

**MINUTES OF October 11, 2022
ARIZONA STATE UNIVERSITY RETIREES ASSOCIATION
BOARD MEETING**

Board Members Present: Rojann Alpers, Bev Buddee, Terrie Ekin, Kay Faris, Barry McNeill, Tara Roesler, Pat Schneider, William Stasi

Board Members Absent: Jo Ellen Alberhasky, Partha Dasgupta (E), Kathy Gunn (E), Mark Henderson (E), Helene Ossipov (E), Trudy Perez, Mary Stevens (E)

Ex-Officio Members Present:

Committee Chairs Present: Carl Cross, Jan Shore, Connie McNeill, Paul Harper

Executive Staff Present:

Guests Present:

I. CALL TO ORDER

The meeting was called to order at 10:05 am by President Stasi.

II. INTRODUCTIONS AND WELCOME TO GUESTS

Since this was our first in-person meeting in over 2 years, President Stasi asked each Board member and Committee chair president to introduce himself/herself to the group.

III. ADOPTION OF TODAY'S AGENDA

Modifications were made to the agenda to add the following items:

- Introduction by each Board member/Committee chair
- Backup system for ASURA website – UTO Service Agreement
- ASURA Office Hours
- AROHE – contact members
- Review of the new retirees list

A motion was made by Tara and seconded by Carl to accept the agenda with the indicated modifications. Motion carried.

IV. REVIEW AND APPROVAL OF THE MINUTES OF **September 13, 2022 BOARD MEETING**

No changes or corrections were needed for the minutes of the September 13, 2022 Board meeting. A motion was made by Barry and seconded by Tara to accept the minutes. Motion carried.

- V. **FINANCIAL REPORT/TREASURER'S REPORT** –, Barry McNeill
Barry reported that there was nothing outstanding at this point in the budget. He pointed out that the scholarship endowment spending account was down due to the transfer of \$5K to the Scholarship Office. The spending account usually receives the money sometime in February/March. The University account is not showing any money at this time, but it has been transferred to our account and will be reflected in the next report.

President Stasi proposed the addition of \$1400 for UTO services be added to the budget. This would come out of the University account. Barry advised this might not be a good idea to do at this time, since if we don't spend the money in that account, we typically lose it at the end of the fiscal year. If we need to enter into a service agreement with UTO, the money would be available. Further discussion on this topic can be found under Website Committee report in these minutes.

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

- ASU Alumni Association – TBD
N/A
- Emeritus College Liaison – TBD
N/A
- Human Resources – Lynna Soller
N/A
- University Club Liaison – Tara Roesler
Tara indicated that the University Club was very responsive to the comments received from its members regarding the cost of the tailgate parties. The new cost for the football tailgate parties will be \$30 per person. The next tailgate party will be on November 5th and starts 2 hours before the start of the game.

The annual membership fee is \$125.

- University Liaison – Kendra Burton
N/A
- University Senate – Penny Dolin
N/A
- University Staff Council – Shawn Banzhaf
N/A

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

- Community Outreach Committee – Subcommittee Reports
 - Adopt-A-Family – Ginny Sylvester
N/A
 - Scholarship Committee – Jan Shore
Jan indicated that the scholarship has been posted as of September 28th. No changes have been made to the requirements for the scholarship. Jan will start contacting members of the Scholarship committee after the

first of the year (2023) to start reviewing applicants. She is keeping in touch with the current scholarship recipient and reports that things are going well!

- Video History Project – Barry McNeill
Barry reported that Helene has volunteered to assist with the editing of the interviews and has since been setup to do so. Don Dorn is interested in helping out with the project as the audio man for the interviews. During the meet & greet – Helene is setup to help out with the editing of interviews; Don Dorn is interested helping out with the project as the audio man for the interviews so a complete production crew is now in place and ready to start interviews.
- Events Committee & Subcommittee Reports
 - Events Committee Coordination – Trudy Perez
N/A
 - Luncheons & Special Events – Mary Stevens
The Meet & Greet was very successful! Forty (40) retirees and friends attended the event at Ability 360. President Stasi introduced the committee chairs who briefed the group on their committee's work. Some volunteers were recruited!
 - Seminars – Pat Schneider
The October open enrollment seminar was held on Thursday, October 6, 2022. Rob Foster from AARP reported on the Medicare plans and the upcoming enrollment period. Randi Gray from ASRS reported on the changes in premium costs for the plans offered by ASRS. The recording and links to all of the handouts is posted on the ASURA website. ADOA was not able to present at this seminar but will be offering a seminar on Monday, October 17, 2022 to present their plans and enrollment period.

One of the representatives from ASRS made a suggestion about how we could better format future open enrollment seminars to better serve our members. Pat will present this suggestion to the Seminar Committee and discuss revamping the format.
 - Pre-Retirement Seminars – Trudy Perez, Liz Badalamenti
Pre-retirement seminar is scheduled for Monday, October 17, 2022 on HR.
 - Travel – John Brock
Tara reported in John's absence. Travel is a go for the Northern Arizona trip. Thirteen (13) people have registered and will be attending. The Costa Rica trip will most likely be moved to 2024. They are looking at the Silver Star Theater for possible local events. She circulated a flyer from Silver Star Theater and asked the members present to rank what they thought would be good events. There is a free event on November 4th at Gammage, "Gridiron to ASU Gammage". You need to register for tickets for the event even though it is free. Tara asked Barry to include this announcement in the eNews.

- Finance Committee – Barry McNeill
 - Book Collection – Mary Stevens
Mary sent a report indicating that she has made contact with Jason Peterson, the Friends employee that we work with. There was a mix-up with the email address that was originally provided, but this has been straightened out. A new driver has been hired by Friends so pickups from the office should start-up again.

Finance committee – Barry McNeill

Barry mentioned that a review of expenses for last year will not be available for the November meeting but will be available in January 2023

- Government Liaison Council – Tara Roesler
 - Legislature –Tara Fuchs-Roesler, Pat Schneider
Nothing to report at this time. Tara will be trying to recruit more people for the committee and to serve as lobbyist for the group.
 - ASRS Liaison – Dick Jacob
N/A
 - ADOA Liaison – Larry Carlson
N/A
- Health Insurance Liaison Council
 - ASRS – Dick Jacob
ASRS announced an increase in the premium costs. The Silver Sneakers program is being replaced. The open enrollment guide for ASRS will be sent out within the next week.
 - ADOA – Larry Carlson
N/A
- Membership and Communications Committee – Subcommittee Reports
 - E-News – Barry McNeill
A new edition of eNews will come out this week. Prime Times is available online and hard copies will be mailed within the next week. Barry will include a note regarding an upcoming seminar being offered by AROHE. He will also ask people to please submit names of people for new Board members.
 - Membership Update – Carl Cross
Carl thanked Paul for the new format of the quarterly new member report Carl was concerned about the email that is listed for the new retirees as to whether this is valid or not. He was assured that they were valid. They can, of course, change their email in the membership directory and can update the post office to have email directed to their preferred email address.

Reviewed the quarterly membership report which will be sent out with the November Board meeting documents. Paul mentioned that the numbers of new members and renewals are cumulative for the year.

- Obituaries – Tara Roesler
Tara explained that obituary notifications come in every Thursday or are submitted directly to the office. She would like to get more information for people who were part of ASURA. Connie suggested that she do a search on the ASURA website to try and find information on their involvement in ASURA. Tara is also looking for a backup person to work with her on the obituaries.
- Prime Times – Jeannette Robson
Barry mentioned that the current edition is online in the mail this week
- Websites – Connie McNeill, Barry McNeill
Connie presented a backup solution for both her and Barry. We could enter into a UTO Service Agreement for backup for the technical maintenance of the two (2) Webspark platforms (ASURA main website and the ASURA volunteer website). UTO charges \$85 per hour for support, which based on the current cycle of maintenance would come to approximately \$680 for the year. The minimum cost for a Service Agreement is \$1400 per year, so the hourly rate would be less. We already have a support agreement with Wild Apricot so they would take care of any technical support for that platform, less the customization to make it look like an ASU website.

Tara asked if we should go ahead and get this setup. Connie assured us she was fine doing the maintenance and updates for now but would let us know if help was needed in the future.
- Database – Paul Harper
Paul was welcomed to the group. He discussed the new member list as well as the quarterly membership list. He also discussed what he is doing to help with maintenance of the database and creating reports.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

- Will mentioned that there is a need for office coverage for one 3 hour shift. The office hours are as follows:
 - Monday 9:00 – noon
 - Tuesday – Thursday 10:00 – 1:00
- Will is also looking for suggestions for new Board members to replace those whose term expires in 2023 as well as a Treasurer and Secretary.
- A one-time volunteer committee consisting of Will, Kay, Tara and Pat will select the speaker for the Annual Meeting.

X. ANNOUNCEMENTS

- Next Meeting – **November 8, 2022, in person at CSB 203A**
9:15 am Executive Committee
10:00 am Board Meeting

XI. ACTION ITEMS

XII. MEETING ADJOURNMENT

Meeting was adjourned at 11:35 am

Account Categories	FY23 Budget	Actual YTD as of 8/31/2022	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	6,810	
General Operations Donations	3,000	910	
Holiday Bake Sale 2020	100	0	
5% Gift Assessment	-955	-378	
Total Operations Current Year Revenue	18,445	7,342	
ASURA Operations - Expenses			
<i>Printing and Mailing Costs</i>			
Membership Drive	850	216	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	150	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 subscriptions for Gov. Liaisons	750	0	
AROHE	120	-120	Duplicate payment refunded
Business Luncheons & Service Appreciation	28	0	Plaque updating
Technology Licenses	4,282	0	Zenfolio, Wild Apricot (2 yrs), Zoom
Office Supplies & Postage	1,000	485	Envelopes, Toner, Stamps, etc.
Marketing Supplies	0	0	
Transfer Out			
FY22 Mship donation to Scholarship Endowment	0	30	Duplicate membership renewal
Transfer to Scholarship Endowment	0	0	FY22 only
Transfer to Adopt-A-Family	1,197		
Total Operations Expenses	17,627	5,761	
Increase (Decrease) in Current Year Balance	818	1,581	
Uncommitted ASURA Operations Funds	32,607	33,381	

Account Categories	FY23 Budget	Actual YTD as of 8/31/2022	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	108	
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	1031	
Uncommitted University Funds For Operations	77	-986	

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 Budget	Actual YTD as of 8/31/2022	COMMENTS
Adopt-A-Family			
Adopt-a-Family - Income			
Balance Forward	578	578	
Current Year Revenue			
Adopt-A-Family Donations	500	425	
5% Gift Assessment	-25	-18	
Transfer from Operations	1,197	0	
Total Adopt-A-Family Current Year Revenue	1,672	408	
Adopt-A-Family - Expenses			
Holiday gifts	2,250	0	
Total Adopt-A-Family Expenses	2,250	0	
Increase (Decrease) in Current Year Balance	-578	408	
Uncommitted Adopt-A-Family Funds	0	986	

Video History			
Video History - Income			
Balance Forward	10,716	10,716	
Current Year Revenue			
Video History Donations	1,000	230	
Transfer in 1/2 of Book Drive Proceeds from Spec Proj	4,298	0	
5% Gift Assessment	-100	-12	
Total Video History Current Year Revenue	5,198	219	
Video History - Expenses			
Equipment & Supplies	500	0	
Software Licenses	294	194	Adobe Premiere Pro
Interview Expenses	0	0	iDrive Subscription
Transfer Out	0	0	
Total Video History Expenses	794	194	
Increase (Decrease) in Current Year Balance	4,404	24	
Uncommitted Video History	15,120	10,740	

Account Categories	FY23 Budget	Actual YTD as of 8/31/2022	COMMENTS
Scholarship Endowment Fund			
Scholarship Endowment Principal (40003616)			
Balance July 1	92,948	92,948	
Invested Funds Gain (-Loss)	-1,000	2,899	
Payout to Endowment Spending - FY22	-1,500	0	
Current-Year Contributions	2,300	599	
Transfer from Operations	0	30	Duplicate membership renewal
Endowment Management Fee	-1,000	0	
Total Scholarship Endowment Principal	91,748	96,475	
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	

Report From Mary Stevens

Meet & Greet

Forty (40) retirees and friends attended the event at Ability 350. There was much greeting and conversing with dining on pizza. Bill introduced the committee chairs who briefed the group on their committee's work. I understand we recruited some volunteers!! All had a good time.

Book Donation

Received a phone call from Jason Peterson, the Friends employee we work with. Apparently the Pic Up email address I sent to him either has hanged or I had it wrong. He called and corrected and gave me the correct email address to send for the pickup. Their system is now automated so he doesn't receive the request directly. It goes to a dispatcher. The Friends driver is a volunteer fire fighter and as we suspected, is on leave fighting fires. Jason hired a new driver who starts on Monday, October 5th so we should get a pickup this week.