Minutes
Date: October 19th, 2012
Time: 1-2 pm
Location: KL 362

Board Members Present:
President- Rachael Martin
Vice President- Katie Unruh
Past President- Annette Garcia
Secretary- Lezly Juergenson
Finance Officer- Stephanie Peterson
Finance Officer Elect- Pam Taylor (absent)
Chair for Communications- Nichole Kosier
Chair for Programs, Events & Outreach- Stephanie Marquez

Staff Assembly Members Present:
Joe Wilensky

1. Welcome and Convene Meeting
   Welcome and convene meeting at 1:04 p.m.

2. Public and Campus-wide Committee Representative Comments
   There were no comments at this time.

3. Approval of Minutes
   Rachael Martin motioned to approve the minutes for October 5, 2012; Annette Garcia seconded the minutes. Minutes approved.

4. CU-CSA
   The quarterly meeting with President Yudof was rescheduled to November 02, 2012.

5. Unfinished Business
   A. Staff Assembly Scholarship
      1. Annette will draft the Staff Assembly Scholarship congratulations letter.
      2. Once congratulation letter completed, the E-Board will contact the recipient to announce the scholarship and the winner of the scholarship.
      3. The E-Board will revisit and re-market the payroll deduction option for donating to the fund.
   B. Staff Assembly Polo Shirts
      1. Pam Taylor is creating the Intel payment form for the Staff Assembly polo shirts.
2. Nichole will send announcement once form is created.

C. UC Faculty/Staff Appreciation Day
   1. Stephanie Peterson has the tickets.
   2. The intel form has been created and the event advertised. E-Pay can be used to purchase the tickets. Nichole will post a Happenings announcement.

6. Officer Reports and Internal Committee Updates
   A. President- Nothing to Report (NTR)
   B. Past President- NTR
   C. Vice President- NTR
   D. Secretary- NTR
   E. Finance Officer
      1. Operating account balance: $1113.90
      2. Agency account balance: $8504.92 (the amount represents scholarship funds)
   F. Finance Officer Elect-Absent
   G. PEO
      1. First Fridays information has been reorganized and updated. Stephanie will consult with the Chancellor’s Office to increase the food order for the campus location.
      2. The First Friday for Castle has been corrected from breakfast items to afternoon snacks.
      3. The Canned Food Drive is scheduled for November 05-30, 2012. Rachael, Stephanie and Katie will meet to organize and create a schedule for the canned food drive.
   H. Communications
      1. The previous membership report included duplicate numbers. The accurate membership report is 294 members.
      2. The website is currently being re-worked and reorganized, with the potential new link for a volunteer sign-up section.
      3. Updating the staff assembly brochure is in progress.
      4. Discussion included the potential use of the Wiki and Google calendar. Additional information is needed before the E-Board can determine if these resources should be used.

7. New Business, Announcements and/or Information
   New business will not be discussed to allow time for the closed voting session.

8. For the “Good of the Order”
   A. The Alumni Association will be offering Catspots key fobs for $10.00. There are currently 90 Catspots vendors in town offering specials and discounts to members.
   B. The SAA Thanksgiving Feast Fundraiser is scheduled for Tuesday November 20, 2012 in the Elizabeth Wallace Dining Room. There will be
two seatings at 11:30am and 1pm. The announcement will be posted and linked from the SA website. Payments will be available on E-pay.

9. **Closed E-Board voting session**
   Katie Unruh motioned to go into closed session; Nichole seconded the motion. Closed session approved.

The next Staff Assembly Executive Board meeting will be on November 02, 2012 from 1:00-2:00pm in KL 232.

Meeting adjourned: 2:05pm
Submitted by Lezly Juergenson