

**University Staff Assembly
MEETING MINUTES
Tuesday, June 20, 2006-12:00
(University Center Restaurant)**

In Attendance: Kristin Abundis, Leigh Barber, Evelyn Bradley-Owens, Cindy Collins, Carmen Gonzalez, Georgina Hansen-Stevenson, Asha King, Candace McGee, Lynne Onitsuka, Arianne Pancallo, Jon Payne, Nicole Rogers, Kerry Ryan-Wood, Leah Spratt, Janett Torset, and Lori Wisheropp

Absent: Roberta Fleet, Shari Gonzales, Carlyn Pollock, Liz Redmond, Rolly Robinson, and Lisa Sbragia

Meeting started at 12:05 PM.

- 1) **Approval of Minutes of 5/16/06** - The minutes of the 5/16/06 meeting were approved as submitted.
- 2) **Vice President's Report –**
Bylaws: The old and new verbiage of the bylaws were read to the Board. Proposal to change the meeting times in the bylaws from “August through May” to “July through June” and to omit “Special Meetings” was unanimously passed.
- 3) **Treasurer's Report** – Each Fiscal Year USA is allocated \$5000 from the President's Office for expenditures in the General Fund Account. Expenditures for FY 2005-2006 totaled \$4,940.98. The remaining balance is \$59.02. The Trust Account has a balance of \$20,202.83 with \$16,852.84 bench marked for creating a staff area on campus. Minus the bench mark, the remaining balance of the Trust Account is \$3,349.99. The Discretionary Account has a balance of \$2,788.69.
- 4) **Executive Board positions**– The office of treasurer is open on the USA Executive Board. A request for volunteers to run for this position was made. Lynne Onitsuka volunteered to run for office of treasurer and Carlyn Pollock has previously volunteered to run for Vice President. Evelyn Bradley-Owens will send out the ballot via e-mail. The new officers will be effective July 1, 2006.
- 5) **Picnic** – The Picnic was a very big success. Food lines went smoothly. Thank you to all who helped out with the picnic. Leigh Barber is working on a project report. USA received a \$10,000 grant and \$5,500 from the President to help cover the overall costs of the Picnic. 855 tickets were pre-sold, 1,100 attendees were confirmed on the day of the picnic. 11 tickets were missing or returned. The Board discussed how each representative handled ticket sales. Georgina Hansen-Stevenson created a CD with all the pictures taken at the Picnic. Please e-mail any suggestions for next year's picnic to Leigh.
- 6) **Other Business** – N/A

Meeting Adjourned at 12:40 PM
Minutes Submitted by Kerry Wood, USA Secretary

Approved as amended on 7/18/06.