



UMA Board Meeting Minutes

Date: September 20, 2018, 3:00 – 4:30 PM
Location: FedEx Global Education Center 2010
Present: Betty Morgan, Chrissie Greenberg, Adrienne Cromwell, Randall Borrer, Melissa Cobb, Veronica McClain, Miranda McCraw, Charletta Sims Evans, Lorrie Robbins, Liz Moore, William Frey (recorder)
Absent: Chris Meinecke

Minutes from the Board meeting on August 16, 2018, were approved.

Welcome to new Board member Liz Moore, who will be Co-chair of Membership.

Call to Commitment: Please let Betty know you are explicitly committed to UMA's mission and to your role in UMA. The new Board is gaining momentum and wants to sustain it.

Updates from Board committees

1. Programs
 - a. Betty purchased a standing banner. Veronica suggested having a table-top banner made for each speaker in the educational series (Pillars of Leadership: Continuing Education Series).
 - b. September 25, 12:00 – 1:00 pm, Dey Hall: Kevin Guskiewicz (Dean of the College of Arts and Sciences) on "The Art and Science of Leadership"
 - c. November 15, 12:00 – 1:00 pm: David Paul (Executive Director of the Office of Sponsored Research)
 - d. February 12, Ron Falk (Chair of Department of Medicine)—to be confirmed
 - e. Other potential speakers: Andy Johns, Shayna Hill, Andrea Carnegie
 - f. UMA Annual Meeting is usually held in May after Commencement and before Memorial Day, for which one of the potential speakers could be tapped.
 - g. A suggestion was made to manage UMA events from a project management perspective with start and end dates, milestones, and routine processes. This could include the use of several calendars, such as the University calendar, department calendars, the Employee Forum and Center for Faculty Excellence, Business Managers listserv, University Gazette, and our own UMA website.
 - h. Randall brought up the question of possibly recording our speakers. Depending on the resource, a cost might be involved, and the speaker would need to grant permission. The recording could be placed on the UMA website as audio only or with PowerPoint slides.
2. Webmaster/Listserv: Miranda still does not have access to listserv
3. Publicity/Communications
 - a. Veronica seeks input about how to set up signs with directions to Toy Lounge in Dey Hall for September 25. Another announcement needs to be sent.



- b. Melissa drafted a survey for UMA members, and the Board asked questions and provided suggestions. What improvements can UMA make and do better? What is the value of membership in UMA? What do members think about a leadership conference, about mentoring resources, and about a scholarship for professional development? Could the survey be send along with a membership renewal reminder?
- c. In a later survey (perhaps end of year) ask members for potential speakers and topics.
- 4. Membership
 - a. The different lists of members need to be compared and coordinated. If a previous member has not renewed, why?
 - b. Send an announcement to members to please renew by a specified date.
- 5. Treasurer
 - a. UMA has about \$1640 as of September 10.
 - b. Randall and Chris suspect that some gift cards have an expiration date, for future reference.
 - c. If you are needing reimbursement, please contact Randall or Chris now.
 - d. Some payments for membership have been received without clear identification of the person joining UMA.
 - e. Applications from the UMA website have not been received since August, so there is a question why.
 - f. Online applications do have a minimal, automated response. Does this need to be expanded into a more welcoming response?
 - g. Randall noted that sometimes we receive an application but the payment is delayed. How should the delay be tracked?

Updates from President and Co-Vice Presidents: They will be meeting with Patrice Walker at NCCU about supporting UMA's presence on campus. They will also be meeting with Shayna Hill, Chair of the Employee Forum, about UMA collaborating with the Forum. Possible collaborations include mentoring, leader development, and credit for learning programs. How could UMA be more explicit about accepting managers of programs who are not supervisors of people? Betty contacted a web designer about possibly updating the UMA website and will report to the Board about the details. Betty also had name badges made for the Board members.

The Employee Appreciation Day will be held on October 19, and UMA will staff a table. Let Betty know an hour or two when you can be there.

Charletta will talk with University Advancement about possible sponsors of UMA. Future UMA Board meetings will hold discussions about a leadership conference, mentoring, and other big ideas for the Board to consider.

The next UMA Board meeting will be held on October 18th at 3:00 pm in GEC 2010.