

MEMORANDUM

TO: ASU Retirees Association Board of Directors, Liaisons, and Committee Chairs
FROM: Jan Thompson, President
DATE: January 10, 2020
SUBJECT: NEXT MEETING OF THE ASURA BOARD OF DIRECTORS

Date: **January 14, 2020**
Time: **10:00 am – 11:30**
Location: **Community Services Building (CSB) Room 333**
200 E Curry Road, Tempe, AZ
Materials: **Please print and bring copies of the pre-distributed agenda and associated materials.**

Executive Committee Meeting precedes the Board meeting: 9:15 – 9:45 am CSB 333

AGENDA

- I. CALL TO ORDER
- II. INTRODUCTIONS AND WELCOME TO GUESTS
- III. ADOPTION OF TODAY'S AGENDA
- IV. REVIEW AND APPROVAL OF THE MINUTES OF **November 12, 2019** BOARD MEETING
- V. FINANCIAL REPORT/TREASURER'S REPORT – Barry Bruns, Carolyn Minner
- VI. EX-OFFICIO REPORTS (*5 minutes or less, please*)
 - ASU Alumni Association – John Davis
 - Emeritus College Liaison – Don Nilsen
 - Human Resources – Judy Cato
 - University Club Liaison – Carl Cross
 - University Liaison – Kendra Burton
 - University Senate – Shirley Rose
 - University Staff Council – Katie Aguilar
- VII. STANDING COMMITTEE REPORTS (*5 minutes or less please*)
 - Community Outreach Committee – Subcommittee Reports
 - Adopt-A-Family – Ginny Sylvester
 - Scholarship Committee – Joy Shearman
 - Video History Project – Barry McNeill

- Events Committee & Subcommittee Reports
 - Events Committee Coordination – Jo Madonna
 - Luncheons & Special Events – Jean Duncan
 - Seminars – Bev Buddee
 - Pre-Retirement Seminars – Trudy Perez
 - Travel – John Brock
- Finance Committee – Barry Bruns
 - Book Collection – Mary Stevens
- Government Liaison Council
 - Legislature – Jeri Meeks, Pat Schneider
 - ASRS Liaison – Dick Jacob
 - ADOA Liaison – Larry Carlson
- Health Insurance Liaison Council
 - ASRS – Dick Jacob
 - ADOA – Larry Carlson
- Membership and Communications Committee – Subcommittee Reports
 - E-News – Barry McNeill
 - Membership Update – Dave Schwalm
 - Obituaries – Becky Reiss
 - Prime Times – Jeannette Robson
 - Web Site and Database – Connie McNeill

VIII. UNFINISHED BUSINESS

- None

IX. NEW BUSINESS

- Purchase of additional marketing box
- Employee Recognition BBQ – West Campus, February 3, 2020
- Discussion on publication of “Third Decade of Success”

X. ANNOUNCEMENTS

- Next Meeting – **February 11, 2020**
 9:15 am Executive Committee
 10:00 am Board Meeting

XI. ACTION ITEMS

XII. MEETING ADJOURNMENT

MINUTES OF January 14, 2020
ARIZONA STATE UNIVERSITY RETIREES ASSOCIATION
BOARD MEETING

Board Members Present:

Barry Bruns, Jane Carey, Larry Carlson, Evelyn Cesarotti, Jeffrey Chapman, Carl Cross, Jean Duncan, Frank Koonce, Jo Madonna, Barry McNeill, Connie McNeill, Don Nilsen, Tara Fuchs Roesler, Bill Stasi, Jan Thompson

Board Members Absent:

Pat Schneider

Ex-Officio Members Present:

Committee Chairs Present:

Bev Buddee, John Brock, Jeri Meeks, David Schwalm, Jeannette Robson

- I. **CALL TO ORDER** - President Jan Thompson called the meeting to order at 10:02 am.
- II. **INTRODUCTIONS AND WELCOME TO GUEST** - No new members or guests were present.
- III. **ADOPTION OF TODAY'S AGENDA.** A motion was made and seconded to adopt the agenda for the meeting. The motion carried.
- IV. **REVIEW AND APPROVAL OF THE MINUTES OF November 12, 2019 BOARD MEETING.** The minutes were approved with no amendments.
- V. **FINANCIAL REPORT/TREASURER'S REPORT** – Barry Bruns said there are no major issues with the budget since his report in November.
- VI. **EX-OFFICIO REPORTS** (*5 minutes or less, please*)
 - ASU Alumni Association – John Davis - absent
 - Emeritus College Liaison – Don Nilsen – The next symposium will be May 9, 2020 from 8:30 to 3:30 and will be presented at the Carson Ballroom.
 - Human Resources – Judy Cato - absent
 - University Club Liaison – Carl Cross – nothing new
 - University Liaison – Kendra Burton - absent
 - University Senate – Shirley Rose - absent
 - University Staff Council – Katie Aguilar – absent

VII. **STANDING COMMITTEE REPORTS** (5 minutes or less please)

- Community Outreach Committee – Subcommittee Reports
 - Adopt-A-Family – Ginny Sylvester– photos were passed around of the family at the holidays. The family with 6 children were very grateful for the gifts they received.
 - Scholarship Committee – Joy Shearman sent a note saying that the scholarship recipient is in her last semester and will graduate in May 2020
 - Video History Project – Barry McNeill – two new interviews were conducted in the fall and one was edited. Meta data was added by Pat Schneider
- Events Committee & Subcommittee Reports
 - Events Committee Coordination – Jo Madonna – nothing new to report
 - Luncheons & Special Events – Jean Duncan
 - The potluck in December was a success. Thanks to Jeri Meeks the bake sale earned \$150 for the general operations fund.
 - The ASU Women’s Basketball team won both games over the weekend
 - The ice cream social will be March 12, 2020 at 1:00 pm
 - Seminars – Bev Buddee The next seminar is “10 Things Nobody told you about Retirement” and is full.
 - Pre-Retirement Seminars – Trudy Perez and Liz Badalamenti – Liz’s name should be added to the agenda and distribution list each time as she is co-chair of this committee. These seminars are offered by ASURA on a monthly basis and are a good recruiting tool for us. They are on Zoom so they can be viewed online and then posted on our website.
 - Travel – John Brock – 40 people are signed up for the John Denver show on February 3, 2020. Only 6 people are signed up for the Mediterranean Island hopping tour. They are having difficulty getting reservations for the Tovreia Castle tours. The committee is looking at Iceland for February 2021.

- Finance Committee – Barry Bruns – addressed previously
 - Book Collection – Mary Stevens - absent
- Government Liaison Council
 - Legislature – Jeri Meeks, Pat Schneider – The legislature just started the current session. The ADOA is considering self - insurance. There are pluses and minuses to this and we will keep a close eye on this issue The Governor’s Council on Aging is addressing prescription drug issues for seniors, fraud prevention, utility cost containment and others.
 - ASRS Liaison – Dick Jacob – absent
 - ADOA Liaison – Larry Carlson – addressed in the Legislature report
- Health Insurance Liaison Council
 - ASRS – Dick Jacob – absent
 - ADOA – Larry Carlson – addressed in the Legislature report
- Membership and Communications Committee – Subcommittee Reports
 - E-News – Barry McNeill – no new items, but messages from readers indicate that the site is being used.
 - Membership Update – Dave Schwalm has been attending the HR seminars to recruit new members.
 - Obituaries – Becky Reiss – absent
 - Prime Times – Jeannette Robson – January 24, 2020 is the deadline for the next issue.
 - Web Site and Database – Connie McNeill – Paul Harper is helping out with the web site. There are 2 new sections including E-news archive and Pre-retirement seminar videos.

VIII. **UNFINISHED BUSINESS**

- None

IX. **NEW BUSINESS**

- Purchase of additional marketing box - Tara moved to create two complete marketing boxes at a cost of around \$600. Jane seconded the motion and it passed unanimously.

- Employee Recognition BBQ – West Campus, February 3, 2020. Barry Bruns and Jane Carey will staff the ASURA outreach table.
- Third Decade of Success – Bill Stasi offered a generous donation to be applied to creation of a Third Decade book. After extensive discussion of pros and cons of this project, it was tabled for the next meeting.

X. **ANNOUNCEMENTS**

- Next Meeting – **February 11, 2020**
9:15 am Executive Committee
10:00 am Board Meeting

XI. **ACTION ITEMS** - none

XII. **MEETING ADJOURNMENT at 11:13 am.**

Account Categories	FY20 Approved Budget	Actual YTD Amount	COMMENTS
ASURA Operations			
ASURA Operations - Income			
Balance Forward	36,854	36,854	
Current Year Revenue			
Event Registration Fees & Donations Collected	2,000	1,775	
Membership Dues	14,000	7,110	
General Operations Donations	2,000	1,140	
Holiday Bake Sale 2019	200	131	
Transfer In	0	30	Credit card donation posted incorrectly
5% Gift Assessment	-780	-408	
Total ASURA Operations Current Year Revenue	17,420	9,778	
ASURA Operations - Expenses			
<i>Printing and Mailing Costs</i>			
Membership Drive	700		
Prime Times	2,300	591	
<i>Event Costs</i>			
Paid Events	2,500	1,027	
Annual Meeting	1,600		
Meet & Greet Luncheon	400	858	
Holiday Potluck & Fundraiser	300	325	
<i>Other Operations Costs</i>			
Scholarship Award	7,700	7,700	\$10,000 award - \$2300 paid from Endowment
Business Luncheons & Service Appreciation	150	72	
Technology Services	3,500		Wild Apricot (2 yrs) Zenfolio (1 yr)
Office Equipment & Supplies	700	453	Includes postage
Seminars	1,200	300	
Foundation Transaction Fees	200	49	
Transfer to Adopt-A-Family	1,000	1,000	Cover possible shortage of funds
Total ASURA Operations Expenses	22,250	12,375	
Increase (Decrease) in Fund Balance for Current Year	-4,830	-2,597	
Uncommitted ASURA Operations Funds	32,024	34,257	

General University Allocation (HR)			
Balance Forward	1	1	
Current Year Allocation	7,000	7,000	
Total General University Current Year Revenue	7,001	7,001	
Expenses Charged to Allocation			
Annual Report	200		
Bylaws & Ballots	200		
Office Equipment & Supplies	3,500	3,464	Replace office computer equipment
Prime Times Fall/Spring/Summer	700	823	
Copier/FAX Equipment Annual Lease	922	922	
Membership Drive	510	583	
Technology Services	300	258	Pantheon Web Hosting
8.5% Administrative Service Charges	669	514	
Total Subsidized Expenses	7,001	6,565	
Uncommitted General University Funds For Operations	0	436	

Special Projects			
Special Projects - Income			
Balance Forward	132	132	
Current Year Revenue			
Friends/Phx Library Book Sale Net Income	1,100	654	
Gift In Kind Receipts		3,191	
Total Special Projects Current Year Revenue	1,232	3,845	
Special Projects - Expenses			
Transfer out 1/2 of Book Sale Income to Scholarship	550	327	
Transfer out 1/2 of Book Sale Income to Video History	550	327	
Foundation Transaction Fees	55	33	
Gift In Kind Adjustment		3,191	
Total Special Projects Expenses	1,155	3,877	
Increase (Decrease) in Fund Balance for Current Year	77	-33	
Uncommitted Special Projects Funds	209	100	

Adopt-A-Family			
Adopt-a-Family - Income			
Balance Forward	564	564	
Current Year Revenue			
Adopt-A-Family Donations	1,000	370	
5% Gift Assessment	-50	-19	
Transfer from Operations	1,000	1,000	Cover possible shortage of funds
Total Adopt-A-Family Current Year Revenue	1,950	1,352	
Adopt-A-Family - Expenses			
Holiday gifts	2,000	1,553	
Total Adopt-A-Family Expenses	2,000	1,553	
Increase (Decrease) in Fund Balance for Current Year	-50	363	
Uncommitted Adopt-A-Family Funds	514	363	

Video History			
Video History - Income			
Balance Forward	6,662	6,662	
Current Year Revenue			
Video History Donations	600	310	
Transfer in 1/2 of Book Drive Proceeds from Spec Proj	550	327	
5% Gift Assessment	-30	-14	
Total Video History Current Year Revenue	1,120	623	
Video History - Expenses			
Equipment & Supplies	300	29	
Software Licenses	500	194	Premiere Pro CC License
Interview Expenses (15 @ \$150)	1,000		
Foundation Fees		1	
Transfer Out	0	30	Credit card donation posted incorrectly
Total Video History Expenses	1,800	255	
Increase (Decrease) in Fund Balance for Current Year	-680	368	
Uncommitted Video History	5,982	7,030	

Scholarship Endowment Fund		
Scholarship Endowment Principal (40003616)		
Balance July 1	65,778	65,778
Invested Funds Gain (-Loss)	6,000	2,387
Payout to Endowment Spending - FY19	-2,000	
Current-Year Contributions	1,900	818
Foundation Management Fees	-800	-866
Total Scholarship Endowment Principal	70,878	68,118
Scholarship Endowment Spending (70003616)		
Balance July 1	2,343	2,343
Payout from Endowment Principal - FY19	2,000	
Transfer from Special Projects (Book Sale Proceeds)	550	327
ASU Scholarship	-2,300	-2,300
Total Scholarship Endowment Spending	2,593	369
Total Scholarship Endowment	73,471	68,488

ASURA Event Report
12/31/2019

Event	Date	Registration Fees		Event Costs				
		Collected	Refunded	Travel & Related	Food, Entertainment & Related	Lodging & Related	Other	Net Gain/Loss
Meet & Greet Luncheon	09/10/19	0.00	0.00	0.00	857.71	0.00	0.00	-857.71
Fall Luncheon	11/07/19	984.64	0.00	0.00	906.99	0.00	0.00	77.65
Fundraiser Holiday Potluck	12/06/19	131.00	0.00	0.00	0.00	0.00	0.00	131.00
Spring Luncheon	TBD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net gain (loss) - all <u>completed</u> non-fundraising events								-780.06
Net gain (loss) - all non-fundraising events								-780.06

ASURA *Prime Times* - Deadlines for Submitting Articles

Spring 2020 through Summer 2021

(submitted by Jeannette Robson for January 14, 2020 ASURA Board Meeting)

SPRING 2020

January 24

submit articles to Jeannette Robson - jr@asu.edu

February 3

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

SUMMER 2020

May 22

submit articles to Jeannette Robson - jr@asu.edu

June 1

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

FALL 2020

September 18

submit articles to Jeannette Robson - jr@asu.edu

September 28

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

SPRING 2021

January 22

submit articles to Jeannette Robson - jr@asu.edu

February 1

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

SUMMER 2021

May 21

submit articles to Jeannette Robson - jr@asu.edu

May 31

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

Please Note: Deadline dates are subject to change.

Jan. 6, 2020

ASU Retirees Association

Board meeting of Jan. 14th

Travel committee report

Planning for 2020 and into 2021.

1. First is the John Denver show at the Star Theater in Mesa Feb. 3rd.
2. There is a Mediterranean cruise/island hopping event for this spring/early summer. See ASU RA website.
3. We are trying to get reservations for Tovrea Castle, but it is hard to schedule (demand out ways supply).
4. Iceland for Feb. 2021 is in the works again (the Blue Lagoon is a must see/experience for many peoples travel pleasures according to some internet sites), on those sites, the Grand Canyon is listed.
5. We are looking into another in-state travel event of 2 or 3 days depending on where.
6. We are also discussing a local travel event that is t.b.d.

John Brock, Travel Committee chair