



## UMA Board Meeting Minutes

Date: October 15, 2015, 3:00-4:30 PM  
Location: 4202 Venable Hall  
Present: Chris Meinecke, David Culp, Chrissie Greenberg, Ben Poulson,  
Narvis Green, Camille Brooks, Betty Ann Morgan (recorder)  
Absent: Karin Pecaut

Meeting minutes from September 9, 2015, were approved and will be posted in Dropbox.

- Vice President's Words of Wisdom: Betty Ann spoke at the monthly College of Arts & Sciences manager's meeting. She discussed the UMA, its purpose, and membership qualifications. She provided handouts that included the website location, membership fees, and other pertinent information. She also invited the group to attend the upcoming brown bag lunch featuring Martha Martin, CRA.
- Monthly financial report: David has updated the format of the financial statement to show a year to date format. He will put these statements in the drop box once the audit is complete. The audit has not been scheduled yet. The bank statements are now electronic. All signatures have been updated at the bank.
- Membership Report: Camille and Karin have decided on their areas of responsibility for membership. Camille will handle sending out welcome emails and Karin will handle the remaining duties. David stated that he will send Camille emails as he receives membership dues. It was suggested to add GA managers to the membership list, but the Board will have to vote it into the bylaws before we update the website.
- Webmaster/Listserv: Ben has updated the website with the exception of Chrissie's new department information. Ben will coordinate with Karin & Camille to keep active member list updated.
- Publicity Report: Betty will look into Twitter account.
- Programs: Chris introduced the new brochure to be handed out at Employee Appreciation event. Betty to send out email reminder about November Brown Bag event. Narvis will reach out to Andy Bechtel about a possible brown bag event to discuss twitter.
- Current and New Business: Discussions continued concerning ways to mentor new managers or employees that strive to be managers. Chris will continue to explore possible funding for training grant program. The next Board meeting will be 11/18 in 4202 Venable. December's meeting will be on the 8<sup>th</sup>.

