

**MINUTES OF May 10, 2022
ARIZONA STATE UNIVERSITY RETIREES ASSOCIATION
BOARD MEETING**

Board Members Present: Jo Ellen Alberhasky, Bev Buddee, Partha Dasgupta, Mark Henderson, Sue Henderson, Barry McNeill, Helene Ossipov, Trudy Perez, Tara Roesler, Pat Schneider, William Stasi, Mary Stevens

Board Members Absent: Rojann Alpers (excused), Terrie Ekin (excused)

Ex-Officio Members Present: Carl Cross

Committee Chairs Present: Joy Shearman, Jan Shore, Connie McNeill

Executive Staff Present:

Guests Present:

I. CALL TO ORDER

President Stasi call the meeting to order at 10:03 am

II. INTRODUCTIONS AND WELCOME TO GUESTS

No guests were present for the meeting.

III. ADOPTION OF TODAY'S AGENDA

A motion was made by Tara and seconded by Sue to adopt the meeting agenda as written. Motion approved.

IV. REVIEW AND APPROVAL OF THE MINUTES OF March 8, 2022

A motion was made by Barry and seconded by Tara to approve the minutes of the March 8, 2022 meeting with a formatting correction. Motion approved.

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

Barry indicated that the budget for the remainder of this fiscal year was on track. He mentioned that Carolyn was working to find ways to spend the money we receive from HR so we don't get a reduction in our allocation for the next year. Tara asked if there were any large expenses we could spend the money on. Connie mentioned the Wild Apricot subscription fee for next year was a good possibility. Also, the purchase of a laptop to support the hybrid Board meetings in the future is another place where the funds could be spent. Connie also mentioned that mail services costs can come out of this allocation. One of the major expenses for the HR account is printing and mailing, both for membership renewal and Prime Times. Membership fees in other organizations, such as AROHE, also come out of this account.

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

- ASU Alumni Association – Amy Rosen
N/A
- Emeritus College Liaison – Ruth Jones
N/A
- Human Resources – Lynna Soller
N/A
- University Club Liaison – Carl Cross
Carl mentioned that nothing was going on right now and probably won't have anything happening until Fall semester and football season starts.
- University Liaison – Kendra Burton
N/A
- University Senate – Edwardo Pagan
N/A
- University Staff Council – Carolyn Starr
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 – Joy Shearman, Jan Shore
Joy mentioned the new recipient has been selected and is being announced in the next edition of Prime Times. She also shared that Brittany was overwhelmed with the response she received from her presentation at the annual meeting! This was Joy's last meeting and report as Chair. Jan will be taking over going forward. The Board thanked Joy for her many, many years of service and let her know she was always welcome to come back!
 - Video History Project – Barry McNeill
Barry will be working with our technology support person to get the Mac computers in the ASURA office functioning again so editing on existing videos can resume.
- Events Committee & Subcommittee Reports
 - Events Committee Coordination – Trudy Perez
Clarification was given to Trudy on her role as the events committee coordinator role. She was thankful for this and has vowed to move forward helping the subcommittees under her with their events as needed! She will also look for ways to bring new events into the works to get the ASURA "social" again!

- Luncheons & Special Events – Mary Stevens
Mary is working on setting up the “meet and greet” for the fall. It was decided that this event will no longer have the panel participation as we had in the past as the topic is now being covered in the monthly pre-retirement seminars being held. It was also suggested that we consider possibly having the “meet and greet” at CSB if the anticipated volume of participants is low. If we believe it will be greater than the room capacity can handle in CSB, then we look at using Ability 360 as a gathering location. Mary and Trudy will work on that.

Mary will also start planning for the holiday potluck which may have a bigger participation in which case Ability 360 would be utilized.

Another spring fling is also in the planning.

- Seminars – Pat Schneider
Pat indicated the May 12, 2022 seminar had 65 people registered with 16 of those being from NAU. This is the last seminar until the open enrollment seminar in October 2022. The seminar committee will meet in September 2022 to plan the seminars for 2023.
- Pre-Retirement Seminars – Trudy Perez, Liz Badalamenti, Sue Henderson
The next pre-retirement seminar is being held on Monday, May 16, 2022. It will be a panel discussion of things current retirees wish they had known before retirement. The panel will consist of 2 former faculty members and 1 former staff member. Sue indicated they are getting around 35 participants per session for these pre-retirement seminars.
- Travel – John Brock
No report from John.
Tara mentioned they are working to get a tour of Tovrea Castle setup for the fall. They are also working on trips to Iceland and Costa Rica and another southern Arizona venture
- Finance Committee – Barry McNeill
 - Book Collection – Mary Stevens
Mary indicated we had good sales for last year and she is working on getting the funds transferred to our account.
NOTE: Since the meeting, Mary received an email from Jason Peterson indicating that \$5,520.86 will be transferred to our account.
- Government Liaison Council
 - Legislature –Tara Fuchs-Roesler, Pat Schneider
N/A
 - ASRS Liaison – Dick Jacob
Dick was not present but provided the following information from ASRS.
 1. The ASRS Fund is weathering the recent economic downturn very well, thanks to its diverse portfolio.
 2. A 9th member of the Board was finally appointed.

3. A permanent benefit increase will appear in the July pension checks as previously announced.
4. There were no legislative moves of substance against the ASRS in the current legislative session. The Board of Regents initiatives to back away from ASRS appear to have little support.

- ADOA Liaison – Larry Carlson
N/A
- Health Insurance Liaison Council
 - ASRS – Dick Jacob
N/A
 - ADOA – Larry Carlson
N/A
- Membership and Communications Committee – Subcommittee Reports
 - E-News – Barry McNeill
A new issue will be sent out later this week.
 - Membership Update – Elmer Gooding
A new membership report was not available.
NOTE: A new report was received after the meeting and is posted as part of the meeting documents.
 - Obituaries – Tara Roesler
Tara reported she is getting 3-5 obituaries a week on average. She asked if Barry could put something in the eNews suggesting to people what we would like to see for obituary information.
Tara also asked who we should be including in obituary announcements. Should it only be people with an ASU affiliation? William asked Tara to put together a proposal to present at the next Board meeting in September.
 - Prime Times – Jeannette Robson
May 23rd is the due date for articles for the next edition of Prime Times.
 - Web Site and Database – Connie McNeill
Connie indicated that both websites have been updated with the latest version of the software provided by ASU UTO.

VIII. OLD/UNFINISHED BUSINESS

- New Board orientation held in person on April 27, 2022 – Bill reported that this orientation was held for all the new incoming Board members.
- Thank you letter to Annual Meeting speaker – A thank you letter has been sent to Dr. Amanda Burke for her participation in the annual meeting.
- Phone changes at all ASU campuses – ASU is in the process of eliminating all desk phones and having staff use their cell phones, or computers, for communication. We were able to keep the ASURA office phone.

IX. NEW BUSINESS

- Renewal of AROHE membership renewal
A motion was made by Mary and seconded by Trudy to have Carolyn pay the \$120 to renew our membership with AROHE. Motion passed.
- Tri-University Meeting May 23, 2022 at 2:00 pm via Zoom – William announced the tri-University meeting has been scheduled but he has not received any other information about it.
- Committee chair replacements
 - Government Liaison Committee
William has called a few people but has not gotten anyone to accept the position. Tara will send William contact information for other people.
 - Membership Committee – Still needs a chair.
- Vice-president position is open
William is asking everyone to submit names to him for the vice president position. It is critical that we fill this position!
- ASURA “thank you” letters on ASURA stationary for all guest speakers at seminars
Thank you letters to all presenters at seminars, pre-retirement seminars and other events should be sent from the ASURA office on ASURA letterhead. Contact Linda Van Scoy for copies of the pre-defined letters that can be used. Linda can also assist in mailing the letter(s) out to the speakers.
- Membership letters have been updated (introductory, current membership renewal, reminder renewal and 2nd reminder renewal)
New letters have been created and are on the website.
- Donation letter updates
New letters have been created.
- Discussion on in-person Board meetings starting in September
The ASURA Board will begin meeting in person again for the September 13, 2022 meeting. All regular Board members should plan on attending in person unless they are traveling or something prevents them from attending in person. The Board meetings will be hybrid, allowing our ex-officio members, committee chairs and those Board members who can’t attend in person to connect via Zoom. The Zoom link will only be sent to those requesting it.
- Discussion on Fall “Meet and Greet” event
See notes under the “Luncheons and Special Events” report.
- Contact all committee chairs to confirm continued volunteering for the upcoming year
William will contact all committee chairs to verify they will continue to serve as chairs for the 2022-23 term.

- Contact all ex-officio members to update and confirm continued participation
William will contact all ex-officio members to confirm continued participation for the 2022-23 term

X. ANNOUNCEMENTS

- Next Meeting – **September 13, 2022 in CSB (location will be announced at a later date)**
9:15 am Executive Committee
10:00 am Board Meeting

XI. ACTION ITEMS

XII. MEETING ADJOURNMENT
Meeting adjourned at 11:28 am.

Account Categories	FY22 Approved Budget	Actual YTD as of 3/31/2022	COMMENTS
ASURA Operations			
ASURA Operations - Income			
Balance Forward	34,722	34,722	
Current Year Revenue			
Event Registration Fees & Donations Collected	600	0	
Membership Dues	16,000	8,970	
General Operations Donations	3,200	1,490	
Holiday Bake Sale 2020	0	0	
Postage - History Book	0	12	
5% Gift Assessment	-990	-522	
Total Operations Current Year Revenue	18,810	9,951	
ASURA Operations - Expenses			
<i>Printing and Mailing Costs</i>			
Membership Drive	0	87	
Prime Times summer printing	800	0	
Prime Times summer mailing	800	539	
<i>Event Costs</i>			
Paid Events	600	0	
Annual Meeting	1,000	0	
Meet & Greet Luncheon	0	0	
Holiday Potluck & Fundraiser	0	0	
Holiday Picnic & Spring Luncheon	400	84	Winter Event & Spring Fling
<i>Other Operations Costs</i>			
Scholarship Award	6,400	6,400	\$10,000 - \$3600 paid from Endowment
AROHE	120	0	2022 Membership renewal
Business Luncheons & Service Appreciation	0	28	Engraving President's plaque
Technology Services	404	0	Zenfolio & Zoom
Professional Services	0	0	
Office Equipment	500	445	
Office Supplies & Postage	200	74	
Marketing Supplies	0	0	
Seminars	0	0	
Transfer Out	0	80	Duplicate membership renewal
Transfer to Scholarship Endowment	0	10,000	One time transfer
Transfer to Adopt-A-Family	260	0	
Total Operations Expenses	11,484	17,738	
Increase (Decrease) in Current Year Balance	7,326	-7,787	
Uncommitted ASURA Operations Funds	42,048	26,935	

Account Categories	FY22 Approved Budget	Actual YTD as of 3/31/2022	COMMENTS
General University Allocation (HR)			
Balance Forward	0	0	
Current Year Allocation	7,000	7,000	
Total University Current Year Revenue	7,000	7,000	
Expenses Charged to Allocation			
Annual Report	190	0	
Bylaws & Ballots	230	45	
Office Equipment & Supplies	500	0	Laptop for online meetings
Prime Times Fall/Spring Printing	1,600	547	
Prime Times Fall Spring Mailing	1,100	1,231	
Copier/FAX Equipment Annual Lease	922	922	
Membership Drive	1,500	520	
Technology Services	260	0	Pantheon Web Hosting
Marketing Supplies	100	0	
Meet & Greet Luncheon	0	100	2 Room rentals -1 cancelled \$50 refund pending
Miscellaneous Expense	0	266	Mail slot installed in office door
8.5% Administrative Service Charges	595	309	
Total Subsidized Expenses	6,997	3,939	
Uncommitted University Funds For Operations	3	3,061	

Special Projects			
Special Projects - Non-Cash Gifts			
Book Donations	14,000	14,685	
Special Projects - Income			
Balance Forward	75	75	
Current Year Revenue			
Friends/Phx Library Book Sale Net Income	2,000	0	
Total Special Projects Current Year Revenue	2,000	0	
Special Projects - Expenses			
Transfer 1/2 of Book Sale Income to Scholarship	1,000	0	
Transfer 1/2 of Book Sale Income to Video History	1,000	0	
Mail Service - General	0	0	
Total Special Projects Expenses	2,000	0	
Increase (Decrease) in Current Year Balance	0	0	
Uncommitted Special Projects Funds	75	75	

Account Categories	FY22 Approved Budget	Actual YTD as of 3/31/2022	COMMENTS
Adopt-A-Family			
Adopt-a-Family - Income			
Balance Forward	1,270	1,270	
Current Year Revenue			
Adopt-A-Family Donations	500	837	
5% Gift Assessment	-25	-42	
Transfer from Operations	260	0	
Total Adopt-A-Family Current Year Revenue	735	795	
Adopt-A-Family - Expenses			
Holiday gifts	2,000	1,901	
Total Adopt-A-Family Expenses	2,000	1,901	
Increase (Decrease) in Current Year Balance	-1,265	-1,106	
Uncommitted Adopt-A-Family Funds	5	163	

Video History			
Video History - Income			
Balance Forward	9,253	9,253	
Current Year Revenue			
Video History Donations	1,000	990	
Transfer in 1/2 of Book Drive Proceeds from Spec Proj	1,000	0	
5% Gift Assessment	-100	-50	
Total Video History Current Year Revenue	1,900	941	
Video History - Expenses			
Equipment & Supplies	500	0	
Software Licenses	294	194	
Interview Expenses	0	75	iDrive Subscription
Transfer Out	0	0	
Total Video History Expenses	794	269	
Increase (Decrease) in Current Year Balance	1,106	671	
Uncommitted Video History	10,359	9,925	

Account Categories	FY22 Approved Budget	Actual YTD as of 3/31/2022	COMMENTS
Scholarship Endowment Fund			
Scholarship Endowment Principal (40003616)			
Balance July 1	84,403	84,403	
Invested Funds Gain (-Loss)	5,000	1,913	
Payout to Endowment Spending - FY22	-3,000	-2,480	
Current-Year Contributions	2,300	907	
Transfer from Operations	0	10,080	
Endowment Management Fee	-1,000	-991	
Total Scholarship Endowment Principal	87,703	93,832	
Scholarship Endowment Spending (70003616)			
Balance July 1	3,602	3,602	
Payout from Endowment Principal - FY22	3,000	2,480	
Transfer from Operations	0	0	
Transfer from Special Projects (Book Sale Proceeds)	1,000	0	
ASU Scholarship	-3,600	-3,600	
Total Scholarship Endowment Spending	4,002	2,482	

	Current 5/10/2022	Last Year 5/6/2021	Change
Current-year members	887	819	68
Renewals from prior years (any prior year)	521	540	-19
Introductory members	366	279	87
Paid for the current year, now deceased	3	7	-4
Last year's members - not renewed	265	214	51
Members last year, now deceased	12	1	11
By retired-from organization			
Retired from ASU	865	795	70
Retired from another university	2	2	0
Former ASU employee, retired elsewhere	5	4	1
Still employed at ASU	15	18	-3
By time since first joining			
In introductory period	366	279	87
Members for 0-2 years (excl Introductory)	95	44	51
Members for 3-5 years	122	146	-24
Members for 6-10 years	88	94	-6
Members for more than 10 years	216	256	-40
By former employment category			
Faculty and faculty w/ admin appt	344	344	0
Academic professional	51	49	2
Staff	468	442	26
Administrative	31	34	-3
Having an Arizona Address	820	756	64
Logged in to member-only site (ever)	279	247	32

Available on request (examples)

- How many want to receive obituary notices
- How many have shown interest in volunteering
- How many have made an optional donation
- How many have logged in as members

ASURA *Prime Times* - Deadlines for Submitting Articles

Summer 2022 through Spring 2023

SUMMER 2022

May 23:

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

May 30:

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

FALL 2022

September 26:

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 18:

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

January 25:

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

Please Note: Deadline dates are subject to change.

(Rev. 05-01-2022 & submitted by Jeannette Robson)