



## UMA Board Meeting Minutes

Date: December 2, 2013, 1:30 p.m.  
Location: 3001 Davis Library  
Present: Chris Meinecke, Christine Stachowicz, Ben Poulson, Narvis Green, Sharon Holding, David Culp, David Alexander, William Frey (recorder)  
Absent: Chrissie Greenberg

Meeting minutes from November 4, 2013, were approved.

### Monthly financial report

- Financial statements are in Dropbox.
- Total adjusted balance and ending combined bank balance are \$1,373.02.
- Narvis is investigating the use of Harrington Bank so that UMA will be ready to switch institutions when SECU sends a notice.

### Membership

- We now have 72 members.
- Sharon is working with Lynne Brody to merge the two lists of members.
- Janet Kelly-Scholle, Director of Finance Communications & Training, has agreed to allow our use of the Business Manager listserv for email solicitations for new members and for announcements about the UMA annual meeting. UMA will submit emails to Janet so that she can send them.
- When Sharon welcomes a new member via email, David A will insert the new member's email address into the UMA listserv, and Narvis will check that payment has been received.
- The online membership application form will be revised to ask for campus box, phone number, and physical address. A retiree will be referred to as a "retired UMA member. The membership application forms will differ between a current employee and a retired UMA member to reflect appropriate contact information.

### Web Site and Listserv updates

- David A demonstrated to the Board how to use the Outlook Web App to open the UMA mailbox and how to use the Outlook Calendar to invite participants to UMA events. Since the December lunch is almost here, the Calendar invitation will be used for a later event.
- David will post the approved Board meeting minutes.

### Programs & Events

- A spreadsheet with information about programs and events is in Dropbox.
- Quarterly Lunches
  - December lunch: David C will host on December 11 at McAlister's Deli.
  - March lunch: Chrissie G will host, date and location TBA.



- June lunch: Chris M will host, date and location TBA, perhaps two days after the annual blood drive.
- Programs/Conversations are planned for November, January, and April.
  - The program with Chief Jeff McCracken on November 21 was successful and well attended.
  - Ben is not receiving a response from the ULEAD 2012 team on employee recognition about a program in late January but will persist. ULEAD 2013 Team 3 could be a possible presenter for either a January or April program.
  - Rob Kramer, author of *Stealth Coaching*, has agreed to be the guest speaker at the Annual Meeting on May 21, 2014. We are encouraged to create a subtitle which helps explain the topic and generates interest.
- The next after-work event will be held at Tobacco Road Sports Café in Chapel Hill on Thursday, January 16, 2014, 5:00-7:00 PM.

Publicity updates

Old Business

Current & New Business

Next Board meeting will be Monday, January 6, 2014, 1:30-3:00 PM in Davis 3001.



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