

MINUTES OF 12 March 2014
ARIZONA STATE UNIVERSITY RETIREES ASSOCIATION
BOARD MEETING

Board Members Present: Art Ashton, Barry Bruns, Barbara Bradford Eschbach, Glenn Irvin, Dick Kelly, Gary Kleemann, Barry McNeill, Bill Moor, Jeannette Robson, Bill Stasi, Jan Thompson, Hal White

Board Members Absent:
Cecilia Fiery, Elmer Gooding, Jo Madonna

Ex-Officio Members Present:

Committee Chairs Present: Gary Anderson, Sue Blumer, Wilma Mathews, Connie McNeill, Dave Schwalm

Executive Staff Present: Carolyn Minner, Carol Moore

Guests Present:

I. CALL TO ORDER

Barry McNeill called the meeting to order at 10:00 a.m.

II. [INTRODUCTIONS AND WELCOME TO GUESTS]

III. ADOPTION OF TODAY'S AGENDA

Barry McNeill proposed two changes to Agenda item VIII: (1) deleting the legislative breakfast and substituting a report on the Staff Council meeting University Staff BBQ, and (2) deleting the Day at the Capitol report and substituting a discussion of KAET. MSP to accept Agenda as amended.

IV. REVIEW AND APPROVAL OF THE MINUTES OF 12 FEBRUARY 2014 BOARD MEETING

MSP to accept the Minutes of the February 12 Meeting.

V. FINANCIAL REPORT / TREASURER'S REPORT – BARRY BRUNS, CAROLYN MINNER

MSP to accept the Treasurer's Report

VI. EX-OFFICIO REPORTS

- **ASU Alumni Association** – Rhonda McClintock
No report
- **Emeritus College Liaison** – Elmer Gooding
No report
- **Human Resources** - Sheree Barron or designee
No report
- **University Club Liaison** – Jim Fordemwalt
No report
- **University Liaison** – Barbara Shaw-Snyder or Abby Polito
No report
- **University Senate** – Thomas Schildgen
No report
- **University Staff Council** – Trudy Perez
No report

VII. FINANCE COMMITTEE – BARRY BRUNS

PRESENT REPORT ON FINANCIAL HEALTH OF THE ASSOCIATION.

Barry Bruns presented the Financial Report, with discussion of the definition of Financial Health and the endowment. Four motions were proposed as per the Agenda material:

Motion 1: Motion #1: MSPassed.

Motion 2: There was discussion regarding intent of the motion to clarify that any cash reserves exceeding “adequate cash reserve” should be spent or invested each year. A sub-motion was proposed to amend the main motion, with “spend and spending” to be changed to “allocate and allocating.” The sub-motion was seconded and Passed. The main Motion #2 was seconded and Passed.

Motion 3: The discussion involved clarifying exactly what the Scholarship Spending Account is. Annually the Foundation, using a five year rolling average of endowment performance, calculates what fraction of the endowment can be used to pay the scholarship and the Foundation then places that amount of money in a Foundation account which is named the Scholarship Spending Account. Money in the Scholarship Spending Account can be used only to fund the scholarship or it can be reinvested in the scholarship endowment. A sub-motion was proposed to capitalize “Scholarship Spending Account” and add the word “endowment” after “scholarship” at the end of the motion. The main Motion would then read: “the Board approves reinvesting the Scholarship Spending Account back into the scholarship endowment.” The sub-motion was seconded and Passed. The main Motion #3 was seconded and Passed.

Motion 4: a typo “treasure” was corrected to “treasurer.” Motion #4: MSPassed.

VIII. STANDING COMMITTEE REPORTS

A. Community Outreach Committee - Subcommittee Reports

- **Adopt-A-Family** - Joan Leard
No report.
- **Scholarship Committee** - Sue Blumer
Sue reported that applications were not yet ready for the Committee to review.
- **Video History Project** - Linda Van Scoy
No report.

B. Events Committee and Subcommittee Reports

- **Staff Council** – Barry McNeill
Barry reported attending the Staff Council meeting and handing out membership forms for ASURA. He also attended the Staff Barbecue event with Nancy Lesko and handed out ASURA trifold material and copies of *Prime Times*. He thought this event was good advertisement for the Association.
- **KAET** – Bill Moor
Bill reported that there are five volunteers for the KAET fundraising event on Saturday, 15 March. He plans to write an article for *Prime Times* to solicit additional volunteers for the next event to occur in August.
- **Luncheons & Special Events** – Barbara Bradford Eschbach
Barbara reported that details about the 15 May luncheon are on the ASURA website. The Fall 2014 luncheon will be at Friendship Village.
- **Retirees Day** – Barry McNeill
Barry reported that the Retirees Day Committee is meeting next week with the Seminars and Luncheon Committees to see how they can collaborate. They will bring any proposals about changes in Retirees Day to the Board in May.

- **Seminars** – Jan Thompson
The final Seminar on Wellness for Seniors is Wednesday, 19 March. 42 people have signed up.
 - **Travel** – Gary Anderson
Gary Anderson reported that the Chase Field outing was a success. The next event is the Verde Canyon train trip; 35 people have signed up thus far. The group will be staying in Jerome the day prior to the train ride. The Tovrea Castle trip is tentatively set for October. A trip to the Four Corners area and Canyon De Chelly is planned for fall. International trips are being planned for Italy and China. Gary Kleemann reported that fifteen people have signed up for the trip to Russia. The post-trip to Kiev has been cancelled due to the current international situation. Gary gave a brief summary of the trip to Italy, which would include Umbria and Tuscany, and opportunities to spend time in Florence or Rome or Venice.
- C. Finance Committee** – Barry Bruns
- **Golf Tournament** – Dave Schwalm
Dave indicated that there was no new information to report.
 - **Book Collection** – Mary Stevens
No report.
- D. Government Liaison Council**
- **ASRS General** – TBD
No report.
 - **Legislature** – TBD
No report.
 - **ASRS Update** – Dick Jacob
No report.
- E. Health Insurance Liaison Council**
- **ADOA** – Art Ashton, Patricia Moore, Phyllis Primas
Art reported that the healthcare contract will up for bid next year. If any members have suggestions for changes, they can submit a letter to ADOA. Jan Thompson and Gary Kleemann both indicated that they had received messages from ADOA soliciting suggestions. Barry McNeill suggested that information regarding suggestions for the healthcare contract can be put on the website.
 - **ASRS** – TBD
No report.
- F. Membership and Communications Committee – Subcommittee Reports**
- **Membership Update** – Dave Schwalm
Connie McNeill reported that the numbers in the January and February reports for length of membership were incorrect. The numbers in the current report are correct, and files for the past reports have also been corrected. Barry McNeill pointed out that 43 fewer people have attended events this year vs. last year.
 - **Prime Times** – Wilma Mathews
Wilma asked that material be submitted as quickly as possible because a considerable amount of material is being submitted. The deadline for submissions is 21 May.
 - **Obituaries Committee** – Becky Reiss
No report.

- **Website and Database – Connie McNeill**

Connie reported that the server for the ASURA website and photo gallery will be phased out by ASU. Connie is moving the website to a new server which will be with an outside vendor, Pantheon, and will cost most likely \$20 per month. Bill Moor moved to approve the expenditures for the Pantheon server. MSPassed. The photo gallery will probably be moved to a free service such as Flickr or Picasa. Some programming may make it possible to move the gallery without having to re-enter all of the photo captions.

IX. ASURA SURVEY UPDATE– BARRY MCNEILL

Barry reported that about 118 on-line submissions and 45 paper submissions have been received. Carol Moore reviewed the number of submissions and the volunteer work to process the results. Barry indicated that the on-line survey is still running. He will be following up with those who have not responded. There are some technical difficulties in transferring the paper responses to the on-line format. He will give an update at the Annual Meeting.

X. STATUS OF BOARD MEMBER ELECTION – BILL MOOR

Bill reported that the ballots are in and the Committee will be meeting next Monday to count them.

XI. NEW BUSINESS

Carol Moore reported that a few copies of the *ASU History* are still available and make nice gifts for people. Carol indicated that she has received requests for copies of the 1st decade history from HR; Connie McNeill said that volume has been digitized and can be reprinted if necessary.

Jeanette Robson asked about ASURA tri-fold information brochure, which needs to be updated and reprinted as the supply is running low.

XII. ANNOUNCEMENTS

- SEND COMMENTS ON ANNUAL REPORT TO BARRY MCNEILL BY MARCH14
- ANNUAL MEETING IS APRIL 12, 2014, 1:00 – 3:00 P.M.
- NEXT BOARD MEETING – MAY 14, 2014 IN CSB 330
Jo Madonna will be presiding and intends to continue meeting in CSB 330.

XIII. MEETING ADJOURNMENT

Barry McNeill adjourned the meeting at 11:17 a.m.

Account Categories	Approved Budget	Actual YTD Amount	% Realized/Expended	COMMENTS
ASURA Operations - Income				
Balance Forward	38,591	38,591		
Current Year Revenue				
Events Registration Fees & Donations Collected	5,000	2,033	41%	
Membership Donations ("Dues")	18,000	4,170	23%	
General Operations Donations	2,000	1,300	65%	
Sale of University History Book	100	51	51%	
Total ASURA Operations Current Year Revenue	25,100	7,554		
ASURA Operations - Expenses				
<i>Printing and Mailing Costs</i>				
Events	0	34		
Annual Report	100	0	0%	
Bylaws & Ballots	800	43	5%	
Surveys	0	300		
Membership Drive	900	357	40%	
<i>Event Costs (exclusive of Advertising)</i>				
Paid Events	5,000	2,278	46%	
Meet & Greet	400	425	106%	
Seminar - All Costs	40	22	55%	
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	1,091	109%	
Office Equipment & Supplies	1,000	1,826	183%	
Service Appreciation Gifts	500	0	0%	
AROHE Membership Dues	100	60	60%	
SurveyMonkey	0	300		
Transfer to Adopt-a-Family account	1,000	1,000	100%	
Foundation Management Fees	900	180	20%	
Total ASURA Operations Expenses	22,263	16,038		
Increase (Decrease) in Fund Balance for Current Year	2,837	-8,484		
Uncommitted ASURA Operations Funds	41,428	30,107		

Account Categories	Approved Budget	Actual YTD Amount	% Realized/Expended	COMMENTS
Public Affairs Allocation				
Opening Balance	7,000	7,000		
<i>Printing & Mailing Costs</i>				
Member Survey	0	1,109		
Membership Drive	1,500	684	46%	
Envelopes and Other	1,391	1,388	100%	Includes room fees for meetings
Prime Times	2,500	1,641	66%	
<i>Other Public Affairs Operations Costs</i>				
Conference Room Chairs	109	27	25%	Chairs for conference room
Copier/FAX Equipment Annual Lease	1,500	1,306	87%	
Total Subsidized Expenses	7,000	6,155		
Uncommitted PA Funds For Operations	0	845		
Special Projects				
Special Projects - Income				
Balance Forward	2,295	2,295		Includes \$1000 from Friendship Village for Golf Tournament - donated prior to 6/30/13
Current Year Revenue				
Fall Luncheon	0	112		Error - Request For Transfer submitted
Spirit of Phoenix	0	60		Error - Request For Transfer submitted
Bake Sale Income	200	167	84%	
Friends/Phx Library Book Sale Net Income	500	255	51%	
Golf Tournament	9,000	7,275	81%	
Total Special Projects Current Year Revenue	9,700	7,869		
Special Projects - Expenses				
Golf Tournament	6,000	4,667	78%	
Transfer 1/2 golf tournament net revenue to Endow. Scholshp	1,500	0	0%	Request For Transfer pending
Transfer 1/2 golf tournament net revenue to Video History	1,500	0	0%	Request For Transfer pending
Foundation Management Fees	400	215	54%	
Total Special Projects Expenses	9,400	4,882		
Increase (Decrease) in Fund Balance for Current Year	300	2,987		
Uncommitted Special Projects Funds	2,595	5,283		

Account Categories	Approved Budget	Actual YTD Amount	% Realized/Expended	COMMENTS
Adopt-A-Family				
Adopt-a-Family - Income				
Balance Forward	529	529		
Current Year Revenue				
Adopt-A-Family Donations	521	605	116%	
Transfer from Operations	1,000	1,000	100%	
Total Adopt-A-Family Current Year Revenue	1,521	1,605		
Adopt-A-Family - Expenses				
Adopt-A-Family	2,000	1,248	62%	
Foundation Management Fees	50	12	24%	
Total Adopt-A-Family Expenses	2,050	1,260	61%	
Increase (Decrease) in Fund Balance for Current Year	-529	345		
<i>Uncommitted Adopt-A-Family Funds</i>	<i>0</i>	<i>874</i>		
Video History				
Video History - Income				
Balance Forward	5,382	5,382		
Current Year Revenue				
Video History Donations	1,000	125	13%	
1/2 net revenue from Golf Tournament	1,500	0	0%	Request For Transfer pending
Total Video History Current Year Revenue	2,500	125		
Video History - Expenses				
Production	5,000	15	0%	
Equipment	150	544	363%	
Foundation Management Fees	150	3	2%	
Total Video History Expenses	5,300	562		
Increase (Decrease) in Fund Balance for Current Year	-2,800	-437		
<i>Uncommitted Video History</i>	<i>2,582</i>	<i>4,945</i>		
History Book				
History Book - Income				
Balance Forward	388	388		
Current Year Revenue				
History Book Donations	105	145	138%	
Total History Book Current Year Revenue	105	145		
History Book - Expenses				
History Book	0	98		Includes copyright fee
Foundation Management Fees	0	3		
Total History Book Expenses	0	101		
Increase (Decrease) in Fund Balance for Current Year	105	44		
<i>Uncommitted History Book</i>	<i>493</i>	<i>432</i>		

Account Categories	Approved Budget	Actual YTD Amount	% Realized/Expended	COMMENTS
Scholarship Endowment Fund				
Scholarship Endowment - Principal				
Endowment Balance July 1	43,286	43,286		
Invested Funds Gain (-Loss)	4,300	3,200	74%	
Transfer to Scholarship Endowment - Spending	-1,000	-1,260	126%	
Foundation Management Fees	-600	-660	110%	
Transfer from Scholarship Endowment - Spending	1,000	0	0%	
Current-Year Contributions	1,800	635	35%	
Total Scholarship Endowment Principal	48,786	45,201		
Scholarship Endowment - Spending				
Balance July 1	1,877	1,877		
Payout from Endowment	1,000	1,260		
Reinvest in Endowment	-1,000	0		
Scholarship Support from Endowment	-1,877	-1,877		
Total Scholarship Endowment Spending	0	1,260		
Total Scholarship Endowment	48,786	46,461		

ASURA Event Report

2/28/2014

Event	Date	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	425.36	0.00	0.00	-425.36
Kingston Trio	10/25/13	1,464.00	0.00	0.00	1,464.00	0.00	0.00	0.00
*Fundraiser Golf Tournament	11/11/13	7,275.00	0.00	0.00	4,666.61	0.00	0.00	2,608.39
Fall Luncheon	11/15/13	496.00	0.00	0.00	564.00	0.00	0.00	-68.00
Spirit of Phoenix Chorus	12/07/13	195.00	0.00	0.00	195.00	0.00	0.00	0.00
Fundraiser Holiday Potluck	12/19/13	167.00	0.00	0.00	0.00	0.00	0.00	167.00
Chase Field Tour	02/14/14	110.00	0.00	0.00	110.00	0.00	0.00	0.00
Verde Canyon Choo-Choo	04/16/14							
Russia Revealed River Cruise	05/15/14							
Spring Luncheon & Wine Tasting	05/15/14							

Net gain (loss) - all completed non-fundraising events -493.36

Net gain (loss) - all non-fundraising events -493.36

*Golf Tournament - Collections include sponsor donations collected in FY13

ASURA MEMBERSHIP TOTALS

2014 Membership Year

Counts	As Of <small>3/11/2014</small>	As Of <small>3/8/2013</small>	This Yr <small>-Last Yr</small>	More Counts	As <small>3/11/2014</small>	As Of <small>3/8/2013</small>	This Yr <small>-Last Yr</small>
Current-year Members	612	588	24	By Former Employment Category			
Renewals from prior years (any prior year)	540	544	-4	Faculty and Faculty w/ Admin Appt	279	276	3
Introductory members	72	44	28	Academic Professional	40	38	2
Paid for the current year, now deceased	7	1	6	Staff	190	186	4
				University Staff (Service Professional)	72	61	11
Last Year's Members - Not Renewed	65	118	-53	Administrative	30	25	5
Members last year, now deceased	6	14	-8	Having an Arizona Address	552	529	23
By Retired-from Organization				Level of Activity			
Retired from ASU	599	N/A	N/A	Checked at least one volunteer area	80	59	21
Retired from another university	0	N/A	N/A	Attended at least one event this year	145	141	4
Former ASU employee, retired elsewhere	0	N/A	N/A	Attended an event ever	274	317	-43
Still employed at ASU	13	N/A	N/A	Logged in to Members-only Site (ever)	77	41	36
				Made an additional donation this yr	189	47	142
By (Approx.) Time Since First Joining				Non-members in Database			
Members for 0-2 Years	97	94	3	Was a member at some time	329	311	18
Members for 3-5 Years	125	162	-37	Never a member	864	830	34
Members for 6-10 Years	170	122	48				
Members for more than 10 Years	220	210	10				
By Communications They Want to Receive¹							
Upcoming Event Announcements (e-mail)	431	385	46				
Obituary Notices (e-mail)	347	315	32				
Prime Times (US Post)	590	578	12				
Other ASURA Communications (e-mail)	415	393	22				
None of The Above	6	5	1				

¹All 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 dues in the current fiscal year.

PRIME TIMES DEADLINES

Summer 2014 thru Summer 2015

(Submitted by Wilma Mathews & Jeannette Robson For March 12, 2014 ASURA Board Meeting)

SUMMER 2014

May 21 **submit articles** to Wilma Mathews for editing (*wkm23@asu.edu*)
May 28 final copy to Alpha Graphics for printing
June 4 Alpha Graphics delivers Prime Times to ASU Mail Services

FALL 2014

September 24 **submit articles** to Wilma Mathews for editing (*wkm23@asu.edu*)
October 1 final copy to Alpha Graphics for printing
October 8 Alpha Graphics delivers Prime Times to ASU Mail Services

SPRING 2015

January 21 **submit articles** to Wilma Mathews for editing (*wkm23@asu.edu*)
January 28 final copy to Alpha Graphics for printing
February 4 Alpha Graphics delivers Prime Times to ASU Mail Services

SUMMER 2015

May 20 **submit articles** to Wilma Mathews for editing (*wkm23@asu.edu*)
May 27 final copy to Alpha Graphics for printing
June 3 Alpha Graphics delivers Prime Times to ASU Mail Services