

# ARIZONA STATE UNIVERSITY RETIREES ASSOCIATION

Minutes of the Board Meeting

9 October 2013

**Board Members Present:** Art Ashton, Barry Bruns, Barbara Bradford Eschbach, Elmer Gooding, Karen Hammann, Glenn Irvin, Gary Kleemann, Jo Madonna, Barry McNeill, Bill Moor, Jeannette Robson.

**Board Members Absent:** Cecilia Fiery, Dick Kelly, Bill Stasi, Jan Thompson, Hal White.

**Ex-Officio Members Present:** Abby Polito.

**Committee Chairs Present:** Connie McNeill, Dave Schwalm, Mary Stevens, Linda Van Scoy.

**Executive Staff Present:** Carolyn Minner, Carol Moore.

## **Guests Present:**

### **I. Call to Order**

Barry McNeill called the meeting to order at 10:06 a.m.

### **II. Introductions and Welcome to Guests**

### **III. Adoption of Today's Agenda**

MSPassed to adopt the Agenda with a change of order, moving item VIII ASURA Survey Project to appear prior to the Standing Committee reports.

### **IV. Review and Approval of the Minutes of 11 September 2013 Board Meeting**

MSPassed to accept the Minutes of the 11 Sep 2013 meeting without changes.

### **V. Financial Report / Treasurer's Report – Barry Bruns, Carolyn Minner**

Barry and Carolyn reported that there were no specific items to call to the attention of the Board. MSPassed to accept the Financial Report and Special Events Reports.

### **VI. Ex-Officio Reports**

- **Alumni Association** – Rhonda McClintock  
No report.
- **Emeritus College Liaison** – Elmer Gooding  
The Emeritus College is planning 8<sup>th</sup> Annual Symposium for 2 November 2013. The topic is Leisure Time. There will be a change for admission, including lunch. The Registration form is available on-line.
- **Human Resources** - Sheree Barron or designee  
No report.
- **University Club Liaison** – Jim Fordemwalt  
No report.

- **University Liaison** – Barbara Shaw-Snyder or Abby Polito  
Abby brought copies of the Arizona University System budget request from the Board of Regents. She discussed the request, highlighting Performance Funding and Parity. She indicated that Education is expected to be a critical issue in the upcoming Legislative Session.
- **University Senate** – Tomas Schildgen  
No report.
- **University Staff Council** – Trudy Perez  
No report.

## VII. ASURA Survey Project

- A. **Report from Question Group 1 Membership** – Elmer Gooding  
Elmer reported that they have developed a set of questions to address the various membership groups.
- B. **Report from Question Group 2 Information & Communication** – Bill Moor  
Bill reported that the group had developed a set of objectives and questions, probably more than needed for the survey. It is expected that the “Super Group” will refine and reduce the questions appropriately.
- C. **Report from Question Group 3 Services** – Gary Kleemann  
Gary reported that the first question their group asked was why ASURA was engaged in social activities. Then they developed questions which will need to be formatted for the survey.
- D. **Report from Question Group 4 Outreach** – Glenn Irvin  
Glenn reported that Outreach consisted of three areas: Video History, Sponsored Scholarship, and Adopt-a-Family. Questions were developed for each area centering on awareness of the program, level of activity, appropriateness of the activity to ASURA, funding, and sources. They also developed questions about other possible Outreach activities.
- E. **Next Step** – Barry McNeill  
Bill Moor will head the “Super Group” to refine the questions into a survey form. He scheduled a meeting on Columbus Day, Monday, 14 Oct 2013 at 1:00 p.m. in the ASURA office.  
The “Super Group” will review and refine the questions and look at appropriate Board actions arising from the questions and issues. Once this is accomplished, each group will review the other groups’ questions. Bruce Merrill has agreed to assist with constructing the survey.

## VIII. Standing Committee Reports

**A. Community Outreach Committee - Subcommittee Reports**

- **Adopt-A-Family** - Joan Leard  
No report.
- **Scholarship Committee** - Sue Blumer  
No report.
- **Video History Project** - Linda Van Scoy  
No report.

**B. Events Committee and Subcommittee Reports**

- **Events Committee Coordination** – Jo Madonna  
Jo reported attending the Staff Council's Faculty/Staff Fair to represent ASURA. Several people stopped to get information about the Association.
- **Luncheons & Special Events** – Barbara Bradford Eschbach  
Barbara reported that the Friendship Village luncheon is on Friday, 15 November. Also, the Committee is considering a Spring Picnic activity.
- **Retirees Day** – Barry McNeill  
Barry reported that the Committee is meeting next Monday to review the program. They have a large list of activities and are in the process of identifying those to be on the program.
- **Seminars** – Jan Thompson  
Jo Madonna reported that the Health Seminar is next week and that Health is a popular topic. She indicated that Jan expressed concern about being able to use the AV equipment. Art Ashton seconded this concern. Jo indicated that she was working with Linda Van Scoy to try and get help from the technology folks attached to the Office of Public Affairs. Jan also wanted to have remote microphones and Jo was looking into what was necessary.
- **Travel** – Gary Anderson  
Jo Madonna reported that 20 people have signed up for the trip to see the Kingston Trio. Twenty seats have been reserved for the Annual Christmas Concert at Skyline H.S. Saturday, 7 December. A 15-day river cruise in Russia is planned for May. The Committee will be meeting to discuss additional travel in the spring.

**C. Finance Committee – Barry Bruns**

- Barry indicated that the review of last year's finances is underway.
- **Golf Tournament** – Dave Schwalm

Dave reported that arrangements for the tournament are underway. The Committee has received about \$4500 in sponsorships. The Committee has a good set of prizes to award. The Alumni Association will promote the event. 60 golfers participated last year; the goal this year is to increase participation. . The push now is to identify players.

Linda Van Scoy asked about prizes left over from last year. Dave indicated that those will be included in this year's prizes. Dave thanked Barry and Connie and Carol who have been helping with the project website.

- **Book Collection** – Mary Stevens

Mary reported that ASURA made \$242 last quarter from book sales. A few hundred books are en route from donors, which promises to increase sales. Mary pointed out some highlights of the report – which books sold best, where the buyers were located.

**D. Government Liaison Council**

- **ASRS General** – TBD

No report.

- **Legislature** – Cecelia Fiery

Barry McNeill reported that Cecelia is in contact with ASU legislative liaisons, but does not have significant issues to report at this time.

**E. Health Insurance Liaison Council**

- **ADOA** – Art Ashton, Patricia Moore, Phyllis Primas

Art reported that he and Pat Moore had meet with ADOA folks. He encouraged people to attend ADOA's Health Expos; the Expos have representatives from all the insurance companies as well as from ADOA and ASRS. Art posted a poster for the Expos in the ASURA Office and pointed out that the dates could be found on the ASURA website under News, Information – Health Insurance.

- **ASRS** – TBD

No report.

**F. Membership and Communications Committee – Subcommittee Reports**

- **Membership Update** – Dave Schwalm

Dave reported that not much has changed regarding the membership. He believes that information gained through the upcoming Survey will be important in addressing membership issues.

- **Prime Times** – Wilma Mathews  
Jeannette Robson reported that she proofed *Prime Times* last week. Barry McNeill noted that a color version is available on the website in the News, Information section. He also commented on the professional quality of the publication and thanked Jeannette for her work on this.
- **Obituaries** – Becky Reiss  
Dave Schwalm reported that there is a new condolence letter being sent to the families of deceased members, and the ASURA membership will roll over to the surviving partner.
- **Web Site and Database** – Connie McNeill  
Connie reported that both histories of the ASURA are posted on the website. Connie indicated that the article on the website emphasizes the historic advocacy role of the Association. Barry suggested that given the advocacy role, the tri-fold pamphlet about the Association might be updated.

#### **IX. Unfinished Business**

**Follow up on distribution of *A Second Decade of Success*** - Barry McNeill  
Barry noted that copies of *A Second Decade of Success* need to be taken to the Seminar. Nancy Lesko has mailed copies to individuals on the distribution list. Presentation copies remain for Pres. Crow, the new Provost, Virgil Renzulli and the ASURA membership.

#### **VII. New Business**

##### **1. Photograph**

Carol Moore reported that Val Peterson donated a large, framed photograph to the Association. It will be hung in the offices. Barbara Eschbach volunteered to help hang the picture.

##### **2. KAET fundraiser**

Bill Moor and Mary Stevens will organize ASURA participation in another KAET telethon. They will report on progress at the next meeting.

##### **3. Long-term health of the ASURA, and Volunteers – Barry McNeill**

Barry initiated the discussion of how to maintain the long term health of the Association, addressing non-financial issues, e.g., office space and keeping the volunteer flow strong. Barry indicated that there is an ongoing issue regarding the number of volunteers to participate in various activities of the Association. Barry asked for discussion and suggestions about how to identify volunteers. A lengthy discussion ensued, which raised the following issues regarding volunteers:

**Issues that promote volunteerism:**

Phone calls

Following-up on people who say they will volunteer – this is critical to do.

Listing opportunities for volunteer activities on the website

Asking people to volunteer for a specific activity, not just a general request.

More information about ASURA – many people don't know about the organization.

Feature volunteering in *Prime Times*.

Involving students.

Possible standing committee on volunteerism.

List of people who have volunteered on renewal form available to committee chairs

Search for members with expertise that matches ASURA need for volunteers.

**Barriers to volunteerism:**

Multiple-campus, travel issues.

Competition with other volunteer organizations.

Work load.

Chairs don't know who might have indicated an interest in their committee

People being asked to do too much.

Lack of knowledge about the ASURA.

Activities take too much time.

**4. Handcart**

Linda Van Scoy indicated that there is a need for a new handcart to handle books and asked for assistance in determining what size the cart should be. Several suggestions were offered from the floor and Linda will follow-up on the issue.

**5. Community Services Building**

Carol Moore reported that the Fire Marshall is putting together an emergency plan for the CS building. There are also maintenance issues in the building.

**VIII. Announcements**

Next Meeting – **13 November in CSB 330.**

**IX. Action Items**

Barry McNeill requested that work on the Survey Questions continue with the goal of having them reviewed at the next meeting.

**X. Meeting Adjournment**

The meeting at 11:43 a.m.

Account Categories	Approved Budget	Actual YTD Amount	% Realized/Expended	COMMENTS
<b>ASURA Operations - Income</b>				
Balance Forward	38,591	38,591		
<b>Current Year Revenue</b>				
Events Registration Fees & Donations Collected	5,000	1,010	20%	
Membership Donations ("Dues")	18,000	3,000	17%	
General Operations Donations	2,000	510	26%	
Sale of University History Book	100	17	17%	
<b>Total ASURA Operations Current Year Revenue</b>	<b>25,100</b>	<b>4,537</b>		
<b>ASURA Operations - Expenses</b>				
<i>Printing and Mailing Costs</i>				
Annual Report	100	0	0%	
Survey & Ballots	800	0	0%	
Membership Drive	900	267	30%	
<i>Event Costs (exclusive of Advertising)</i>				
Paid Events	5,000	1,116	22%	
Meet & Greet	400	513	128%	
Seminar - All Costs	40	0	0%	
Annual Meeting Refreshments	600	0	0%	
Holiday Potluck & Fundraiser	50	0	0%	
Retiree's Day - Presenter & Guest Lunches	200	0	0%	
Retiree's Day - MU Room Fees	750	0	0%	
<i>Other Operations Costs</i>				
Scholarship Award	8,123	8,123	100%	Balance of \$10,000 paid from Endowment
Business Luncheons/Staff Appreciation	800	0	0%	
Membership Database	1,000	0	0%	
Office Equipment & Supplies	1,000	613	61%	
Service Appreciation Gifts	500	0	0%	
AROHE Membership Dues	100	0	0%	
Transfer to Adopt-a-Family account	1,000	0	0%	
Foundation Management Fees	900	66	7%	
<b>Total ASURA Operations Expenses</b>	<b>22,263</b>	<b>10,698</b>		
<b>Increase (Decrease) in Fund Balance for Current Year</b>	<b>2,837</b>	<b>-6,161</b>		
<b>Uncommitted ASURA Operations Funds</b>	<b>41,428</b>	<b>32,430</b>		



Account Categories	Approved Budget	Actual YTD Amount	% Realized/Expended	COMMENTS
<b>Public Affairs Allocation</b>				
<b>Opening Balance</b>	<b>7,000</b>	<b>7,000</b>		
<i>Printing &amp; Mailing Costs</i>				
Membership Drive	1,500	684	46%	
Envelopes and Other	1,391	1,384	100%	Includes room fees for meetings
Prime Times	2,500	0	0%	
<i>Other Public Affairs Operations Costs</i>				
Conference Room Chairs	109	109	100%	Chairs for conference room
Copier/FAX Equipment Annual Lease	1,500	1,306	87%	
<b>Total Subsidized Expenses</b>	<b>7,000</b>	<b>3,482</b>		
<b>Uncommitted PA Funds For Operations</b>	<b>0</b>	<b>3,518</b>		
<b>Special Projects</b>				
<b>Special Projects - Income</b>				
<b>Balance Forward</b>	<b>2,295</b>	<b>2,295</b>		Includes \$1000 from Friendship Village for Golf Tournament
<b>Current Year Revenue</b>				
Bake Sale Income	200	0	0%	
Friends/Phx Library Book Sale Net Income	500	0	0%	
Golf Tournament	9,000	0	0%	
<b>Total Special Projects Current Year Revenue</b>	<b>9,700</b>	<b>0</b>		
<b>Special Projects - Expenses</b>				
Golf Tournament	6,000	0	0%	
Transfer 1/2 golf tournament net revenue to Endow. Scholshp	1,500	0	0%	Last year split 3 ways with Winkle Endowment
Transfer 1/2 golf tournament net revenue to Video History	1,500	0	0%	Last year split 3 ways with Winkle Endowment
Foundation Management Fees	400	0	0%	
<b>Total Special Projects Expenses</b>	<b>9,400</b>	<b>0</b>		
<b>Increase (Decrease) in Fund Balance for Current Year</b>	<b>300</b>	<b>0</b>		
<b>Uncommitted Special Projects Funds</b>	<b>2,595</b>	<b>2,295</b>		



Account Categories	Approved Budget	Actual YTD Amount	% Realized/Expended	COMMENTS
<b>Adopt-A-Family</b>				
<b>Adopt-a-Family - Income</b>				
Balance Forward	529	529		
<b>Current Year Revenue</b>				
Adopt-A-Family Donations	521	555	107%	
Transfer from Operations	1,000	0	0%	
<b>Total Adopt-A-Family Current Year Revenue</b>	<b>1,521</b>	<b>555</b>		
<b>Adopt-A-Family - Expenses</b>				
Adopt-A-Family	2,000	0	0%	
Foundation Management Fees	50	10	20%	
<b>Total Adopt-A-Family Expenses</b>	<b>2,050</b>	<b>10</b>	<b>0%</b>	
<b>Increase (Decrease) in Fund Balance for Current Year</b>	<b>-529</b>	<b>545</b>		
<b>Uncommitted Adopt-A-Family Funds</b>	<b>0</b>	<b>1,073</b>		
<b>Video History</b>				
<b>Video History - Income</b>				
Balance Forward	5,382	5,382		
<b>Current Year Revenue</b>				
Video History Donations	1,000	105	11%	
1/2 net revenue from Golf Tournament	1,500	0	0%	Last year split 3 ways with Winkle Endowment
<b>Total Video History Current Year Revenue</b>	<b>2,500</b>	<b>105</b>		
<b>Video History - Expenses</b>				
Production	5,000	0	0%	
Equipment	150	0	0%	
Foundation Management Fees	150	2	1%	
<b>Total Video History Expenses</b>	<b>5,300</b>	<b>2</b>		
<b>Increase (Decrease) in Fund Balance for Current Year</b>	<b>-2,800</b>	<b>103</b>		
<b>Uncommitted Video History</b>	<b>2,582</b>	<b>5,485</b>		
<b>History Book</b>				
<b>History Book - Income</b>				
Balance Forward	388	388		
<b>Current Year Revenue</b>				
History Book Donations	105	105	100%	
<b>Total History Book Current Year Revenue</b>	<b>105</b>	<b>105</b>		
<b>History Book - Expenses</b>				
History Book	0	57		Includes copyright fee
Foundation Management Fees	0	2		
<b>Total History Book Expenses</b>	<b>0</b>	<b>58</b>		
<b>Increase (Decrease) in Fund Balance for Current Year</b>	<b>105</b>	<b>47</b>		
<b>Uncommitted History Book</b>	<b>493</b>	<b>434</b>		

Account Categories	Approved Budget	Actual YTD Amount	% Realized/Expended	COMMENTS
<b>Scholarship Endowment Fund</b>				
<b>Scholarship Endowment - Principal</b>				
Endowment Balance July 1	43,286	43,286		
Invested Funds Gain (-Loss)	4,300	657	15%	
Transfer to Scholarship Endowment - Spending	-1,000	0	0%	
Foundation Management Fees	-600	-655	109%	
Transfer from Scholarship Endowment - Spending	1,000	0	0%	
Current-Year Contributions	1,800	380	21%	
<b>Total Scholarship Endowment Principal</b>	<b>48,786</b>	<b>43,668</b>		
<b>Scholarship Endowment - Spending</b>				
Balance July 1	1,877	1,877		
Payout from Endowment	1,000	0		
Reinvest in Endowment	-1,000	0		
Scholarship Support from Endowment	-1,877	-1,877		
<b>Total Scholarship Endowment Spending</b>	<b>0</b>	<b>0</b>		
<b>Total Scholarship Endowment</b>	<b>48,786</b>	<b>43,667</b>		

## ASURA Event Report

9/30/2013

Event	Date(s)	Registration Fees		Event Costs				
		Collected	Refunded	Travel & Related	Food, Entertainment & Related	Lodging & Related	Other	Net Gain/Loss
Meet & Greet Luncheon	09/11/13	0.00	0.00	0.00	513.00	0.00	0.00	-513.00
Kingston Trio	10/25/13	1,010.00	0.00	0.00	1,116.00	0.00	0.00	-106.00
<b>*Fundraiser Golf Tournament</b>	11/11/13	1,000.00	0.00	0.00	0.00	0.00	0.00	1000.00
Fall Luncheon	TBD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Spirit of Phoenix Chorus	12/07/13	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Fundraiser Holiday Potluck</b>	12/19/13	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>**Retirees Day</b>	02/23/13	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Spring Luncheon	TBD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Net gain (loss) - all completed non-fundraising events</b>								<b>-513.00</b>
<b>Net gain (loss) - all non-fundraising events</b>								<b>-619.00</b>

\*Golf Tournament - Collections include sponsor donations collected in FY13

\*\*Retirees Day - Collections include \$950 support from Operations

# ASU Retirees Online Sales Report

MarketName	City	State	Country	Title	Price
AmazonMarketplaceUS	Hebron	KY	UNITED STATE	Technical Communication Today (4th Edition)	\$49.00
AmazonMarketplaceUS	Hemlock	MI	UNITED STATE	The McGraw-Hill Guide: Writing for College, Writing for Life	\$45.01
AmazonMarketplaceUS	Hebron	KY	UNITED STATE	Technical Communication Fundamentals	\$39.95
AmazonMarketplaceUS	CROWLEY	LA	UNITED STATE	The Norton Anthology of English Literature, The Major Authors (Ninth	\$36.00
AmazonMarketplaceUS	LAKE WORTH	FL	UNITED STATE	The Norton Anthology of English Literature, The Major Authors (Ninth	\$35.96
Alibris	Columbia	MO	UNITED STATE	Writing Matters: A Handbook for Writing and Research	\$33.41
Ebay	Staten Island	NY	UNITED STATE	The Norton Anthology of English Literature, The Major Authors (Ninth	\$32.79
AmazonMarketplaceUS	Miami	FL	UNITED STATE	The Norton Anthology of English Literature, The Major Authors (Ninth	\$29.80
AmazonMarketplaceUS	EL PASO	TEXAS	UNITED STATE	Globalization and Education: Critical Perspectives (Social Theory, Edu	\$28.94
AmazonMarketplaceUS	KINGSBURG	CA	UNITED STATE	The Norton Field Guide to Writing with Readings, 2nd Edition	\$25.02
AmazonMarketplaceUS	ROCK HILL	SC	UNITED STATE	Pocket Guide to Technical Communication (5th Edition)	\$17.90
Ebay	Richland	WA	UNITED STATE	Andy Goldsworthy: A Collaboration with Nature	\$16.24
Ebay	Novato	CA	UNITED STATE	To the foot of the rainbow: A tale of twenty-five hundred miles of wand	\$16.24
Ebay	thomasville	NC	UNITED STATE	Technical Communication: Process and Product (7th Edition)	\$16.24
AmazonMarketplaceUS	CHICAGO	IL	UNITED STATE	Technical Communication: Process and Product (7th Edition)	\$13.25
AmazonMarketplaceUS	Lady Lake	FL	UNITED STATE	The Little Seagull Handbook	\$12.00
AmazonMarketplaceUS	Hebron	KY	UNITED STATE	The Norton Field Guide to Writing (Second Edition with 2009 MLA U	\$11.80
Ebay	Salem	OR	UNITED STATE	Ham Radio For Dummies	\$10.77
HalfDotCom	Morgantown	WV	UNITED STATE	Thinking About Cultural Resource Management: Essays From the Edge	\$10.00



MarketName	City	State	Country	Title	Price
AmazonMarketplaceUS	EDINBURGH	Midloth	UNITED KINGD	Language Anxiety: From Theory & Research To Classroom Implication	\$7.80
Ebay	Vaison La Romain	Provenc	FRANCE	Pastels: From the 16th to the 20th century	\$7.73
Ebay	bridgeport	CT	UNITED STATE	Lady: Lisa Lyon by Mapplethorpe (Studio Book)	\$6.52
Ebay	Bellevue	WA	UNITED STATE	Technical Communication: Process and Product (7th Edition)	\$6.35
Ebay	default		SINGAPORE	The Chinese on the Art of Painting	\$5.74
Ebay	Scotland	CT	UNITED STATE	Zen and the Art of Motorcycle Maintenance: An Inquiry into Values	\$5.74
Ebay	Brookfield	WI	UNITED STATE	Field Gray	\$5.74
Ebay	Portage	IN	UNITED STATE	Globalization and the Challenges of a New Century: A Reader	\$5.74
Ebay	Patagonia	AZ	UNITED STATE	African Sculpture from the University Museum, University of Pennsylv	\$5.74
Ebay	Thorndale	TX	UNITED STATE	Cyberspace/Cyberbodies/Cyberpunk: Cultures of Technological Embod	\$5.74
Ebay	Carpinteria	CA	UNITED STATE	Night Soldiers: A Novel	\$5.64
Ebay	Haleiwa	HI	UNITED STATE	A Quiet Flame: A Bernie Gunther Novel	\$5.64
Ebay	Phoenix	AZ	UNITED STATE	A Pima Past	\$5.64
Ebay	Tustin	CA	UNITED STATE	Animal Dreams	\$5.64
Ebay	CARMICHAEL	CA	UNITED STATE	The Face on the Milk Carton	\$5.64

**Gross Total:** \$571.36

**Subtract Market Commissions (15%):**  
\$485.64

**Subtract Friends Portion (50%):**

**NET TOTAL TO YOU** \$242.82

## ASURA MEMBERSHIP TOTALS

2014 Membership Year

Counts	As Of 10/4/2013	As Of 10/5/2012	This Yr -Last Yr	More Counts	As Of 10/4/2013	As Of 10/5/2012	This Yr -Last Yr
<b>Current-year Members</b>	569	554	15	<b>By Former Employment Category</b>			
Renewals from prior years (any prior year)	507	523	-16	Faculty and Faculty w/ Admin Appt	261	264	-3
Introductory members	62	31	31	Academic Professional	39	38	1
Paid for the current year, now deceased	2	0	2	Staff	175	174	1
				Service Professional	65	54	11
<b>Last Year's Members - Not Renewed</b>	94	139	-45	Administrative	28	24	4
Members last year, now deceased	6	10	-4	<b>Having an Arizona Address</b>	517	499	18
<b>By Retired-from Organization</b>				<b>Level of Activity</b>			
Retired from ASU	550	N/A	N/A	Checked at least one volunteer area	76	55	21
Retired from another university	0	N/A	N/A	Attended at least one event this year	57	68	-11
Former ASU employee, retired elsewhere	0	N/A	N/A	Attended an event ever	246	207	39
Still employed at ASU	8	N/A	N/A	Logged in to Members-only Site (ever)	63	17	46
				Made an additional donation this yr	180	19	161
<b>By (Approx.) Time Since First Joining</b>				<b>Non-members in Database</b>			
Members for 0-2 Years	91	80	11	Was a member at some time	370	338	32
Members for 3-5 Years	120	155	-35	Never a member	814	758	56
Members for 6-10 Years	154	117	37	Deceased	2	77	-75
Members for more than 10 Years	204	202	2				
<b>By Communications They Want to Receive<sup>1</sup></b>							
Upcoming Event Announcements (e-mail)	391	362	29				
Obituary Notices (e-mail)	329	296	33				
Prime Times (US Post)	540	548	-8				
Other ASURA Communications (e-mail)	380	364	16				
None of The Above	13	6	7				

<sup>1</sup>All members receive the annual Board of Directors ballot, and membership renewal notices. Those with e-mail addresses also receive confirmation notices (by e-mail) about renewal, event registrations, and donations.

Note: Since membership enrollment forms are mailed in May, we begin processing them, with associated dues and donations, before the start of the membership/fiscal year. Therefore it is not possible to use these counts to determine the correct dollar value of membership donations in the current fiscal year.

## Possible Process for the Question Review Step

### Step 3 – Review Questions

A good survey always has some type of review process to help ensure that the questions are not ambiguous or confusing. Since the questions were generated by four separate groups, before the questions are reviewed an initial screening of all the questions will to be done to help reduce later question rewriting and subsequent re-reviewing. Step 3 should be completed by the November Board meeting.

#### Step 3a – General Review of All Question

The end result of this step will hopefully be a set of questions that can be reviewed to ensure that the questions are understandable.

1. A screening group made up of the leaders from each of the four Question Groups will do the general review.
2. The screening group will:
  - a. review the question format from each of the Question Groups and come to an agreement for the general question format for most of the questions,
  - b. look for question overlap and begin the culling / combing process,
  - c. review questions to ensure that there is some recognizable Board action possible if the answers to the questions are known, and
  - d. if not already done develop question objectives / sub-objectives to help organized the set of questions.

#### Step 3b –Question Review

Once the questions have been screened and any requested rewrites have been done the questions can be reviewed. Each Question Group will review the questions from one other Question Group as follows:

- Question Group 1, Membership will review questions from Question Group 3, Social Activities
- Question Group 2, Information & Communication will review questions from Question Group 4, Outreach
- Question Group 3, Social Activities will review questions from Question Group 1, Membership
- Question Group 4, Outreach will review questions from Question Group 2, Information & Communication

1. By mid to late-October each Question Group should have:
  - a. prepared a numbered list of questions and
  - b. sent this list of questions to the reviewing group.
2. Once a Question Group gets a set of questions to review each member of the group:
  - a. should attempt to answer the questions as if taking the survey,
  - b. note any ambiguous or confusing questions, and
  - c. note any questions which don't seem to have an obvious Board action.
3. Once all the members of a Question Group have completed their review the Question Group should:
  - a. review the comments from all the members and resolve any conflicts in views and
  - b. compile a list of questions and issues to send to the authoring group.
4. Once a Question Group Receives the review comments they should:
  - a. try to address any issues raised in the review and
  - b. prioritize the questions within each of the major sub-objective categories.