

MINUTES OF May 14, 2019
ARIZONA STATE UNIVERSITY RETIREES ASSOCIATION
BOARD MEETING

Board Members Present: Barry Bruns, Jane Carey, Evelyn Cesarotti, Jeffrey Chapman, Carl Cross, Jean Duncan, Frank, Koonce, Jo Madonna, Barry McNeill, Connie McNeill, Bill Stasi, Pat Schneider, Jan Thompson

Board Members Absent: Larry Carlson, Don Nilsen, Tara Roesler

Ex-Officio Members Present:

Committee Chairs Present: Bev Buddee, Jeri Meeks, Jeannette Robson, Joy Shearman

Executive Staff Present:

Guests Present:

I. CALL TO ORDER

President Thompson called the meeting to order at 10:00

II. INTRODUCTIONS AND WELCOME TO GUESTS

Jan welcomed everyone to the start of a new ASURA Board year. Jan asked all Board members to introduce themselves to the group. She then gave a brief overview of the Board and activities.

Jan outlined her goals for the Board for 2019-2020:

1. Increase the visibility of ASURA across all of the campuses; increase the workings of the pre-retirement committee.
2. Grow the membership. Increase efforts to retain members, especially those that become members upon their retirement; find ways to get these people to renew their membership when the introductory membership expires.
3. Increase the activity level of the members; get more people involved in the activities we hold each year for the membership
4. Have fun!

III. ADOPTION OF TODAY'S AGENDA

Motion was made, seconded and approve to adopt the agenda for the meeting.

IV. REVIEW AND APPROVAL OF THE MINUTES OF March 12, 2019 BOARD MEETING

The following corrections were suggested for the minutes from the March 12, 2019 Board meeting;

- Attendance: Committee Chairs Present – Beverly Buddee, Jean Duncan

- Replace “Do” with “Don” in the first paragraph, first sentence of the Emeritus College report.
- Add was to the last sentence of Don’s report – “...Colloquium speaker was Elizabeth Castillo...”
- Correct the Action Item to read “We discussed sending the Prime Times to the President’s Office, the Provost and Ex-Officio offices if we aren’t already.”

Motion made and seconded to approve

V. **FINANCIAL REPORT/TREASURER’S REPORT** – Barry Bruns, Carolyn Minner
Barry indicated that we received \$7,000 from the University and are encouraged to spend it! We currently have \$469 left from this fund.

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

- ASU Alumni Association – John Davis
N/A
- Emeritus College Liaison – Don Nilsen
N/A
- Human Resources – Judy Cato
N/A
- University Club Liaison – Carl Cross
The University Club will be closing on May 13 and will be closed the entire summer. It will re-open Aug. 19th. Door and window restoration will be completed during this time.
- University Liaison – Cody Conrad
N/A
- University Senate – Phil Vandermeer
N/A
- University Staff Council – Katie Aguilar
N/A

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

- Community Outreach Committee – Subcommittee Reports
 - Adopt-A-Family – TBD
Still looking for replacement for Joan. This position could easily be divided between two people to co-chair the committee. See the ASURA website for activities of the committee - <https://asura.asu.edu/AdoptFamily>. Several people to run errands to pick things up, etc., as the families are assigned to us from the agencies. Barry will put a note in the upcoming E-News asking for a volunteer(s) to lead this committee.
 - Scholarship Committee – Joy Shearman
The scholarship recipient has been chosen. Frances Marie Romero, from Casa Grande will be awarded the scholarship. An article on Frances will appear in the next issue of Prime Times.

Joy is looking for someone to help on the committee and eventually take over the chair of the committee. Joy also mention that we need to notify Courtney, the head of ASU scholarship in September what we will be able to offer for the next year's scholarship.

Jeri is putting our scholarship endowment on the ASU Foundation 2020 campaign.

- Video History Project – Barry McNeill
Two interviews were completed in the last month – Brian Foster, former Dean of Graduate School; Charlie Arntzen – Founding Director of Biodesign Institute. The committee will be meeting on May 16 to discuss upcoming activities.
- Events Committee & Subcommittee Reports
 - Events Committee Coordination – Jo Madonna
Jo reported on the Travel Committee's activities in John's absence (see information under Travel below).
 - Luncheons & Special Events – Jean Duncan
Jean has been out touring different venues for events. She submitted a proposal to use Ability 360 for the September Meet & Greet and the December Holiday Potluck (see discussion under New Business)Out touring different venues –
 - Seminars – Bev Buddee
Bev reported the dates for the Meet & Greet as well as the heal care open enrollment seminar.
 - Sept. 10 – Meet & Greet (Ability 360)
 - Oct 3 – Health care, open enrollment seminar (Tempe History Museum)
 - Pre-Retirement Seminars – Trudy Perez
N/A
 - Travel – John Brock
Currently a group of retirees are touring Spain/Portugal.
The committee is moving forward regarding the Iceland trip scheduled for January. They are also working on ideas for fall travel, toward the end of October, for an in-state trip
- Finance Committee – Barry Bruns
 - Book Collection – Mary Stevens
Check the website for information on how to participate in the book drive - <https://asura.asu.edu/BookDrive>. Jeannette has also included this information in Prime Times.
- Government Liaison Council
 - Legislature – Jeri Meeks
Tara & Jeri attended the Community and Legislative Partners in Aging meeting for April. The purpose of these meetings is to bring together Arizona Senators, Representatives and community partners to discuss

the challenges facing Arizona seniors. Various agencies are represented, agencies that provide various support services for seniors.

Jeri also reported that there were no bills that affect ASRS or seniors in a negative way being reviewed, or that have already been passed.

- ASRS Liaison – Dick Jacob
N/A
- 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 edition of E-News will be sent out this week. It will include request for the Adopt-a-family committee chair.
 - Membership Update – Dave Schwalm
Jan indicated that the bulk of the membership are those that have been members for several years. One of Jan's goals for this year is to get more people who are retired into ASURA and become active in the organization. Connie indicated that May 15th is the date for electronic letters to go out to new members
 - Obituaries – Becky Reiss
 - Prime Times – Jeannette Robson
Deadlines for PrimeTimes presented.
 - Web Site and Database – Connie McNeill
Technology related – ASU licensing with Microsoft does not Exchange services for retirees. Beginning July 1st, new retirees will not be able to keep their ASU Exchange account and will be transitions to their ASU Gmail account. Eventually, all retirees will have to switch to a different account. Connie will keep us up-to-date on this.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

- Ability 360 Facility
Reviewed the proposal that Jean submitted to the Board. The cost of the function will increase over what we are currently paying. Jan added that we may want to consider this facility for the annual meeting. The catering costs for Ability

360 is much more cost effective. Setup/cleanup is included in the event cost. Jean indicated that the facility is currently reserved for the Sept. 10 Meet & Greet and the Dec. 6 Holiday Potluck. Motion made, and seconded, to recommend that we budget accordingly to hold the two mentioned events (September Meet & Greet and December Holiday Potluck) at Ability 360. Motion approved.

- **Table of Appointed Contacts**
A draft of the policy regarding the annual review of appointed contacts was reviewed and discussed. A motion was made, and seconded, to accept the policy proposal. Motion approved. The important thing out of the policy is that the contact list needs to be reviewed annually.

X. ANNOUNCEMENTS

- **Next Meeting – September 10, 2019**
9:15 am Executive Committee
10:00 am Board Meeting

XI. ACTION ITEMS

XII. MEETING ADJOURNMENT

The meeting was adjourned at 11:20.

DRAFT

MEMORANDUM

TO: ASU Retirees Association Board of Directors, Liaisons, and Committee Chairs
FROM: Jan Thompson, President
DATE: May 10, 2019
SUBJECT: NEXT MEETING OF THE ASURA BOARD OF DIRECTORS

Date: **May 14, 2019**
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 **MARCH 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 – Cody Conrad
 - University Senate – Phil Vandermeer
 - University Staff Council – Katie Aguilar
- VII. STANDING COMMITTEE REPORTS (*5 minutes or less please*)
 - Community Outreach Committee – Subcommittee Reports
 - Adopt-A-Family – **TBD**
 - 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, Tara Roesler, 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

IX. NEW BUSINESS

- Ability 360 facility
- Table of Appointed Contacts

X. ANNOUNCEMENTS

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XII. MEETING ADJOURNMENT

Account Categories	Proposed Budget	Actual YTD Amount	COMMENTS
ASURA Operations			
ASURA Operations - Income			
Balance Forward	36,077	36,077	
Current Year Revenue			
Event Registration Fees & Donations Collected	1,920	2,433	
Membership Dues	14,000	6,840	
General Operations Donations	1,600	1,335	
Holiday Bake Sale 2017	200	229	
5% Gift Assessment	-780	-410	
Transfer from Adopt-A-Family	0	1,484	Christmas gifts charged to Operations
Total ASURA Operations Current Year Revenue	16,940	11,910	
ASURA Operations - Expenses			
<i>Printing and Mailing Costs</i>			
Membership Drive	700	258	
<i>Event Costs</i>			
Annual Meeting	0	0	
Paid Events	1,920	2,279	
Meet & Greet Luncheon	475	372	
Holiday Potluck & Fundraiser	20	0	
<i>Other Operations Costs</i>			
Scholarship Award	7,600	7,600	\$10,000 award - \$2400 paid from Endowment
Business Luncheons & Service Appreciation	150	321	Tri-University Meeting
Technology Services	3,429	3,297	Wild Apricot (2 yrs) Zenfolio (1 yr)
Office Equipment & Supplies	250	568	Includes postage
Seminars	105	355	
Lobbyist Registration Fee	0	0	
Foundation Transaction Fees	75	137	
Transfer to Adopt-A-Family	1,000	1,000	Cover possible shortage of funds
Adopt-A-Family Christmas Gifts	0	1,484	Recovered from Adopt-A-Family Account
Total ASURA Operations Expenses	15,724	17,670	
Increase (Decrease) in Fund Balance for Current Year	1,216	-5,760	
Uncommitted ASURA Operations Funds	37,293	30,317	

General University Allocation (HR)			
Balance Forward	469	469	
Current Year Allocation	7000	7000	
Total General University Current Year Revenue	7,469	7,469	
Expenses Charged to Allocation			
Annual Report	100	150	
Bylaws & Ballots	250	212	
Annual Meeting	1,440	1,577	Catering & Room/Equipment Rental
Office Equipment & Supplies	500	89	
Prime Times Fall/Spring/Summer	2,400	2,996	
Room Fees	300	200	Includes seminars held off campus
Copier/FAX Equipment Annual Lease	921	634	New copier less refund on last copier
Membership Drive	700	390	
Technology Services	258	258	Pantheon Web Hosting
8.5% Administrative Service Charges	600	553	
Total Subsidized Expenses	7,469	7,059	
Uncommitted General University Funds For Operations	0	411	

Special Projects		
Special Projects - Income		
Balance Forward	184	184
Current Year Revenue		
Friends/Phx Library Book Sale Net Income	1,100	1,035
Total Special Projects Current Year Revenue	1,100	1,035
Special Projects - Expenses		
Transfer out 1/2 of Book Sale Income to Scholarship	550	518
Transfer out 1/2 of Book Sale Income to Video History	550	518
Foundation Transaction Fees	55	52
Total Special Projects Expenses	1,155	1,087
Increase (Decrease) in Fund Balance for Current Year	-55	-52
Uncommitted Special Projects Funds	129	132

Adopt-A-Family			
Adopt-a-Family - Income			
Balance Forward	756	756	
Current Year Revenue			
Adopt-A-Family Donations	1,000	395	
5% Gift Assessment	-50	-20	
Transfer from Operations	1,000	1,000	Cover possible shortage of funds
Total Adopt-A-Family Current Year Revenue	1,950	1,375	
Adopt-A-Family - Expenses			
Holiday gifts	2,000	2,011	Includes transfer for Christmas gifts charged to Operations
Total Adopt-A-Family Expenses	2,000	2,011	
Increase (Decrease) in Fund Balance for Current Year	-50	120	
Uncommitted Adopt-A-Family Funds	706	120	

Video History			
Video History - Income			
Balance Forward	6,353	6,353	
Current Year Revenue			
Video History Donations	1,250	535	
Transfer in 1/2 of Book Drive Proceeds from Spec Proj	550	518	
5% Gift Assessment	-63	-27	
Total Video History Current Year Revenue	1,737	1,026	
Video History - Expenses			
Equipment & Supplies	3,850	65	
Electronic Storage Space	382	389	Premiere Pro CC Licenses
Transcripts for Interviews (15 @ \$150)	0	0	
Transfer to Special Projects (Book Sale Proceeds)	0	173	Proceeds for Dept/English Posted In Error
Total Video History Expenses	4,232	627	
Increase (Decrease) in Fund Balance for Current Year	-2,495	399	
Uncommitted Video History	3,858	6,752	

Scholarship Endowment Fund			
Scholarship Endowment Principal (40003616)			
Balance July 1	60,760	60,760	
Invested Funds Gain (-Loss)	4,000	3,918	
Payout to Endowment Spending - FY18	-1,800	-1,984	
Current-Year Contributions	1,900	608	
Foundation Management Fees	-780	-818	
Total Scholarship Endowment Principal	64,080	62,484	
Scholarship Endowment Spending (70003616)			
Balance July 1	2,414	2,414	
Payout from Endowment Principal - FY18	1,800	1,984	
Transfer from Special Projects (Book Sale Proceeds)	550	518	
Transfer to Special Projects (Book Sale Proceeds)	0	-173	Proceeds for Dept/English Posted In Error
ASU Scholarship	-2,400	-2,400	
Total Scholarship Endowment Spending	2,364	2,343	
Total Scholarship Endowment	66,444	64,827	

ASURA Event Report
4/30/2019

Event	Date	Registration Fees		Event Costs				
		Collected	Refunded	Travel & Related	Food, Entertainment & Related	Lodging & Related	Other	Net Gain/Loss
Meet & Greet Luncheon	09/07/18	0.00	0.00	0.00	371.89	0.00	0.00	-371.89
Fundraiser Holiday Potluck	12/14/18	229.00	0.00	0.00	0.00	0.00	0.00	229.00
Fall Luncheon	10/30/18	1,072.50	0.00	0.00	1,243.02	0.00	0.00	-170.52
Spring Luncheon	TBD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ice Cream Social	03/06/19	280.00	0.00	0.00	315.74	0.00	0.00	-35.74
Rhythm Cats Dinner/Show	03/23/19	720.00	0.00	0.00	720.00	0.00	0.00	0.00
*Tovrea Castle Tours - 2019	04/04/19	360.00	0.00	0.00	240.00	0.00	0.00	120.00

Net gain (loss) - all completed non-fundraising events -458.15

Net gain (loss) - all non-fundraising events -458.15

*Paid 4/11/18 - Required to pay in advance

ASURA MEMBERSHIP TOTALS

2019 Membership Year

Counts	As Of 5/6/2019	As Of 5/5/2018	This Yr -Last Yr	More Counts	As Of 5/6/2019	As Of 5/5/2019	This Yr -Last Yr
Current-year Members	776	740	36	By Former Employment Category			
Renewals from prior years (any prior year)	483	444	39	Faculty and Faculty w/ Admin Appt	313	293	20
Introductory members	293	296	-3	Academic Professional	42	45	-3
Paid for the current year, now deceased	4	2	2	Staff	197	198	-1
				University Staff (Service Professional)	184	173	11
Last Year's Members - Not Renewed	213	96	117	Administrative	40	31	9
Members last year, now deceased	6	9	-3	Having an Arizona Address	723	690	33
By Retired-from Organization				Level of Activity			
Retired from ASU	757	718	N/A	Checked at least one volunteer area	131	127	4
Retired from another university	3	2	N/A	Attended at least one event this year	195	206	-11
Former ASU employee, retired elsewhere	4	2	N/A	Attended an event ever	354	324	30
Still employed at ASU	12	18	N/A	Logged in to Members-only Site (ever)	191	169	22
				Made an additional donation this yr	161	134	27
By (Approx.) Time Since First Joining				Non-members in Database			
In Introductory Period	293	296	-3	Was a member at some time	278	97	181
Members for 0-2 Years (excl Introductory)	43	26	17	Never a member	340	360	-20
Members for 3-5 Years	80	71	9				
Members for 6-10 Years	123	136	-13				
Members for more than 10 Years	237	211	26				
By Communications They Want to Receive¹							
Upcoming Event Announcements (e-mail)	667	628	39				
Obituary Notices (e-mail)	297	300	-3				
Prime Times (US Post)	714	679	35				
Other ASURA Communications (e-mail)	604	573	31				
None of The Above	8	8	0				

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.

Proposal to Use Ability360 for Meet & Greet and Holiday Potluck

For the past couple of years ASURA has been exceeding the room limits in Community Services Building room 330 for the Meet and Greet Pizza Party and Holiday Potluck. While the University has not commented on this, the Special Events Committee felt it would be a good idea to look for an alternate venue. The Ability360 facility on 50th Street and Washington was visited by several members of the Events Committee. They were impressed with the facility and decided to propose using Ability360 for the Meet and Greet and Holiday Potluck.

Change of Venue Proposal

The Events Committee proposes:

1. The fall Meet and Greet Pizza Party and the Holiday Potluck both be held at the Ability360 venue.
2. The room charges be paid by ASURA.

Justification: Venue Comparisons

Item	Ability360	CSB
Size	Accommodate up to 150	CSB capped at 48
Atmosphere	Very pleasant & open <i>*Scent Free Facility (i.e., no perfume)*</i>	Closed classroom / No windows
Availability	High	Limited depending on class schedule
Amenities	Conference room has outlets / no sink	CSB has outlets/ no sink
Access	Free parking / Light rail / Centrally located	Free parking / Centrally located
Room Setup	Ability360 will handle before and after setup	Before and after setup must be done by Special Events Committee
Cost: Meet & Greet	\$320+\$160 = \$480 (conference room and two classrooms)	\$50+\$50 = \$100 (CSB 330 and 333)

Cost: Holiday Potluck	\$320 (conference room)	\$50+\$50 = \$100 (CSB 330 and 333)
After Event	There are nice areas associated with the facility that could accommodate an informal after event social time, e.g., coffee in the cafeteria.	Nothing

Aside from the room charges the Ability360 venue is equal to or considerably better than CSB, i.e., Ability360 is a much nicer event venue. CSB 330 is a classroom; Ability360 has rooms made for meetings and get togethers. The increase in cost is \$380 for the Meet and Greet and \$220 for the potluck and the Events Committee feels the improved environment is worth the extra room cost.

Additional Note: There is a full service catering kitchen for events, if needed. Website is **CafeCultivate.com** or contact Juli Bryan at #480-430-5888.

Submitted by the Events Committee
 Jo Madonna, Chair Events Committee
 Barry McNeill, Past Chair Events Committee
 Jean Duncan, Chair Special Events Committee
 Beverly Buddee, Chair, Seminar Committee

Policy on Annual Review of Appointed Contacts (Draft)

ASURA generates publications and reports which it shares with its members. Over the years there has been a desire to share some of these communications with a few non-ASURA members. The number of people involved has historically been small (the Board Ex-officio Members, the Emeritus College, an ASRS representative, and the NAU & U of A retirees associations), While sharing ASURA communications with this group has not been an issue in the past, there has been a recent interest in increasing the number of people / offices that receive ASURA communications. Historically there has been no defined process for identifying these people / offices or what communications these people want; the policy below is intended to add some structure to this effort.

Policy on Annual Review of Appointed Contacts

The ASURA Executive Committee has the responsibility of annually reviewing and updating the Table of Appointed Contacts and Desired ASURA Communications (see current table on next page).

During its review the Executive Committee considers:

- adding / subtracting people / offices,
- modifying the communications a particular person / office receives, and
- perhaps modifying how the communication is delivered.

If the Table is updated, the updated Table is presented to the Board for comment.

Table of Appointed Contacts and Desired ASURA Communications (as of 4/28/2019)

Name - Office	Relationship	Communication	Delivery
Kathleen Aguilar University Staff Council	Ex-officio Board Liaison	Events, Email Blasts, <i>Prime Times</i>	Wild Apricot / USPS
Judith Cato Human Resources	Ex-officio Board Liaison	Email Blasts, <i>Prime Times</i>	Wild Apricot / USPS
Cody Conrad Gov't/Community Engmt	Ex-officio Board Liaison	<i>Prime Times</i>	USPS
John Davis Alumni Association	Ex-officio Board Liaison	Events, Email Blasts, <i>Prime Times</i>	Wild Apricot / USPS
Philip Vandermeer University Senate	Ex-officio Board Liaison	Events, Email Blasts, <i>Prime Times</i>	Wild Apricot / USPS
Dana Aguilar Emeritus College	Interested	Events, Email Blasts, <i>Prime Times</i>	Wild Apricot / USPS
ASU Library Access Services ASU Libraries	Interested	?	Email disabled
ASU Library Archives	Interested	Board Meeting Minutes	Interoffice mail done by ASURA Office
Dave Cannella ASRS	Interested	?	USPS / Email disabled
Michael Crow President's Office	Interested	Annual Report	Sent by ASURA Office with an accompanying cover letter from the ASURA President
Gail Hanson UARA - Treasurer	Interested	Email Blasts, <i>Prime Times</i>	Wild Apricot / USPS
Julie Lockwood ASRS	Interested	<i>Prime Times</i>	USPS / Email disabled
John Nauman NAURA - President	Interested	Email Blasts, <i>Prime Times</i>	Wild Apricot / USPS
Shannon Rice NAURA Webmaster	Interested	<i>Prime Times</i>	USPS
Dotty Sherwood-Cooney UARA - President	Interested	Email Blasts, <i>Prime Times</i>	Wild Apricot / USPS
Kathe Shinham NAURA - Past President	Interested	Email Blasts, <i>Prime Times</i>	Wild Apricot / USPS
Bobby Winkles Honorary Member	Interested	<i>Prime Times</i>	USPA

ASURA Prime Times - Deadlines for Submitting Articles

Summer 2019 through Spring 2020

(submitted by Jeannette Robson for May 14, 2019 ASURA Board Meeting)

SUMMER 2019

May 21

submit articles to Jeannette Robson - jr@asu.edu

May 31

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

FALL 2019

September 17

submit articles to Jeannette Robson - jr@asu.edu

September 27

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

SPRING 2020

January 21

submit articles to Jeannette Robson - jr@asu.edu

January 31

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

Please Note: Deadline dates are subject to change.