

MEMORANDUM

TO: ASU Retirees Association Board of Directors, Liaisons, and Committee Chairs

FROM: Carl Cross, President

DATE: September 4, 2020

SUBJECT: NEXT MEETING OF THE ASURA BOARD OF DIRECTORS

Date: September 8, 2020

Time: **10:00 am – 11:30**

Location: **Via Zoom – <https://asu.zoom.us/j/99200728692>**

Materials: **Please print copies of the pre-distributed agenda and associated materials.**

- *Executive Committee Meeting precedes the Board meeting: 9:15 – 9:45 am via Zoom - <https://asu.zoom.us/j/94081097223>*

AGENDA

- I. CALL TO ORDER – the meeting was called to order at 10:04 am.
- II. INTRODUCTIONS AND WELCOME TO GUESTS -
Attendees: Carl Cross, Jan Thompson, Jill Massara, Larry Edmonds, Barry McNeill, Connie McNeill, Jo Madonna, Bev Buddee, Evelyn Cesarotti, Joy Shearman, Kathy Gunn, Jeannette Robson, Mark Henderson, Jeri Meeks, Jeff Chapman, Jane Carey, and Frank Koonce. Jean Duncan, Larry Carlson, and Trudy Perez had excused absences.
- III. ADOPTION OF TODAY'S AGENDA There was one correction made to the agenda. The links printed under Larry Carlson (Gov't Liaison Council) should have been listed under his name as Health Insurance Liaison Council rep. Jeri Meeks moved to approve the agenda as amended. Barry McNeill seconded. Agenda approved.
- IV. REVIEW AND APPROVAL OF THE MINUTES OF May 12, 202 BOARD MEETING
Jan Thompson moved to defer approval of the May minutes to next month, as the minutes were not included in today's packet. Jeri Meeks seconded. Motion approved.
- V. FINANCIAL REPORT/TREASURER'S REPORT – Jill Massara – There are questions about Prime Time and Scholarship authorizations. The budget has not been finalized and approval will be delayed until the October meeting.

VI. EX-OFFICIO REPORTS (5 minutes or less, please)

- ASU Alumni Association – John Davis - absent
- Emeritus College Liaison – Don Nilsen - absent
- Human Resources – Judy Cato - absent
- University Club Liaison – Carl Cross - The University Club is closed due to COVID19.
- University Liaison – Kendra Burton - absent
- University Senate – Simin Levinson - absent
- University Staff Council – Jared Vibbert - absent

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

- Community Outreach Committee – Subcommittee Reports
 - Adopt-A-Family – Ginny Sylvester
 - Scholarship Committee – Joy Shearman
 - Connie McNeill moved and Jan Thompson seconded a motion moved to approve the scholarship for \$10,000 with the understanding that the amount could be changed if necessary once the proposed budget is approved in October. It was approved unanimously.
 - Video History Project – Barry McNeill – Some progress has been made on this project. New videos have been uploaded.
- Events Committee & Subcommittee Reports
 - Events Committee Coordination – Trudy Perez – absent - A discussion ensued concerning the Holiday event and a decision was made that it is probably not advisable to plan anything due to COVID 19.
 - Luncheons & Special Events – Trudy Perez - absent
 - Seminars – Bev Buddee – October 8 is the first Open Enrollment seminar (70 people are already registered)– 2nd Thursday of January, February, and March will be the dates of future seminars. The first one is on Technology and Cyber Security which will be offered by Connie McNeill.
 - Pre-Retirement Seminars – Trudy Perez, Liz Badalamenti - absent
 - Travel – John Brock - absent
- Finance Committee – Jill Massara, Carolyn Minner working on the budget
 - Book Collection – Mary Stevens
- Government Liaison Council
 - Legislature – Jeri Meeks, Tara Fuchs-Roesler, Pat Schneider
 - May 26th end of session. Lots of bills sitting out there from last year. Council on Aging – closed down most care facilities and AARP and others trying to get family members into the homes to see their loved ones. Some are changing and allowing window visits.
 - ASRS Liaison – Jeri Meeks reported that Dick Jacob said the ASRS was looking at self-insurance. They determined that there would be no benefit to move out of the existing system and thus abandoned that idea.
 - ADOA Liaison – Larry Carlson – Jeri spoke for Larry and said they are moving to a simple choice plan. Packets coming out soon.

- Health Insurance Liaison Council
 - ASRS – Dick Jacob - absent
 - ADOA – Larry Carlson – absent but sent the following links.
 - <https://benefitoptions.az.gov/OE2021A>
 - <https://www.azblue.com/stateofaz>
- Membership and Communications Committee – Subcommittee Reports
 - E-News – Barry McNeill – 2 issues were put out in the summer (unusual).
 - Membership Update – Dave Schwalm - absent – Connie McNeill said that membership is up from last year. They are especially happy to see more renewals which translates into more money.
 - Obituaries – Becky Reiss – absent - Connie McNeill reported that the obituaries are gleaned by Becky through the University Foundation. For some reason she lost her connection privileges but now they have been reinstated. This resulted in a larger group of obituary reports than usual for a single time period.
 - Prime Times – Jeannette Robson – see report for deadlines – Jeannette will send out reminders to usual contributors because she has not had the usual response.
 - Web Site and Database – Connie McNeill – This was a bumpy summer. The membership drive was delayed (The University Foundation was implementing a new payment system which caused us to wait). We sent out reminder letters in mid-August. Jane Moved and Jeff seconded a motion to send out a second letter reminding previous paid members to renew (not the members who had just finished their free first year of membership). The motion passed unanimously.

VIII. UNFINISHED BUSINESS

- Update on the 3rd Decade Book – Barry & Connie McNeill – Barry said they had good input from those queried about contributing. The content is coming along nicely at a slow but even pace. October 31, 2020 is the deadline for submissions. One section is entitled Vibrant Volunteers which will highlight past presidents and their various contributions.
- Update on key cards for office – Linda Van Scoy – absent – Carl said that the office will be open Tuesdays through Thursdays. Authorized users should pick up key cards.
- Jeff Chapman asked if everyone needs a COVID test to enter campus. The answer is no. Students and employees are required to submit health questionnaires on a phone App. Everyone who enters campus must be masked unless they are in their office with the door closed.

IX. NEW BUSINESS

- Approval of proposed budget – Jill Massara, Carolyn Minner – delayed until the October meeting.

X. ANNOUNCEMENTS

Next Meeting – October 13, 2020
9:15 am Executive Committee

10:00 am Board Meeting

XI. MEETING ADJOURNMENT meeting adjourned at 11:14 am.

ASURA MEMBERSHIP TOTALS
2021 Membership Year

Counts	As Of	As Of	This Yr	More Counts	As Of	As Of	This Yr
	8/18/2020	8/18/2019	-Last Yr		8/18/2020	8/18/2019	-Last Yr
Current-year Members	585	581	4	By Former Employment Category			
Renewals from prior years (any prior year)	412	389	23	Faculty and Faculty w/ Admin Appt	242	246	-4
Introductory members	173	192	-19	Academic Professional	36	34	2
Paid for the current year, now deceased	2	0	2	Staff	123	133	-10
				University Staff (Service Professional)	155	141	14
Last Year's Members - Not Renewed	337	299	38	Administrative	29	27	2
Members last year, now deceased	1	4	-3	Having an Arizona Address	553	543	10
By Retired-from Organization				Level of Activity			
Retired from ASU	569	562	N/A	Checked at least one volunteer area	142	135	7
Retired from another university	1	2	N/A	Attended at least one event this year	0	0	0
Former ASU employee, retired elsewhere	3	2	N/A	Attended an event ever	266	266	0
Still employed at ASU	12	15	N/A	Logged in to Members-only Site (ever)	185	169	16
				Made an additional donation this yr	125	117	8
By (Approx.) Time Since First Joining				Non-members in Database			
In Introductory Period	173	192	-19	Was a member at some time	513	477	36
Members for 0-2 Years (excl Introductory)	62	39	23	Never a member	25	229	-204
Members for 3-5 Years	90	82	8				
Members for 6-10 Years	69	70	-1				
Members for more than 10 Years	191	198	-7				
By Communications They Want to Receive¹							
Upcoming Event Announcements (e-mail)	457	490	-33				
Obituary Notices (e-mail)	238	245	-7				
Prime Times (US Post)	523	524	-1				
Other ASURA Communications (e-mail)	419	439	-20				
None of The Above	14	8	6				

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.

ASURA Prime Times - Deadlines for Submitting Articles

Fall 2020 through Summer 2021

FALL 2020

September 18

September 28

submit articles to Jeannette Robson - jr@asu.edu

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

SPRING 2021

January 22

February 1

submit articles to Jeannette Robson - jr@asu.edu

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

SUMMER 2021

May 21

May 31

submit articles to Jeannette Robson - jr@asu.edu

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

Please Note: Deadline dates are subject to change.

(Rev. 08/24/2020 - submitted by Jeannette Robson)

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	2,375	
Membership Dues	14,000	14,550	
General Operations Donations	2,000	2,115	
Holiday Bake Sale 2019	200	131	
Transfer In	0	30	Credit card donation posted incorrectly
5% Gift Assessment	-780	-965	
Total ASURA Operations Current Year Revenue	17,420	18,236	
ASURA Operations - Expenses			
<i>Printing and Mailing Costs</i>			
Membership Drive	700	677	
Prime Times	2,300	4,199	
<i>Event Costs</i>			
Paid Events	2,500	2,767	
Annual Meeting	1,600	200	
Meet & Greet Luncheon	400	858	
Holiday Potluck & Fundraiser	300	322	
<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	191	Wild Apricot (2 yrs) Zenfolio (1 yr)
Office Equipment & Supplies	700	1,105	Includes postage
Marketing Supplies	600	449	
Seminars	1,200	300	
Foundation Transaction Fees	200	93	
Transfer to Adopt-A-Family	1,000	1,000	Cover possible shortage of funds
Total ASURA Operations Expenses	22,850	19,933	
Increase (Decrease) in Fund Balance for Current Year	-5,430	-1,697	
Uncommitted ASURA Operations Funds	31,424	35,157	

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	196	
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
Marketing Supplies	0	159	
8.5% Administrative Service Charges	669	544	
Total Subsidized Expenses	7,001	6,950	
Uncommitted General University Funds For Operations	0	51	

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		9,494
Total Special Projects Current Year Revenue	1,232	10,148
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		9,494
Total Special Projects Expenses	1,155	10,181
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	830
5% Gift Assessment	-50	-42
Transfer from Operations	1,000	1,000
Total Adopt-A-Family Current Year Revenue	1,950	1,789
Adopt-A-Family - Expenses		
Holiday gifts	2,000	1,803
Total Adopt-A-Family Expenses	2,000	1,803
Increase (Decrease) in Fund Balance for Current Year	-50	550
Uncommitted Adopt-A-Family Funds	514	550

Video History		
Video History - Income		
Balance Forward	6,662	6,662
Current Year Revenue		
Video History Donations	600	840
Transfer in 1/2 of Book Drive Proceeds from Spec Proj	550	327
5% Gift Assessment	-30	-41
Total Video History Current Year Revenue	1,120	1,126
Video History - Expenses		
Equipment & Supplies	300	29
Software Licenses	500	194
Interview Expenses (15 @ \$150)	1,000	
Foundation Fees		1
Transfer Out	0	30
Total Video History Expenses	1,800	255
Increase (Decrease) in Fund Balance for Current Year	-680	871
Uncommitted Video History	5,982	7,533

History Book		
History Book - Income		
Balance Forward	0	0
Current Year Revenue		
History Book Donations	0	2,020
5% Gift Assessment		-101
Total History Book Current Year Revenue	0	1,919
History Book - Expenses		
History Book	0	0
Foundation Management Fees	0	0
Total History Book Expenses	0	0
Increase (Decrease) in Fund Balance for Current Year	0	1,919
Uncommitted History Book	0	1,919

Scholarship Endowment Fund		
Scholarship Endowment Principal (40003616)		
Balance July 1	65,778	65,778
Invested Funds Gain (-Loss)	6,000	96
Payout to Endowment Spending - FY20	-2,000	-2,129
Current-Year Contributions	1,900	2,400
Foundation Management Fees	-800	-866
Total Scholarship Endowment Principal	70,878	65,279
Scholarship Endowment Spending (70003616)		
Balance July 1	2,343	2,343
Payout from Endowment Principal - FY20	2,000	2,129
Transfer from Special Projects (Book Sale Proceeds)	550	327
ASU Scholarship	-2,300	-2,300
Total Scholarship Endowment Spending	2,593	2,498
Total Scholarship Endowment	73,471	67,778