AUA Board Meeting
Minutes
Wednesday, November 10, 2010
103 Kaufman Hall

Present: Kathy Kaplan, Dan Campbell, Bev Forbes, Alice Jones, Meg Jones, Dan Hennelly, Trey Mayo, Worth Pickering, Tisha Paredes, Ann Pettingill

1. Kathy welcomed the Board members

2. Minutes, October 13, 2010. With some minor corrections, the minutes were approved. Ann will send to Trey to post to the web site.

   a. Treasurer’s report as of November 10, 2010
      i. Balance:
         1. Income (8 new memberships): $160.00
         2. Expenses
            a. AUA Award $60.50
            b. Aramark, AP Fac workshop $95.84
         3. Current draft balance: $1,550.68
         5. Total AUA Balance $1,577.44
      ii. Membership
         1. New memberships 35
         2. Total membership 57
      iii. HR will not be able to provide funds for the end of year event. Will we be able to cover that cost? Estimates for upcoming costs were made; it seems that we should be okay with keeping the awards breakfast menu the same as last year.
      iv. Question: is there a tax burden associated with our income? We believe that there is no tax burden, but Kathy will research further.
      v. Meg will be auditing the membership list to check to see if payment has been received for each individual
      vi. Kathy passed on three payments to Meg.

4. Events - Review
   1. AUA’s 20th Anniversary – Tuesday, November 9, 5:30. We received positive feedback about the event at the President’s house. The attendance was very good. Everyone seemed to have a good time. Several people had appreciative comments made to them afterwards. The President and Mrs. Broderick paid for the event. We will send flowers as a thank you; Kathy will order them from New Leaf, and Meg will take the check by on Friday.
   2. Women’s Caucus / AUA AP Faculty Workshop. The workshop was well attended and well received. Kathy passed around some of the comments made by participants.
Attendance: 25. At the workshop, Glenda noted that HR is working on the AP Faculty Handbook and plan to hold orientation programs for new AP faculty 2-4 times per year.

3. Events. Dan Campbell.
   a. Parking. Slade McCalip asked to present a program on Parking in December so that he can get ideas for the start of his strategic planning process. The program will be on December 1, in the Isle of Wight Room.
   b. Dan suggested that we send a thank you to the people who attended the reception at the President’s house, with a note about upcoming programs.
   c. February 16: wine and chocolate at Borjo’s. We will charge a nominal fee for members and slightly more than before for guests.
   d. March program: District tour? The Board agreed that this would be a good time to reschedule that tour.
   e. April 27: Awards breakfast, River Rooms.
   f. The Board agreed to send a thank you to Sandy Waters for painting the pavers – Tisha will pick up a gift card for $50 from Michaels for her.
   g. Dan will send the information on events to Kathy for her to send out an email to the membership.
   h. January: VP Panel. Kathy will talk with Alonzo about this program.

4. Website updates. Trey Mayo. Trey showed the current website. The Board reviewed contents and suggested changes and updates to him. He recommended adding pictures, updating the look of the site; other suggestions included use of our logo, QEP themes, a welcome from the AUA president, updated resource links; links to forms, updates to the constitution / bylaws as made last year, a list of the past presidents, short news stories, a section featuring upcoming events, links to the HR site for AP faculty. Tisha suggested using the language developed in the bylaws for the section on membership. Kathy will send updated bylaws to Trey; he will update the site using the same format as currently used.


6. Women’s Caucus update. Ann Pettingill. Their Board is meeting at the same time as we are. Tisha reported on the Women’s Caucus luncheon during which the Provost mentioned that administrator salaries will be included in a review process. The review committee will report on progress at a forum next Friday.

7. Employee of the Month. Meg Jones. The first recipient has been selected (name not known). Submitted nominations will remain active for six months in the selection process.

Submitted by Ann Pettingill