

MINUTES OF 12 DECEMBER 2017
ARIZONA STATE UNIVERSITY RETIREES ASSOCIATION
BOARD MEETING

Board Members Present: Barry Bruns, Jay Butler, Betty Landon, Larry Mankin, Connie McNeill, Bill Moor, Don Nilsen, Tara Fuchs Roesler, Pat Schneider

Board Members Absent: Anthony Brazel, Bev Buddee, Jeri Meeks, Kathleen Renshaw, Dave Schwalm,

Ex-Officio Members Present: Don Nilsen, Tara Fuchs Roesler, Tom Schildgen

Committee Chairs Present: Barry McNeill, Connie McNeill, Tara Fuchs Roesler, Bonnie Scheall, Joy Shearman

Executive Staff Present: None

Guests Present: None

I. CALL TO ORDER

Vice President Tara Fuchs Roesler called the meeting to order at 10:04 a.m.

II. INTRODUCTION AND WELCOME GUESTS

Vice President Fuchs Roesler welcomed everyone in attendance and asked that each member introduce themselves.

III. ADOPTION OF TODAY'S AGENDA

Motion to approve with one adjustment carried with unanimous approval.

IV. REVIEW AND APPROVAL OF THE MINUTES OF 14 NOVEMBER 2017 BOARD MEETING

Motion to approve with one adjustment carried with unanimous approval.

V. FINANCIAL REPORT/TREASURER'S REPORT -- Bill Moor, Carolyn Minner

In Carolyn's absence Bill Moor asked Barry McNeil to present the monthly report, prepared by Carolyn, since Barry was at the last meeting. Barry said the budget is coming along just fine. A motion was introduced to accept the Treasure's report and approve the budget. The motion carried and approval was unanimous.

VI. EX-OFFICIO REPORTS

- **ASU Alumni Association -- Rhonda McClintock**
No report.

- **Emeritus College Liaison -- Don Nilsen**
 The Twelfth Annual Emeritus College Symposium held on November 18, 2017 in Old Main went very well. This year's theme was "Changing STEM to STEAM. So in addition to Science, Technology, Engineering and Mathematics -- Arts was added. Both of the plenary presentations and most of the papers related to the relationship between the sciences, humanities and arts. One of the plenary presentations was interpretive for interpreting science in dance. Last evening (December 11, 2017) a LITMUS event was held. The LITMUS is a literary and musical event. LITMUS, started as a musical event then they started adding literature. This was the first year there was more literature than music. Don indicated he would send out pictures of both events.
- **Human Resources -- Judy Cato**
 No report.
- **University Club Liaison -- Tara Fuchs Roesler**
 The University Club had a great season with the tailgate parties. An annual mixer will be held the afternoon of December 14th. All the building improvements have now been completed and the facility looks very nice.
- **University Affairs Liaison -- Stephanie Salazar**
 No report.
- **University Senate -- Tom Schildgen**
 Tom mentioned that at the November senate meeting there was a discussion about the Athletic District. Tom said that ASURA Board has no representation on the ASU Athletic Board. Tom also mentioned that there is more happening in athletics than in other areas of the University. Tara asked Tom if he would speak to Christine Wilkinson about getting an athletic member representative to be part of the ASURA Board because there are many exciting things happening in athletics.
- **University Staff Council -- Katie Aguilar**
 No report.

VII. **STANDING COMMITTEE REPORTS**

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

- **Adopt-A-Family -- Joan Leard**
 No report.
- **Scholarship Committee -- Joy Shearman, Sue Blumer**
 No report.

- **Video History Project - Dave Scheatzle**

Barry McNeill mentioned that the Committee continues working on meta data issues. We are closer to understanding what the library system has for our benefit. The Committee will meet again in January.

B. Events Committee and Subcommittee Reports

- **Events Committee Coordination -- Barry McNeill**

Carolyn Minner stepped forward and put information about the stress seminar on Wild Apricot. Final efforts have paid off. Hopefully a few more office staff will consider taking the training of free events on Wild Apricot.

- **Luncheons and Special Events -- Bonnie Scheall**

Bonnie said her committee is moving along with the Holiday Potluck -- 50 people have signed up to date. Barry McNeill said we have had more people register this year than in previous years. Bonnie still does not have a committee, but Trudy Perez and Mary Stevens have offered their assistance to the Luncheon and Special Events Committee. The committee is looking into a luncheon event in March at the Shalimar Country Club in Tempe. Bonnie received a recommendation to move the Holiday Potluck to January. A discussion began about moving the Holiday Potluck earlier by one week, but then someone mentioned that room scheduling may be a problem.

Seminars -- Bev Buddee, Trudy Perez

In Bev's absence, Barry McNeill listed upcoming seminars -- one on fraud and another on emergency preparedness. He mentioned that registration is open for the 10:00 a.m. - Noon, January 11, 2018 seminar entitled *Stress Reduction/Changing* which will be held at Community Services Building, room 330.

Pre-Retirement Seminars -- Trudy Perez

No report.

- **Travel -- John Brock**

No Report.

C. Finance Committee -- Bill Moor

The Committee met and had a good discussion with Jerry Snyder. The bottom line is that the Committee agrees that expenditures are in line with acceptability. This is the first year the Committee looked at the ASURA Financial Health Analysis report. The Committee recommended that only the expenditures in the Operations account be used in the Financial Health Analysis. Motion to accept annual review with modifications unanimously approved.

- **Book Collection -- Mary Stevens**

No report. However, it was recommended that a flyer be made available to new retirees advertising that book donations will be accepted upon their retirement.

D. Government Liaison Council

- **Legislature -- Jeri Meeks**

No report.

- **ASRS Liaison -- Dick Jacob**

Dick attended the ASRS Board of Trustees meeting on 1 December 2017 and reported via e-mail that there were no new reports of significant interest to ASRS membership.

- **ADOA Liaison -- Larry Carlson**

No report.

E. Health Insurance Liaison Council

- **ADOA -- Larry Carlson**

No report. However there was much discussion among board meeting attendees regarding registration procedures. The consensus was that registration must be made more user friendly. A recommendation was made that a dedicated desk/person be made available for retirees. Tara Roesler will provide feedback on making it easier for renewals to ASRS and ADOA.

ASRS -- Tara Roesler Fuchs

Refer to section above.

F. Membership and Communications Committee -- Subcommittee Reports

- **E-News -- Barry McNeill**

No report.

- **Membership Update -- Dave Schwalm**

It was noted that it is good that ASURA is able to get new retirees on our mailing list. It was suggested that a form for address changes be placed in *Prime Times* and could also be linked to our web site. Betty Landon was asked to assume the lead on this.

Obituaries -- Becky Reiss

No report.

- **Prime Times -- Jeannette Robson**

A list of deadlines for future contributions to *Prime Times* was provided to the Board. The deadline for Spring 2018 is **January 19**, for submission of articles and **January 29**, is the deadline for final copy to Alpha Graphics.

- **Web Site and Database -- Connie McNeill**

No report.

VIII. Unfinished Business

Finance Committee Report-- Fund Raising Options

Discussed beefing up fund raiser to fund the scholarship. Mention was made that Wild Apricot is sponsoring a Webinar on fund raising.

IX. New Business

Tara Roesler requested that members let her know at the next meeting if they prefer Board Meetings be held on Tuesdays or Wednesdays.

X. Announcements:

Next meeting is 9 January 2018

XI. Meeting Adjournment

Meeting adjourned at 11:20 a.m.

Account Categories	Approved Budget	Actual YTD Amount	COMMENTS
ASURA Operations			
ASURA Operations - Income			
Balance Forward	28,933	28,933	
Current Year Revenue			
Event Registration Fees & Donations Collected	3,450	0	
Membership Dues	14,000	5,760	
General Operations Donations	2,500	455	
Holiday Bake Sale 2017	150	0	
5% Gift Assessment	-825	-311	
Total ASURA Operations Current Year Revenue	19,275	5,904	
ASURA Operations - Expenses			
<i>Printing and Mailing Costs</i>			
Annual Meeting	100	0	
Membership Drive	200	646	
Prime Times	400	715	
<i>Event Costs</i>			
Paid Events	3,000	180	Tovrea Castle (April 2018 Tours)
Meet & Greet (Refreshments)	400	423	
Seminars	150	0	
Holiday Potluck & Fundraiser	100	0	
<i>Other Operations Costs</i>			
Scholarship Award	2,177	2,177	Revised to \$5000 - \$2823 Pd from Scholarship
Business Luncheons & Service Appreciation	300	132	Parking for Tri-University Meeting
Technology Services	1,245	1,418	Wild Apricot & Zenfolio - Pantheon moved to ASU Allocation
Office Equipment & Supplies	2,000	58	
Marketing Tools	1,000	0	
Lobbyist Registration Fee	50	0	
Foundation Transaction Fees	200	0	
Transfer to Adopt-A-Family	400	0	
Total ASURA Operations Expenses	11,722	5,749	
Increase (Decrease) in Fund Balance for Current Year	7,553	156	
Uncommitted ASURA Operations Funds	36,486	29,089	

General University Allocation (HR)		
Balance Forward	449	449
Current Year Allocation	7000	7000
Total General University Current Year Revenue	7,449	7,449
Expenses Charged to Allocation		
Annual Report	100	0
Bylaws & Ballots	250	0
Annual Meeting	800	0
Meet & Greet Luncheon (Printing/mailling invitation)	200	0
Office Equipment & Supplies	775	0
Prime Times Fall/Spring/Summer	2,000	908
Room Fees	100	100
Copier/FAX Equipment Annual Lease	1,143	1,153
Membership Drive	1,250	0
Technology Services	259	258
8.5% Administrative Service Charges	572	201
Total Subsidized Expenses	7,449	2,621
Uncommitted General University Funds For Operations	0	4,828

Special Projects		
Special Projects - Income		
Balance Forward	238	238
Current Year Revenue		
Friends/Phx Library Book Sale Net Income	1,500	69
Total Special Projects Current Year Revenue	1,500	69
Special Projects - Expenses		
Transfer out 1/2 of Book Sale Income to Scholarship	750	34
Transfer out 1/2 of Book Sale Income to Video History	750	34
Foundation Transaction Fees	100	3
Total Special Projects Expenses	1,600	72
Increase (Decrease) in Fund Balance for Current Year	-100	-3
Uncommitted Special Projects Funds	138	235

Adopt-A-Family			
Adopt-a-Family - Income			
Balance Forward	703	703	
Current Year Revenue			
Adopt-A-Family Donations	1,200	290	
5% Gift Assessment	-60	-15	
Transfer from Operations	400	0	
Total Adopt-A-Family Current Year Revenue	1,540	276	
Adopt-A-Family - Expenses			
Adopt-A-Family	2,000	0	
Total Adopt-A-Family Expenses	2,000	0	
Increase (Decrease) in Fund Balance for Current Year	-460	276	
Uncommitted Adopt-A-Family Funds	243	979	

Video History			
Video History - Income			
Balance Forward	8,861	8,861	
Current Year Revenue			
Video History Donations	1,200	525	
Transfer in 1/2 of Book Drive Proceeds from Spec Proj	750	34	
5% Gift Assessment	-60	-26	
Total Video History Current Year Revenue	1,890	533	
Video History - Expenses			
Equipment & Supplies	100	325	
Electronic Storage Space	400	382	Premiere Pro CC Licenses (2 x \$185+tax)
Transcripts for Interviews (15 @ \$150)	2,250	0	
Total Video History Expenses	2,750	708	
Increase (Decrease) in Fund Balance for Current Year	-860	-175	
Uncommitted Video History	8,001	8,686	

Scholarship Endowment Fund			
Scholarship Endowment Principal (40003616)			
Balance July 1	57,759	57,759	
Invested Funds Gain (-Loss)	5,000	2,423	
Payout to Endowment Spending - FY17	-1,500	0	
Current-Year Contributions	2,000	390	
Foundation Management Fees	-740	-781	
Total Scholarship Endowment Principal	62,519	59,791	
Scholarship Endowment Spending (70003616)			
Balance July 1	2,824	2,824	
Payout from Endowment Principal - FY17	1,500	0	
Transfer from Special Projects (Book Sale Proceeds)	750	34	
ASU Scholarship	-2,823	-2,823	
Total Scholarship Endowment Spending	2,251	35	
Total Scholarship Endowment	64,770	59,826	

ASURA Event Report
10/31/2017

Event	Date	Registration Fees		Event Costs				
		Collected	Refunded	Travel & Related	Food, Entertainment & Related	Lodging & Related	Other	Net Gain/Loss
Meet & Greet Luncheon	09/12/17	0.00	0.00	0.00	422.73	0.00	0.00	-422.73
*Fundraiser Holiday Potluck	12/14/17	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tovrea Castle Tours	04/06/18	0.00	0.00	0.00	180.00	0.00	0.00	-180.00
Net gain (loss) - all <u>completed</u> non-fundraising events								-422.73
Net gain (loss) - all non-fundraising events								-602.73

ASURA MEMBERSHIP TOTALS

2018 Membership Year

Counts	As of 12/4/2017	As of 12/4/2016	This Yr -Last Yr	More Counts	As of 12/4/2017	As of 12/4/2016	This Yr -Last Yr
Current-year Members	670	517	153	By Former Employment Category			
Renewals from prior years (any prior year)	443	451	-8	Faculty and Faculty w/ Admin Appt	283	246	37
Introductory members	227	66	161	Academic Professional	42	31	11
Paid for the current year, now deceased	1	1	0	Staff	178	141	37
Last Year's Members - Not Renewed	97	96	1	University Staff (Service Professional)	139	72	67
Members last year, now deceased	9	12	-3	Administrative	28	27	1
By Retired-from Organization				Having an Arizona Address	626	477	149
Retired from ASU	646	501	145	Level of Activity			
Retired from another university	2	1	1	Checked at least one volunteer area	129	121	8
Former ASU employee, retired elsewhere	4	5	-1	Attended at least one event this year	133	105	28
Still employed at ASU	18	10	8	Attended an event ever	305	274	31
By (Approx.) Time Since First Joining				Logged in to Members-only Site (ever)	158	126	32
Members for 0-2 Years	263	94	169	Made an additional donation this yr	134	141	-7
Members for 3-5 Years	64	51	13	Non-members in Database			
Members for 6-10 Years	133	160	-27	Was a member at some time	166	182	-16
Members for more than 10 Years	210	212	-2	Never a member	477	623	-146
By Communications They Want to Receive¹							
Upcoming Event Announcements (e-mail)	559	398	161				
Obituary Notices (e-mail)	301	310	-9				
Prime Times (US Post)	610	453	157				
Other ASURA Communications (e-mail)	504	325	179				
None of The Above	8	10	-2				

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 for Submitting Articles

Spring, Summer and Fall 2018 ASURA Newsletters

SPRING 2018

January 19

submit articles to Jeannette Robson (jr@asu.edu)

January 29

final copy to Alpha Graphics for printing & delivery to ASU Mail Services

SUMMER 2018

May 18

submit articles to Jeannette Robson (jr@asu.edu)

May 28

final copy to Alpha Graphics for printing & delivery to ASU Mail Services

FALL 2018

September 21

submit articles to Jeannette Robson (jr@asu.edu)

October 1

final copy to Alpha Graphics for printing & delivery to ASU Mail Services

(December 10, 2017: Revised & submitted by Jeannette Robson for December 12, 2017 ASURA Board Meeting)