

**MINUTES OF September 13, 2022
ARIZONA STATE UNIVERSITY RETIREES ASSOCIATION
BOARD MEETING**

Board Members Present: William Stasi, Jo Ellen Alberhasky, Bev Buddee, Partha Dasgupta, Terrie Ekin, Kay Faris, Kathy Gunn, Mark Henderson, Barry McNeill, Helene Ossipov, Tara Roesler, Pat Schneider, Mary Stevens

Board Members Absent: Rojann Alpers (excused), Trudy Perez

Ex-Officio Members Present: Carl Cross

Committee Chairs Present: Jan Shore, Connie McNeill

Executive Staff Present:

Guests Present:

I. CALL TO ORDER

President William Stasi called the September Board meeting to order at 10:01 a.m.

II. INTRODUCTIONS AND WELCOME TO GUESTS

No guests were introduced at the beginning of the meeting. However, at the end of the meeting, William introduced and welcomed our new Vice-President, Kay Faris!

III. ADOPTION OF TODAY'S AGENDA

A motion was made by Tara and seconded by Barry to adopt the agenda for today's meeting. Motion carried.

IV. REVIEW AND APPROVAL OF THE MINUTES OF May 10, 2022 BOARD MEETING

The minutes for the May 10, 2022 meeting were reviewed. One correction is needed and that is to the spelling of William Stasi's name in the "Call to Order" section of the minutes. A motion was made by Tara and seconded by Helene to approve the minutes of the May 10, 2022 meeting with the indicated correction. Motion carried.

V. FINANCIAL REPORT/TREASURER'S REPORT –, Barry McNeill

Barry presented the proposed budget for 2023 for review. Items that were discussed include –

- Increase in the cost for printing Prime Times for the next fiscal year
- Addition of funds to cover subscription costs of publications to support the Government Liaison Committee. Proposed amount was \$600 but after discussion will be increased to \$750.
- Increase to the Adopt-A-Family budget by approximately \$250.

- Funds from the Operations spending account needed to support the Scholarship funds will only be \$5,000 this year due to the increase in funds received from the book sales.
- At this time, there isn't any anticipation that there will be additional expenses for the video history project. Currently has \$15,000 in its funds.
- Events costs which we didn't have in the past 2 years have been added back in for this year.

A motion was made by Tara and seconded by Kay to accept the proposed 2023 budget with the amendments discussed. Motion carried.

Barry then reviewed the financial health report and indicated we are financially sound and the overall health of the association accounts is very positive. We were able to move \$10,000 from Operations last year without negatively impacting this year's cash reserve. We are financially able to continue supporting our scholarship in the amount of \$10,000.

NOTE: A copy of the proposed budget and the financial health report will be included in the minutes posted to the ASURA web page.

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

- ASU Alumni Association – TBD
No report
William is waiting to see who the new representative will be.
- Emeritus College Liaison – TBD
No report
William is waiting to see who the new representative will be.
- Human Resources – Lynna Soller
No report
- University Club Liaison – Carl Cross
The liaison will change from Carl Cross to Tara Roesler going forward.
Tara mention that membership cost will be going up to \$125. The cost of the tailgate parties increased to \$65 but was not well received. The next tailgate will be free but she is not sure if that will continue going forward.
- University Liaison – Kendra Burton
No report
- University Senate – Penny Dolin
No report
- University Staff Council – Shawn Banzhaf
No report

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

- Community Outreach Committee – Subcommittee Reports
 - Adopt-A-Family – Ginny Sylvester
No report

 - Scholarship Committee –Jan Shore
Jan requested permission to post the scholarship amount for the following at \$10,000. A motion was made by Barry and seconded by Tara to allocate \$10,000 for the annual scholarship. Motion carried. The scholarship will be posted on October 1, 2022 to start accepting applications.

 - Video History Project – Barry McNeill
Barry reported that they are looking at getting interview process started again, but there is no firm commitment at this time. There may be a need to buy additional equipment to do the interviews, but this will be determined at a later date. Barry has been trying to find all of the original interviews, but is missing a few full interviews and bits and pieces for some others. There is a need to have people actually do the interviews. The repository where the interviews are housed was replaced with a new platform and all the people who were supporting it are no longer with the University! Carl is working with a few contacts to try and get help with getting the metadata updated for the interviews.

- Events Committee & Subcommittee Reports
 - Events Committee Coordination – Trudy Perez
No report

 - Luncheons & Special Events – Mary Stevens
Mary indicated that there are 51+ people registered for the Meet and Greet. She received a copy of the menu Barbara Eschbach for the pizzas which will be ordered. Signage will be put in place at Ability 360 for the event to direct people to the parking garage and the entrance to where the Meet and Greet is being held.

Barbara Eschbach – March luncheon at Friendship Village is possible.

- Seminars – Pat Schneider
The October open enrollment seminar is all set with representatives from AARP, ADOA, and ASRS as presenters. There are over 100+ people currently registered with 25 being from the NAU retirees association.

The seminar agenda for 2023 has been set and presenters for each seminar confirmed. The schedule is as follows –

October 6, 2022 – Open Enrollment Seminar

- Rob Foster – AARP
- Randi Gray – ASRS
- Tracie Carruthers – ADOA

January 12, 2023 – Area Agency on Aging

- Melissa Elliott

February 9, 2023 – Family Tree/History

- Duane Roen

March 9, 2023 – Memory and Executive Functions and Brain Health

- Billie Ens

May 11, 2023 – Exercise and Sleep

- Noah Arenson

- Pre-Retirement Seminars – Trudy Perez, Liz Badalamenti,
No report
- Travel – John Brock
Pat presented John's report. Tara provided updates as needed.
 - Tovrea Castle – October 13, 2022 morning tour 12 persons will be drawn by lottery from those who register for this event. They are trying to get an additional date in Spring 2023 for another tour.
 - Four Corners trip will be November 1-3, 2022. There are current 4 people on the wait list. If they get 8 more, they will be able to add an additional bus.
 - Iceland trip departs on September 30, 2022 and returns October 12, 2022. Seven people are signed up and going on this trip.
 - Costa Rica is being planned for Spring 2023 but may slip to 2024.
 - Local activities being planned include a tour of Wrigley Mansion and an event at Silver Start Theater in Mesa.
- Finance Committee – Barry McNeill
 - Book Collection – Mary Stevens
Mary hasn't received any reports or proceeds from the book sales. She is trying to get in touch with the folks that handle the sales for us to see what's going on. We also need to have a book pickup as the storage areas at CSB are full of books!
- Government Liaison Council
 - Legislature –Tara Fuchs-Roesler, Pat Schneider
Tara reported that there will be changes occurring in health insurance rates for those with ASRS. ADOA will remain the same for 2023. The committee will begin monitoring bills and issues related to senior citizens and the retirement funds once the legislature goes back into session.
 - ASRS Liaison – Dick Jacob
No report
 - ADOA Liaison – Larry Carlson
No report
- Health Insurance Liaison Council
 - ASRS – Dick Jacob
No report
 - ADOA – Larry Carlson
No report

- Membership and Communications Committee – Subcommittee Reports
 - E-News – Barry McNeill
No report
 - Membership Update – Elmer Gooding
William reported that Elmer will stay on for another year, but we need to find someone to take over as chair of this committee. Connie has been handling the renewal notices but she, too, would like to get a replacement to take over this responsibility.
 - Obituaries – Tara Roesler
Tara is looking for 1-2 people to help her with the obituaries.
 - Prime Times – Jeannette Robson
September 23, 2022 is the submission date for mid-October issue of Prime Times. Future dates for article submission are
 - Spring 2023 – January 20, 2023
 - Summer 2023 – May 19, 2023
 - Fall 2023 – September 22, 2023
 - Web Site and Database – Connie McNeill
Connie reported that major changes were made in June to the website platform software. A new page was added to list all of the past scholarship recipients. She also proposed breaking the committee up into two separate committees – Web Site as one, and database as another. Discussion on this proposal is documented under “New Business” of the minutes.

VIII. UNFINISHED BUSINESS

- No unfinished business

IX. NEW BUSINESS

- Discussion of multi-year membership
William discussed having multi-year membership and while this may provide a convenience for the member renewing, it will add a significant amount of work behind the scenes. There will be more record keeping to track each individual membership status. It was agreed to keep membership renewal as an annual process and not go to multi-year memberships. Keeping it as an annual membership allows us to annually offer our members the opportunity to donate to one of our projects/programs. It also allows us to be better “in touch” with our members.
- ASU Annual Benefits Expo – November 3, 2022
 - Volunteers are needed to setup and man a booth to promote ASURA and review ASURA benefits 9:00am – 3:00 pm
 - Located in Tempe Campus Memorial Union
 - Parking passes will be provided
 - Two shifts needed 9:00 am – noon and noon – 3:00 pm

Contact William if you are interested in helping out at this event. ASURA will pickup the cost of parking.

- BBQ at Poly needs volunteers – September 19, 2022
A few Board members have already volunteered. William will pickup the table cloth and swag. Trudy will provide information on where to park, etc.
- Discussion on backup coverage for some positions going forward

William is asking for Board members to get involved with being a backup for positions that we have. Or if we have people we can recommend, he would like to get those.

Membership committee really needs assistance, especially with the membership drive. Elmer is not going to be doing this as part of the committee responsibilities. Check on the volunteer website to see what the duties for this committee are. Provide William a name within the next month of someone what can take over this role. Check out the volunteer website to see what the responsibilities are for this committee, and other committees - <https://vol.asura.asu.edu/>

- Addition to the website of past scholarship recipients
A new page has been added to the ASURA website that lists the past scholarship recipients - <https://asura.asu.edu/scholarship>
- Proposal to break the website and database committee into two committees: Website Committee and Database Committee. Also, to provide for co-chairs of the Website Committee, one that focuses on content and one that focuses on the technology.

Connie presented the proposal to breakup the Website and Database Committee into two separate committees. She mentioned that currently we have three different websites – ASURA, volunteer website and Wild Apricot. The responsibility for the maintenance of these sites (platform software updates and content) would continue to fall under the Website Committee with Connie and Barry as co-chairs. The new Database Committee would be responsible for maintaining the membership database and producing the quarterly reports along with the annual data clean-up. Paul Harper has been doing this work and is being recommended to be the chair of the committee along with a co-chair (to be determined).

A motion was made by Tara and seconded by Barry to split the Website and Database Committee into two separate committees. Motion carried.

X. ANNOUNCEMENTS

- Next Meeting – **October 11, 2022 IN PERSON in CSB Room 330**
9:15 am Executive Committee
10:00 am Board Meeting

XI. ACTION ITEMS

XII. MEETING ADJOURNMENT

Meeting adjourned at 11:37 a.m.

Account Categories	FY23 Draft Budget	Actual YTD as of 7/31/2022	COMMENTS
ASURA Operations			
ASURA Operations - Income			
Balance Forward	31,789	31,801	
Current Year Revenue			
Event Registration Fees Collected	300	0	
Membership Dues	16,000	2,970	
General Operations Donations	3,000	545	
Holiday Bake Sale 2020	100	0	
5% Gift Assessment	-955	-134	
Total Operations Current Year Revenue	18,445	3,382	
ASURA Operations - Expenses			
<i>Printing and Mailing Costs</i>			
Membership Drive	850	0	Mailing and Printing
Prime Times summer printing	900	0	
Prime Times summer mailing	900	0	
Prime Times Supplies	900	0	7,000 shells
<i>Event Costs</i>			
Paid Events	150	0	Pay balance of Tovrea Castle Tour Tickets
Annual Meeting	500	0	venue + light snack
Meet & Greet Luncheon	500	0	venue 400 pizza 200
Holiday Potluck & Fundraiser	450	0	venue
Holiday Picnic & Spring Luncheon	100	0	Winter Event & Spring Fling
<i>Other Operations Costs</i>			
Scholarship Award	5,000	5,000	\$10,000 - \$5,000 paid from Endowment
Newspaper subscription for Gov. Liaisons	600		AZ Yellow Sheet (one year)
AROHE	120	0	
Business Luncheons & Service Appreciation	28	0	Plaque updating
Technology Licenses	4,282	0	Zenfolio, Wild Apricot (2 yrs), Zoom
Office Supplies & Postage	1,000	0	Envelopes, Toner, Stamps, etc.
Marketing Supplies	0	0	
Transfer Out			
FY22 Mship donation to Scholarship Endowment	0	0	
Transfer to Scholarship Endowment	0		FY22 only
Transfer to Adopt-A-Family	1,197		
Total Operations Expenses	17,477	5,000	
Increase (Decrease) in Current Year Balance	968	-1,619	
Uncommitted ASURA Operations Funds	32,757	30,182	

Account Categories	FY23 Draft Budget	Actual YTD as of 7/31/2022	COMMENTS
General University Allocation (HR)			
Balance Forward	45	45	
Current Year Allocation	7,000	0	
Total University Current Year Revenue	7,045	0	
Expenses Charged to Allocation			
Annual Report	100		
Bylaws & Ballots	300	0	
Encumbrance	1,300		Encumbered F22 for laptop purchase
Office Equipment & Supplies		0	Laptop for online meetings
Prime Times Fall/Spring Printing	1,350	0	
Prime Times Fall/Spring Mailing	1,400	0	
Copier/FAX Equipment Annual Lease	922	922	10% increase over FY22
Membership Drive	650	0	
Technology Services	401	0	Pantheon Web Hosting
Marketing Supplies	0	0	
Meet & Greet Luncheon	-50	0	Refund pending from last year's M&G Cancel
Miscellaneous Expense	0	0	
8.5% Administrative Service Charges	595	0	
Total Subsidized Expenses	6,968	922	
Uncommitted University Funds For Operations	77	-878	

Special Projects			
Special Projects - Income			
Balance Forward	2,835	2,835	
Current Year Revenue			
Friends/Phx Library Book Sale Net Income	3,000	0	
Total Special Projects Current Year Revenue	3,000	0	
Special Projects - Expenses			
Transfer 1/2 of Book Sale Income to Scholarship	1,538	0	
Transfer 1/2 of Book Sale Income to Video History	4,298	0	
Total Special Projects Expenses	5,835	0	
Increase (Decrease) in Current Year Balance	-2,835	0	
Uncommitted Special Projects Funds	0	2,835	

Account Categories	FY23 Draft Budget	Actual YTD as of 7/31/2022	COMMENTS
Adopt-A-Family			
Adopt-a-Family - Income			
Balance Forward	578	578	
Current Year Revenue			
Adopt-A-Family Donations	500	105	
5% Gift Assessment	-25	-2	
Transfer from Operations	1,197	0	
Total Adopt-A-Family Current Year Revenue	1,672	103	
Adopt-A-Family - Expenses			
Holiday gifts	2,250	0	
Total Adopt-A-Family Expenses	2,250	0	
Increase (Decrease) in Current Year Balance	-578	103	
Uncommitted Adopt-A-Family Funds	0	682	

Video History			
Video History - Income			
Balance Forward	10,716	10,716	
Current Year Revenue			
Video History Donations	1,000	135	
Transfer in 1/2 of Book Drive Proceeds from Spec Proj	4,298	0	
5% Gift Assessment	-100	-1	
Total Video History Current Year Revenue	5,198	134	
Video History - Expenses			
Equipment & Supplies	500	0	
Software Licenses	294	0	
Interview Expenses	0	0	iDrive Subscription
Transfer Out	0	0	
Total Video History Expenses	794	0	
Increase (Decrease) in Current Year Balance	4,404	134	
Uncommitted Video History	15,120	10,850	

Account Categories	FY23 Draft Budget	Actual YTD as of 7/31/2022	COMMENTS
Scholarship Endowment Fund			
Scholarship Endowment Principal (40003616)			
Balance July 1	92,948	92,948	
Invested Funds Gain (-Loss)	-1,000	2,393	
Payout to Endowment Spending - FY22	-1,500	0	
Current-Year Contributions	2,300	48	
Transfer from Operations	0	0	
Endowment Management Fee	-1,000	0	
Total Scholarship Endowment Principal	91,748	95,294	
Scholarship Endowment Spending (70003616)			
Balance July 1	5,242	5,242	
Payout from Endowment Principal - FY22	1,500	0	
Transfer from Operations	0	0	
Transfer from Special Projects (Book Sale Proceeds)	1,538	0	
ASU Scholarship	-5,000	-5,000	
Total Scholarship Endowment Spending	3,280	242	

Account Categories	FY23 Draft Budget	End FY22 6/30/2022	COMMENTS
ASURA Operations			
ASURA Operations - Income			
Balance Forward	31,789	34,721	
Current Year Revenue			
Event Registration Fees Collected	300	0	Tovrea Castle Ticket income
Membership Dues	16,000	15,900	
General Operations Donations	3,000	3,000	
Holiday Bake Sale 2022?	100	0	
5% Gift Assessment	-955	-944	
Total Operations Current Year Revenue	18,445	17,957	
ASURA Operations - Expenses			
Printing and Mailing Costs			
Membership Drive	850	734	Mailing and Printing
Prime Times summer printing	900	754	
Prime Times summer mailing	900	1,236	
Prime Times Supplies	900		7,000 shells
Event Costs			
Paid Events	150	150	Pay balance of Tovrea Castle Tour Tickets
Annual Meeting	500	0	venue (\$300) + light snack
Meet & Greet Luncheon	500	0	venue (\$100) pizza & drinks (\$400)
Holiday Potluck & Fundraiser	450	0	4 hours at Ability360+\$150 for miscellaneous
Holiday Picnic & Spring Luncheon	100	84	Winter Event & Spring Fling
Other Operations Costs			
Scholarship Award	5,000	6,400	\$10,000 - \$5000 paid from Endowment S.Acc.
Newspaper subscription for Gov. Liaisons	600		AZ Yellow Sheet (one year)
AROHE	120	240	Paid twice in FY22
Business Luncheons & Service Appreciation	28	28	Plaque updateing
Technology Licenses	4,282	217	Zenfolio, Wild Apricot(2yrs), and Zoom
Office Supplies & Postage	1,000	967	Envelops, Toner, Stamps, etc.
Marketing Supplies	0	0	
Transfer Out			
FY22 Mshp donation to Scholarship Endowment	0	80	
Transfer to Sholarship Endowment	0	10,000	FY22 only
Transfer to Adopt-A-Family	1,197	0	
Total Operations Expenses	17,477	20,889	
Increase (Decrease) in Current Year Balance	968	-2,933	
Uncommitted ASURA Operations Funds	32,757	31,789	

Account Categories	FY23 Draft Budget	End FY22 6/30/2022	COMMENTS
General University Allocation (HR)			
Balance Forward	45	0	
Current Year Allocation	7,000	7,000	
Total University Current Year Revenue	7,045	7,000	
Expenses Charged to Allocation			
Annual Report	100		
Bylaws & Ballots	300	251	
Encumbrance	1,300	-1,300	encumbered F22 for laptop purchase
Office Equipment & Supplies		2,839	Laptop (FY22)
Prime Times Fall/Spring Printing	1,350	1,237	
Prime Times Fall/Spring Mailing	1,400	1,175	
Copier/FAX Equipment Annual Lease	922	922	10% increase over FY22
Membership Drive	650	520	
Technology Services	401	401	Pantheon Web Hosting
Marketing Supplies	0	0	
Meet & Greet Luncheon	-50	100	redund pending from last year's M&G Cancel.
Miscellaneous Expense	0	266	Mail slot installed in office door
8.5% Administrative Service Charges	595	545	
Total Subsidized Expenses	6,968	6,956	
Uncommitted University Funds For Operations	77	45	

Special Projects			
Special Projects - Income			
Balance Forward	2,835	75	
Current Year Revenue			
Friends/Phx Library Book Sale Net Income	3,000	5,521	
Total Special Projects Current Year Revenue	3,000	5,521	
Special Projects - Expenses			
Transfer 1/2 of Book Sale Income to Scholarship	1,538	2,760	
Transfer 1/2 of Book Sale Income to Video History	4,298	0	Includes delayed FY22 transfer
Total Special Projects Expenses	5,835	2,760	
Increase (Decrease) in Current Year Balance	-2,835	2,760	
Uncommitted Special Projects Funds	0	2,835	

Account Categories	FY23 Draft Budget	End FY22 6/30/2022	COMMENTS
Adopt-A-Family			
Adopt-a-Family - Income			
Balance Forward	578	1,270	
Current Year Revenue			
Adopt-A-Family Donations	500	1,274	
5% Gift Assessment	-25	-64	
Transfer from Operations	1,197	0	
Total Adopt-A-Family Current Year Revenue	1,672	1,210	
Adopt-A-Family - Expenses			
Holiday gifts	2,250	1,901	
Total Adopt-A-Family Expenses	2,250	1,901	
Increase (Decrease) in Current Year Balance	-578	-691	
Uncommitted Adopt-A-Family Funds	0	578	

Video History			
Video History - Income			
Balance Forward	10,716	9,253	
Current Year Revenue			
Video History Donations	1,000	1,960	
Transfer in 1/2 of Book Drive Proceeds from Spec Proj	4,298	0	
5% Gift Assessment	-100	-98	
Total Video History Current Year Revenue	5,198	1,862	
Video History - Expenses			
Equipment & Supplies	500	130	small end tables, monitor
Software Licenses	294	194	PremirePro video editor
Interview Expenses	0	75	iDrive Subscription
Transfer Out	0	0	
Total Video History Expenses	794	399	
Increase (Decrease) in Current Year Balance	4,404	1,463	
Uncommitted Video History	15,120	10,716	

Account Categories	FY23 Draft Budget	End FY22 6/30/2022	COMMENTS
Scholarship Endowment Fund			
Scholarship Endowment Principal (40003616)			
Balance July 1	92,948	84,403	
Invested Funds Gain (-Loss)	-1,000	-382	
Payout to Endowment Spending	-1,500	-2,480	
Current-Year Contributions	2,300	2,318	
Transfer from Operations	0	10,080	
Endowment Management Fee	-1,000	-991	
Total Scholarship Endowment Principal	91,748	92,948	
Scholarship Endowment Spending (70003616)			
Balance July 1	5,242	3,602	
Payout from Endowment Principal	1,500	2,480	
Transfer from Operations	0	0	
Transfer from Special Projects (Book Sale Proceeds)	1,538	2,760	based on projected book sales
ASU Scholarship	-5,000	-3,600	
Total Scholarship Endowment Spending	3,280	5,242	

FY 23 ASURA Financial Health Report

As required by Board Policy, the following Financial Health Report was prepared by the Treasurer and the Business Manager for review by the Board at the September 13, 2022, Board Meeting.

Definition of Financial Health

ASURA is considered to be financially healthy if current year revenue in the Operations Account is greater than current year expense in that account and there is "an adequate cash reserve" in the Operations Account. An Adequate Cash Reserve is defined as an amount equal to the current scholarship amount plus one-half of non-scholarship prior year expenses.

Application of the Definition

Financial Health Calculations

Item	F23*	FY22	FY 21	FY20	FY 19
Current year expense (operations)*	\$17,477	\$20,889	\$18,801	\$19,933	\$18,834
Current year revenue*	\$18,445	\$17,969	\$18,366	\$18,286	\$19,701
Revenue minus Expenses	\$968	\$2,920	\$435	\$1,697	\$867
Half (Previous Expenses minus Current Scholarship)	\$7,251	\$5,465	\$6,117	\$5,617	\$5,617
Current Scholarship	\$5,000	\$6,400	\$7,872	\$7,700	\$7,600
Adequate Cash Reserve	\$12,245	\$11,865	\$13,989	\$13,317	\$13,217
Current Cash Reserve	\$32,770	\$31,802	\$34,722	\$35,157	\$36,854
Excess Funds	\$20,526	\$19,938	\$20,734	\$21,840	\$23,637

*Projected based on proposed budget.

Discussion of Financial Health Calculation Table

The Financial Health Calculations table shows results for the past four years for comparison. FY23 is the column of interest for this year and is a projection based on the budget. A couple of comments.

1. The table shows ASURA to be financially sound. There is a projected Operations account surplus and the Excess Funds cushion is more than adequate.
2. The net change in the Operations account in FY22 was red due to the Board approved one time transfer of \$10,000 to the Scholarship Endowment Account.
3. Even though we took \$10,000 out of Operations last year, the Excess Funds amount is not significantly different that those for the past four year.

ASURA *Prime Times* - Dates for Submitting Articles

Fall 2022 through Fall 2023

FALL 2022

September 23:

Please **submit articles** to Jeannette Robson - jr@asu.edu

October 03:

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

SPRING 2023

January 20:

Please **submit articles** to Jeannette Robson - jr@asu.edu

January 30:

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

SUMMER 2023

May 19:

Please **submit articles** to Jeannette Robson - jr@asu.edu

May 29:

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

FALL 2023

September 22:

Please **submit articles** to Jeannette Robson - jr@asu.edu

October 2:

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

Please Note: Dates are subject to change.

(Rev. 08-28-2022 & submitted by Jeannette Robson)

Proposed change to Websites and Database Committee

for the ASURA Board Meeting, September 13, 2022

by Connie McNeill

The Websites and Database Committee has three categories of duties. In order to recruit people to carry out these duties, it would probably be advantageous to define a Database Committee and a Websites Committee that has co-chairs.

The Database Committee works with the membership database to:

- Maintain the overall integrity of the data.
- Import groups of new ASU retirees.
- Make design changes as needed to respond to requests from the Board or the Executive Committee. Changes are made in close cooperation with the Membership Committee, the Business Manager, and others involved in membership-related operations.
- Provide reports and analysis of the data as requested by the Board or the Executive Committee.
- Troubleshoot data-related problems reported by other volunteers.

The Websites Committee has responsibilities for:

- Keeping website content current;
- Selecting, installing, and maintaining the website platforms (software) that host the sites, and assuring that all ASU standards for software and content are known and followed.

Although the Websites Committee could be broken into two separate committees given this separation of duties, it might be better to operate with co-chairs, each with a focus on one of these areas of responsibility. This would emphasize the need for close cooperation so that the platform is responsive to content needs and the chairs support each other and back each other up.

Detailed duties for the proposed committees, along with how to perform those duties, are available on the Help For Volunteers website, <https://vol.asura.asu.edu>, by clicking on the proposed committee names under "Duties".