AUA Board Meeting Minutes  
April 9, 2018  LC 1311

Attendance: Tania Alvarez, Kathryn Boone, Dan Campbell, Daniela Ciglarova, Jarin Cornish, Bev Forbes, Dan Hennelly, Arminda Israel, Meg Jones, Susan Kenter, Trey Mayo, Michele Mitchell, Catherine Moss, Tisha Paredes, Jenna Rowlands, Tancy Vandecar Burdin.

Meeting was convened at 11:04AM by Michele, and we started with some random trivia.

The minutes from the March meeting were reviewed. Dan provided some specific numbers for the VP Panel to update the document, and they were approved.

There were a few expenses for the VP Panel, and a few others are coming. Michele noted that she spent less than $70 on the gifts for the speakers for the joint event with Women’s Caucus, and she will submit that receipt soon. We will have expenses for the Breakfast in a couple of weeks.

New Business/Updates:

VGEA – the state has not passed the budget yet. There are different versions in the House and the Senate. April 11 will be a special session to try to hash the differences out.

Parking – they will be trying to ask for an increase for next year. And they will be doing away with physical passes starting next year as they go to a license plate recognition system. Rollins lot behind the stadium will be closing this summer for utility work on the stadium.

SWAG – We talked about cup holder coasters which are cheap, and pens, which are a bit more expensive. The overall goals would be to promote AUA. How much do we want to spend? Maybe we should wait until after the Breakfast to see how much money we have? We will revisit this in May. We also talked about the table top banner stand. Brenden O’Halloran was mentioned as someone who may be able to help. Maybe we have some other connections too. We really just need a design student. Susan can share the specs once we have one who has agreed to help.

Elections – We will do our call for nominations at the Breakfast, and announce the incoming leadership. What vacancies will there be? We will want to announce what positions are available at the Breakfast. Elections will take place in early May.

The Awards Breakfast – the Announcement is ready to go out. We need a simple ballot for the amendment on defining the membership year as July 1 through June 30. The breakfast is our biggest membership drive. We will also announce the change to the timelines for the MP and JWP Awards. Dan will have a clear spreadsheet of who needs to pay when they check in. We had a discussion about online payments, given that Women’s Caucus collects dues that way. They use Groupspaces for dues and events. It’s easy, but there may be fees. Meg had talked to
Wie about it previously and will dig up the information. Maybe we could also check with Mary Deneen, as she is Women’s Caucus Treasurer.

There are 68 emails to be sent to milestone recipients for the breakfast. Tania, Jenna and Kathryn will help Trey with this. There are only 26 pins that need to be engraved. We will need more certificate paper, and will need to get that soon, so that they can go to the President for signature in good time.

Award winners will get an email from the President and get a table for 8 at the breakfast. Michele caught us up on some issues securing a speaker for the event, but she has Plans A, B, and C, and expects to have the issue resolved soon.

We will also be requesting gently used books at the breakfast for REACH. The same language that we used before can be used again.

We also discussed the need for a second person on stage to help with handing things out. Tania, Tisha and Tancy all said they could help.

Susan and Kathryn will help with check-in. Dan will contact ODU photographer for the event. Arminda will send the most recent membership list for Dan to modify with RSVPs.

Reservations for next year’s events can be made after May 1.

Questions:
Meg asked whether any of our departments/areas had done any emergency action planning? They recently had active shooter training and wondered who else had been trained.

Other Announcements:
Deadline for Women’s Caucus awards is today. They will be awarded April 26th 4pm-6pm.

Meeting was adjourned at 12:05PM.