



## UMA Board Meeting Minutes

Date: April 7, 2016, 10:00 – 11:30 AM  
Location: 4202 Venable Hall  
Present: Chris Meinecke, David Culp, Narvis Green (recorder), Ben Poulson, Karin Pecaut, William Frey  
Absent: Chrissie Greenberg, Betty Ann Morgan, Camille Brooks

Meeting minutes from March 9 were approved as presented.

Finance: David reported that UMA has a Total Combined Account Balance of \$1,774.21 as of 3/7/16. The April SECU statement has not been received as of today. Tim McGuire and Joni Bowling conducted the annual audit of the books and found them to be in good order. The committee recommends a cash receipt form be utilized.

Membership: Total membership currently stands at 52. Karin will send emails to push membership for next year around May 10 to UNC Business Managers listserv, current members, campus wide listserv and to contacts at GA and NCCU. Sending the emails before July will give potential members the opportunity to become members and serve on the board and attend the ice cream social in June.

Webmaster/Listserv: The latest members have been added to the website. Ben also converted the minutes to PDF format. He added the MOTY form, and the link to ULEAD was fixed.

Publicity Report: Initial emails about MOTY award have been sent by Betty to many listservs. As she receives the nomination forms (2 so far) she is putting these in the Dropbox. She will send out additional emails on Monday of next week and put posts on Facebook.

Facebook: We now have 13 members, 2 were added just recently: Melissa Cobb (Business Office at UNC School of Law) and Damond Nollan (IT Manager at NCCU). I'm still working with Cheryl on Facebook and Twitter.

### Programs & Events:

- Will's team passed out UMA brochures at the Wellness Expo. Will placed remaining brochures in HR reception area.
- Camille is in contact with the new Associate Vice Chancellor for HR, Linc Butler, about a possible presentation on the first 90 days for managers, possibly in August.
- Noreen Montgomery in HR could be contacted to present topics around onboarding and employee orientation in July.



- Will can present at the brown bag lunch on benefits of mindfulness from his book, *Ease into Freedom*, on April 27 11:45 am – 12:45 pm at the FedEx Global building, room 3033.
- An ice cream social is scheduled on Wednesday, June 22, 3 – 5pm at the Campus Y Queen Anne room. We will not include Employee Forum at this time. The board felt that the cost at Ben & Jerry's was too expensive. Narvis will contact Maple View Farms and will include a nondairy choice. An alternative is to have the board members purchase the ice cream and toppings and get reimbursed. Will agreed to donate all the paper goods and spoons. RSVP will be requested when we publicize.

Current & New Business:

- Chris sent out an email to the general membership letting them know that the proposed changes to the bylaws #1 (allowing electronic voting) passed. The official vote was 26 emails sent, 16 yes, 10 no responses.
- Chris sent out the proposed bylaws change #2 (allowing General Administration managers to be members of UMA) email survey to 27 active members. The deadline for that vote is Fri 4/15
- Ben will change the bylaws on the UMA Webpage after receiving the results.
- The Annual Meeting will be held on May 24, 3:00 – 4:30 PM, at FedEx Global, 4<sup>th</sup> floor. Possible keynote speakers were discussed: (1) Todd Nicolet, Interim Chief Integrity Officer; (2) Steven Swartzler, Parr Center for Ethics; (3) Southern Culture on Campus, possibly presented by the Center for the Study of the American South (Kenneth Janken, Director). Chrissie has not yet been successful in connecting with Todd Nicolet. She will try again today and tomorrow.
  - Chrissie was volunteered to contact Whole Foods for the catered food.
  - Chris will bring pens, coasters, sign-in sheet and UMA brochures.
  - UMA will purchase a copy of Will's book for a door prize.
  - Will agreed to contact a photographer for the annual meeting.
  - Ben will create the Honorary UMA Membership Certificates and print 50 copies of the program.
  - There are 8 OELD nominees as of today. The award will be presented at the annual meeting.
  - The board discussed how the MOTY award will be presented. The top four finalists will be invited to the annual meeting. The nominators will be contacted to make sure the finalists attend. The three runner-ups will receive a small gift. The winner will receive a certificate and \$100 gift card. The speaker will receive a \$50 gift card.
- Chrissie will send an email for UMA Board nominations. The election process will be electronic and due one week before the annual meeting. The winners will be announced at the annual meeting. Members of the current board will make personnel contacts and encourage them to join.
- A Huron contractor in OSR was curious about joining UMA; instead, he will be asked to visit a Board meeting, if he wishes. Chris will meet with Jim on Monday.

The next scheduled Board meetings: **May 5, 12** – 1:30 pm (working lunch to review MOTY nominations), location TBD (check with Narvis); and **June 7, 3** – 4:30 pm (with newly elected members, location TBD (check with Betty)).

