

MINUTES OF November 13, 2018
ARIZONA STATE UNIVERSITY RETIREES ASSOCIATION
BOARD MEETING

Board Members Present: Jay Butler, Jeff Chapman, Jean Duncan, Jo Faldtz, Jo Madonna, Barry McNeill, Barry Bruns, Don Nilsen, Tara Roesler, Jan Thompson

Board Members Absent: Anthony Brazel, Jeri Meeks, Bill Stasi, Pat Schneider, Dave Schwalm

Ex-Officio Members Present: Don Nilsen, Carl Cross, Cody Conrad

Committee Chairs Present: John Brock, Connie McNeill, Gary Anderson

Executive Staff Present:

Guests Present:

I. CALL TO ORDER

President Roesler called the meeting to order at hh:mm

II. INTRODUCTION AND WELCOME OF GUESTS

President Roesler welcomed all Board members and introduced the new members to the Board.

III. ADOPTION OF TODAY'S AGENDA

Motion was made to approve the agenda. Motion was seconded and unanimously approved.

IV. REVIEW AND APPROVAL OF THE MNUTES OF THE October 9, 2018 BOARD MEETING

Barry McNeill and Don Nilsen offered corrections to the minutes, as follows:

1. Financial Report amended to read "Barry McNeill, in replacement of Bill Moore, presented the proposed budget to the Board."
2. Scholarship Committee report: Replace first sentence with "Joy reported that the \$10K for this year's scholarship award was actually posted BEFORE the Board approved the amount."
3. Video History Project: replace "the committee has identified a few possible sources" with "the Board identified..."
4. Emeritus College Liaison report: Correct spelling to "Ed Stump"

Motion made and seconded to approve the minutes of October 9, 2018 meeting as corrected. Approved.

V. FINANCIAL REPORT / TREASURER – Barry Bruns, Carolyn Minner

Approved

VI. EX-OFFICIO REPORTS

- ASU Alumni Association – John Davis
No

- Emeritus College Liaison – Don Nilsen

Don reported that the new issue of Emeritus Voices will be out online this week. Today's Short Talks luncheon's featured speakers are John Brock and Kathy Church. The annual Emeritus College Symposium will take place on Saturday, Nov. 17, 8:30 am-3:30 pm at Old Main. This year's theme celebrates the College's "Intellectual Creativity and Diversity."

Human Resources – Judy Cato
No

- University Club Liaison – Carl Cross

Carl reported that the Fall High Tea will take place on Nov. 15, 3-5pm. The Holiday Party is scheduled for December 4.

- University Liaison – Courtney Coolidge and Cody Conrad

Cody reported on several state election results. Arizona State Senate President, Karen Fann and Speaker of the House, Rusty Bowers, have been past supporters of policies favorable to ASU.

- University Senate – TBD

Don Nilsen will pursue the question of ASURA representation in the Senate.

- University Staff Council – Katie Aguilar

No

VII. **STANDING COMMITTEE REPORTS**

A. Community Outreach Committee – Subcommittee Reports

1. Adopt-A-Family – Joan Leard-No report

2. Scholarship Committee – Joy Shearman, Marcia Jasper-No report

3. Video History Project – Dave Scheatzle

Dave submitted a brief report which was distributed to the Board. Barry McNeill reported that the committee recently discussed tentative standards for meta data and looked at several examples of its use. Carl Cross commended Barry's work and contribution to the usefulness and searchability of video interviews to the University at large.

B. Events Committee and Subcommittee Reports

1. Events Committee Coordination – Barry McNeill-No report

2. Luncheons & Special Events – Bonnie Scheall and Jean Duncan

Jean reported that there were 45 attendees at the very successful and well-received Fall luncheon. Jean has recruited 6 volunteers for the Luncheon and Special Events Committee which will meet on November 30. The upcoming Holiday Pot Luck and Bake Sale is scheduled for Friday, December 14, 11:30am.

3. Seminars – Beverly Buddee, Trudy Perez

Bev sent a report which confirmed the January workshop for Thursday, January 17, 10am to noon. The topic is container gardening, presented by Ryan from Dig It Gardening of Phoenix.

4. Pre-Retirement Seminars – Trudy Perez-No report

5. Travel – John Brock

John reported that 45 registrants are signed up for the Travel Committee's next offering—a tour of ASU's Bio-Design complex and catered lunch--this Thursday, November 15. Other offerings include Tovrea Castle (April), a Spain and Portugal tour (May), and possible Southern Arizona trip in spring 2019. Gary Anderson also gave a brief report on the recent trip to Southeast Asia.

C. Finance Committee – Barry Bruns-No report

1. Book Collection – Mary Stevens-No report

D. Government Liaison Council

1. Legislature – Jeri Meeks, Gary Anderson

Gary presented the Legislative committee's proposal to add a line identifying one's state legislative district to ASURA membership forms. The intent would be to facilitate linkage of ASURA members with their district representatives, to promote ASURA members' awareness of their state representatives' positions on ASU-related issues, and to promote advocacy of legislative issues favorable to ASU retirees. Extensive discussion ensued regarding the logistics of acquiring this information, the legality, the ramifications of taking positions in opposition to the University's, and the extent of ASURA's advocacy role. Connie McNeill will pursue logistical questions regarding acquisition of data base information that would be needed to implement this. The discussion was tabled for continuation at the January board meeting.

Tara suggested that Gary and the committee contact Bev Buddee (Seminar Committee chair) to pursue a proposed future ASURA seminar on how to contact your legislative representatives, "request to speak," and sources for gathering information on state legislative issues and candidates.

2. ASRS Liaison – Dick Jacob-No report

3. ADOA Liaison – Larry Carlson-No report

E. Health Insurance Liaison Council

1. ADOA – Larry Carlson-No report

2. ASRS – Dick Jacob-No report

F. Membership and Communications Committee – Subcommittee Reports

1. E-News – Barry McNeill

Barry reports that a new E-News will be arriving in your inboxes this week. It will include a request for nominations for new board members. Jeri Meeks also sent a note to current board members reviewing the nomination process and requesting our help and suggestions.

2. Membership Update – Dave Schwalm

Connie reported (on behalf of Dave) that we have now exceeded last year's membership total by 5 and that there are 29 more "0 to 2 yrs" (excluding introductory) members than last year. This is very encouraging news.

The next topic was a continuation of last month's discussion of automatic credit card membership renewal. Barry Bruns reported that Cheryl O'Toole (Foundation office) was positive when approached with the idea of implementing automatic credit card renewal. Connie noted that the key to making this work would be having the Foundation notify ASURA to tell us when a member signed up for automatic renewal. Communication issues could be complex. An additional membership category might have to be set up to accommodate automatic renewal members. Additionally, several board members noted that automatic renewal would not allow for easy one-time solicitation of extra donations to ASURA, which presently are significant. Problems of credit card changes, address changes, and difficult Implementation were addressed extensively. The idea of using credit cards was rejected by the Board.

Tara requested that a short reminder of any address changes again be made to members via Prime Times and E-News.

3. Prime Times – Jeannette Robson-no report

4. Obituaries – Becky Reiss-no report

5. Web Site and Database – Connie McNeill-no report

VIII. UNFINISHED BUSINESS

A. University Senate Liaison Replacement-Don Nilsen will pursue.

B. Fundraising

Tara tabled this to the January meeting and added grant writing to the discussion.

IX. NEW BUSINESS

A. Nomination Committee Members needed

Jeri Meeks' note encouraging board nominations and looking for new Nomination Committee members was distributed to the Board.

X. **ANNOUNCEMENTS**

The December Board meeting was cancelled by agreement of the Board. The next Board meeting will be held on **Tuesday, January 8, 2019 – 9:15 AM Executive Committee, 10:00 AM Board Meeting.**

XI. **MEETING ADJOURNMENT**

Meeting was adjourned at 11:20 AM

Account Categories	Proposed Budget	Actual YTD Amount	COMMENTS
ASURA Operations			
ASURA Operations - Income			
Balance Forward	36,077	36,077	
Current Year Revenue			
Event Registration Fees & Donations Collected	1,920	935	Fall/Spring Luncheons & Tovrea Castle Tour
Membership Dues	14,000	6,360	
General Operations Donations	1,600	715	
Holiday Bake Sale 2017	200	0	
5% Gift Assessment	-780	-356	
Total ASURA Operations Current Year Revenue	16,940	7,655	
ASURA Operations - Expenses			
<i>Printing and Mailing Costs</i>			
Membership Drive	700	258	
<i>Event Costs</i>			
Annual Meeting	0	0	
Paid Events	1,920	1,215	Fall/Spring Luncheons & Tovrea Castle Tour
Meet & Greet Luncheon	475	372	Refreshments
Holiday Potluck & Fundraiser	20	0	
<i>Other Operations Costs</i>			
Scholarship Award	7,600	7,600	\$10,000 award - \$2400 paid from Endowment
Business Luncheons & Service Appreciation	150	449	Tri-University Meeting
Technology Services	3,429	3,297	Wild Apricot (2 yrs) Zenfolio (1 yr)
Office Equipment & Supplies	250	478	Includes postage
Health Insurance Seminar	105	105	
Lobbyist Registration Fee	0	0	
Foundation Transaction Fees	75	37	
Transfer to Adopt-A-Family	1,000	0	Cover possible shortage of funds
Total ASURA Operations Expenses	15,724	13,810	
Increase (Decrease) in Fund Balance for Current Year	1,216	-6,156	
Uncommitted ASURA Operations Funds	37,293	29,921	

General University Allocation (HR)			
Balance Forward	469	469	
Current Year Allocation	7000	7000	
Total General University Current Year Revenue	7,469	7,469	
Expenses Charged to Allocation			
Annual Report	100	0	
Bylaws & Ballots	250	0	
Annual Meeting	1,440	0	Catering
Office Equipment & Supplies	500	44	
Prime Times Fall/Spring/Summer	2,400	1,544	
Room Fees	300	0	Includes seminars held off campus
Copier/FAX Equipment Annual Lease	921	634	New copier less refund on last copier
Membership Drive	700	507	
Technology Services	258	0	Pantheon Web Hosting
8.5% Administrative Service Charges	600	232	
Total Subsidized Expenses	7,469	2,961	
Uncommitted General University Funds For Operations	0	4,508	

Special Projects		
Special Projects - Income		
Balance Forward	184	184
Current Year Revenue		
Friends/Phx Library Book Sale Net Income	1,100	153
Total Special Projects Current Year Revenue	1,100	153
Special Projects - Expenses		
Transfer out 1/2 of Book Sale Income to Scholarship	550	77
Transfer out 1/2 of Book Sale Income to Video History	550	77
Foundation Transaction Fees	55	8
Total Special Projects Expenses	1,155	161
Increase (Decrease) in Fund Balance for Current Year	-55	-8
Uncommitted Special Projects Funds	129	176

Adopt-A-Family			
Adopt-a-Family - Income			
Balance Forward	756	756	
Current Year Revenue			
Adopt-A-Family Donations	1,000	395	
5% Gift Assessment	-50	-20	
Transfer from Operations	1,000	0	Cover possible shortage of funds
Total Adopt-A-Family Current Year Revenue	1,950	375	
Adopt-A-Family - Expenses			
Holiday gifts	2,000	0	
Total Adopt-A-Family Expenses	2,000	0	
Increase (Decrease) in Fund Balance for Current Year	-50	1,131	
Uncommitted Adopt-A-Family Funds	706	1,131	

Video History			
Video History - Income			
Balance Forward	6,353	6,353	
Current Year Revenue			
Video History Donations	1,250	535	
Transfer in 1/2 of Book Drive Proceeds from Spec Proj	550	77	
5% Gift Assessment	-63	-27	
Total Video History Current Year Revenue	1,737	585	
Video History - Expenses			
Equipment & Supplies	3,850	0	
Electronic Storage Space	382	389	Premiere Pro CC Licenses
Transcripts for Interviews (15 @ \$150)	0	0	
Total Video History Expenses	4,232	389	
Increase (Decrease) in Fund Balance for Current Year	-2,495	196	
Uncommitted Video History	3,858	6,549	

Scholarship Endowment Fund			
Scholarship Endowment Principal (40003616)			
Balance July 1	60,760	60,760	
Invested Funds Gain (-Loss)	4,000	3,629	
Payout to Endowment Spending - FY18	-1,800	0	
Current-Year Contributions	1,900	556	
Foundation Management Fees	-780	-818	
Total Scholarship Endowment Principal	64,080	64,126	
Scholarship Endowment Spending (70003616)			
Balance July 1	2,414	2,414	
Payout from Endowment Principal - FY18	1,800	0	
Transfer from Special Projects (Book Sale Proceeds)	550	77	
ASU Scholarship	-2,400	-2,400	
Total Scholarship Endowment Spending	2,364	91	
Total Scholarship Endowment	66,444	64,217	

ASURA Event Report
10/31/2018

Event	Date	Registration Fees		Event Costs				
		Collected	Refunded	Travel & Related	Food, Entertainment & Related	Lodging & Related	Other	Net Gain/Loss
Meet & Greet Luncheon	09/07/18	0.00	0.00	0.00	371.89	0.00	0.00	-371.89
Fundraiser Holiday Potluck	TBD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fall Luncheon	10/30/18	935.00	0.00	0.00	1,215.00	0.00	0.00	-280.00
Spring Luncheon	TBD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*Tovrea Castle Tours - 2019	04/04/19	0.00	0.00	0.00	240.00	0.00	0.00	-240.00
Net gain (loss) - all <u>completed</u> non-fundraising events								-651.89
Net gain (loss) - all non-fundraising events								-891.89

*Paid 4/11/18 - Required to pay in advance

ASURA MEMBERSHIP TOTALS

2019 Membership Year

Counts	As Of 11/7/2018	As Of 11/8/2017	This Yr -Last Yr	More Counts	As Of 11/7/2018	As Of 11/8/2017	This Yr -Last Yr
Current-year Members	671	666	5	By Former Employment Category			
Renewals from prior years (any prior year)	472	441	31	Faculty and Faculty w/ Admin Appt	291	281	10
Introductory members	199	225	-26	Academic Professional	38	42	-4
Paid for the current year, now deceased	0	1	-1	Staff	174	176	-2
				University Staff (Service Professional)	137	139	-2
Last Year's Members - Not Renewed	224	99	125	Administrative	31	28	3
Members last year, now deceased	4	8	-4	Having an Arizona Address	626	622	4
By Retired-from Organization				Level of Activity			
Retired from ASU	655	643	N/A	Checked at least one volunteer area	131	129	2
Retired from another university	3	2	N/A	Attended at least one event this year	120	133	-13
Former ASU employee, retired elsewhere	4	4	N/A	Attended an event ever	318	302	16
Still employed at ASU	9	17	N/A	Logged in to Members-only Site (ever)	175	155	20
By (Approx.) Time Since First Joining				Made an additional donation this yr	160	133	27
In Introductory Period	199	225	-26	Non-members in Database			
Members for 0-2 Years (excl Introductory)	65	36	29	Was a member at some time	291	168	123
Members for 3-5 Years	58	64	-6	Never a member	343	477	-134
Members for 6-10 Years	122	132	-10				
Members for more than 10 Years	227	209	18				
By Communications They Want to Receive¹							
Upcoming Event Announcements (e-mail)	565	555	10				
Obituary Notices (e-mail)	293	298	-5				
Prime Times (US Post)	612	608	4				
Other ASURA Communications (e-mail)	505	502	3				
None of The Above	8	8	0				

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.

Nominating New Board Members

Hello everyone! We are gearing up for our new Board Member search. As usual, we are replacing five Board Members in the next year. I am looking for new board member nominations as well as a Nomination Committee crew. Please feel free to contact me with your nominee suggestions and offers to serve on this committee. It's a fun process, with not too much of a time commitment.

The nominating process of new Board Members is defined in the Bylaws. The important dates include forming the nominating committee chaired by the Immediate Past President in mid-December, completing the slate of candidates and the ballot by late January, sending out the ballot in very early February, and counting the ballots by early March. The results of the election are announced in the March Board meeting. Following are the details on carrying out the election of new Board members.

We've already had some great suggestions for new Board Members. Professor Emeritus Frank Koonce has agreed to be considered for the Board.

All input is welcome and I appreciate you help! Thank you!

Jeri Meeks, Past President
ASU Retirees Association
Jeri.meeks@asu.edu