University Staff Assembly

General Board Meeting
September 20, 2011
12:00-1:00 pm
Sacramento Hall 275

AGENDA

Attendees: Ashley Ciraulo-Stuart, Lita Kauw, LindaKay Soriano, Shannon Ainger, Patricia Lush, Michael Lopez-Garcia, Harold Scott, Cathy Davis, Cossette Leos, Aaron Eichenberger, Richard Cotenas; Carolann Forseth, Michelle Williams

1. Approval of August Minutes – Ashley Ciraulo-Stuart
   a. Ashley will make the corrections noted
   b. Motion to approve the minutes – approved as corrected

2. Budget Update – Cossette Leos
   a. General fund and fundraiser cannot be viewed at this time as Cossette has to renew her access to view the financials in CMS
   b. Discretionary account at $5,951 – only transaction was in July for Round Table pizza for the meeting

3. Committees Sign In Update – Lita Kauw
   a. Updated committee sign-up sheet passed around to the general board
   b. Still need chairs for all the committees with the exception of Entertainment book and Winter Social

4. Halloween Committee (Event Date: Monday, 10/31/11) – Lita Kauw
   a. Michelle Williams has volunteered to chair the Halloween committee
   b. Last year, we had contests for individual costumes and office costumes
   c. The chair & committee needs to create the flyer announcing the event
   d. once the details have been determined, Lita will update the website with the information and post to Facebook
   e. Information will be also put into the Monday briefing
   f. Ashley will email Michelle the contact information of the members of the Halloween committee

5. Entertainment Book Update – Carolann Forseth
   a. There has not been much interest in the books thus far - we need to send out an email reminder that the books are available and they can be sold until December
   b. We will make another announcement on Facebook and post it on the website
   c. Can we create a flyer to post around the office?
      i. Carolann will look into this, she needs to cover Liz’s name as the contact person then reps will be able to post the flyers around their buildings
   d. In the reminder email, highlight a few of the discounts that are available in the current book
   e. We do not want to include a link to the website b/c sometimes the website can sell the book at a lower cost than we can
f. Ashley will email Carolann an updated list with emails of who is on the committee so that they can get the books to start selling

6. College / Division Reports
   a. UEI: hired Tom Welton as the new campus director of Dining Services
   b. CMS Upgrade: will be starting October 27th, Lita passed out a flyer regarding the IRT Workshops on the upgrades
   c. OneBook Committee: when will the books be available and when will they start loaning them out?
      i. Darlene has picked up the books and they should be passed out for loan soon