she does not receive a form. Bev will write up a set of procedures for review in an upcoming meeting.
   b. Jarin will ask Jim Harris to see if there is any university procedure for association audits.
c. The Board made the following revisions to Articles IX, X, XI, XII, XIII, and XIV:
   i. Article IX – Dues
      1. The dues of this Association shall be recommended by the Executive Committee and voted on at the Annual Business Meeting a meeting open to all Association members. Approval of dues will require a majority vote of members present at that meeting. All elected officers, committee chairs and committee members must be dues-paying members at the time of their election/appointment.
   ii. Article X - Fiscal Matters
      1. Section 1
         a. The fiscal year of this Association shall be from July 1 to June 30.
2. Section 2
   a. Annual income and expense budgets shall be drafted by the Treasurer and submitted to the Executive Committee for its formal approval at its first meeting of the fiscal year.

3. Section 3
   a. Income and expense reports shall be drafted by the Treasurer and submitted to the Executive Committee for its formal approval at each meeting.

4. Section 3
   a. A Committee of three (3) will be appointed by the President to conduct an annual audit.

iii. Article XI – Meetings
1. Section 1
   a. There shall be at least one business meeting annually, that will be open to all Association members. in April, at which the Association’s business will be conducted. The time and place of the meeting shall be determined by the Executive Committee.

2. Section 2
   a. Notices of each meeting shall be sent to each member announced at least fourteen (14) days prior to the date of such meeting.

3. Section 3
   a. The members present at any Association meeting at for which written notice has been given shall constitute a quorum for the transaction of business.

iv. Article XII - Dissolution of the Association
1. Section 1 –
   a. Disposal Upon Dissolution
      Upon dissolution of the Association, none of its property shall be distributed to any members, and all of such property shall be transferred to such other organization or organizations as the Executive Committee shall determine to have purpose and activities most nearly consistent with those of the Association, provided that such other organizations shall be exempt under Section 501(c) (3) of the Internal Revenue Code, or corresponding provisions of the Internal Revenue Laws.

v. Article XIII – Amendments
1. Section 1
   a. Except as is provided in Section 2 below, amendments to the By-Laws may be acted upon only at a meeting of the Association. If presented in writing to all members of the Association at least thirty (30) days prior to a business meeting at which the proposed change is to be considered, such an amendment may be adopted by a
two-thirds vote of the membership present. Any amendments to such proposed amendments NOT presented in writing to all members of the Association thirty (30) days in advance of a business meeting may be adopted by at least four-fifths of the members present.

2. Section 2
   a. If, in the judgment of the Executive Committee, action upon a proposed amendment is desirable before the next business meeting, it may be taken through a mail ballot following presentation of the amendment in writing to all members of the Association. If two-thirds of the members returning ballots who voted within the succeeding thirty (30) days vote affirmatively, the amendment shall be adopted.

3. Section 3
   a. - Date of Effect
      These By-Laws and any amendments thereto become effective immediately upon adoption by vote of the membership, as specified in Article XIII, Section 1 and 2.

   vi. Article XIV - Rules of Order
      1. Section 1
         a. Robert’s Rules of Order Revised (by Henry Martin Robert) shall govern the proceedings of the Association not otherwise specified by the By-Laws.
         d. The Board discussed the process for approval of the revisions once completed. It was proposed that we post the final copy to the website, send out email notices, and then hold a June meeting to discuss and approve the revision to the bylaws.

Next board meeting: March 10, 2010

Recorded by Ann Pettingill
February 10, 2010