

**Board of Directors Meeting:
March 18, 2015**

Foothill Suite, 3rd floor: University Union

Minutes

- 9. Call to Order, Chair - 7:34 a.m. Sara Tulane**
Present: Zach Corbo, Ali Izadian, Ed Mills, Connor Murray, Jim Reinhart, David Rolloff, Andrew Shaw, and Sara Tulane. Also present: Leslie Davis, Jill Farrell, Darcey Hopkins, Bill Olmsted, Kate Smith, Dean Sorenson, Mark Montalvo, Jennifer Rosi, and Christy M. Norton
- 10. Time Certain: 7:35am 990 Tax Form Presentation: Christy M. Norton, CPA Matson & Isom**
- i. Norton went through a few highlights and since the numbers have not changed, she won't be going over them per se. However, she did discuss changes in the return. Time was spent going line by line to ask questions of the past tax returns and what we can do to strengthen the comments made or to be clearer. She went back to some original forms to compare and did a lot to show strengths of what we've done more of this year than we have in prior years.
 - ii. She wanted to broaden our service base by reaching out to the surrounding community and not just the campus community. She would like us to include more of the regional community and specific events that we have done such as the Sober Grad Nights and the 5k. She was able to make lists of what we do and our accomplishments. A new schedule, R, shows all related parties. We are related to the campus and the other auxiliaries on campus. Part X-10 talks about taxes and ties back to the financial documents. The Net Operating Loss for our next tax return is \$13,000.00 which is good news to us.
 - iii. Reinhart inquired to the name change of the firm. Matson & Isom is now KCOE ISOM, LLP. They went from 4 offices to a nationwide organization, as well as increasing staff from 130 staff members to 350. They haven't changed who they serve, they just expanded their services and broadened what they have to offer. The change was effective January 1st.
 - iv. Davis thanked our team and ASI as a lot of work went into this year's tax return. Norton also appreciates how easy the teams were to work with on the return. *(MSP: Shaw / Corbo)*
- 11. Public Comment: None**
- 3. Consent Calendar:**
- A. Approval of Board of Directors Minutes – February 18, 2015.**
Adopted distributed.
- 4. Old Business:**
- A. Strategic Plan 2015-2016: Davis (MSP: Corbo / Shaw)**
- i. This year's Strategic Plan is an overly aggressive plan, but do-able with an overall theme of campus collaboration and building relationships throughout. For 2014-15 she reported that of 54 initiatives and 140 projects, 51 are in process and 153 are complete with a 140% completion rate.
 - ii. Goals: Enhance Student Learning and Success; Foster Innovative Teaching, scholarship and Research; Commit to engaging the community by building enduring partnerships to strengthen and enrich the region; Excel as a place to learn, work, live and visit; Engage students in a comprehensive university experience; Promote a strong university identity. Davis outlined each goal with their corporate initiatives and the projects associated with it.

- iii. The corporation will be looking at banking options as we have been with CA Bank & Trust rust for 7 years and Davis thinks there are better options available.
- iv. Reserve policy: This needs revision
- v. There has been some discussion about changing the Union and WELL mission statements. However, the staff is unanimous and does not want to change. So we will not put them together in documents to avoid issues of lack of uniformity.
- vi. Key projects: The biggest and most exciting is the Union's 40th anniversary! It will be a yearlong extravaganza, but there will be one big event on April 16th to celebrate the rollout of new logo along with live acts.
- vii. Succession plan: Personnel. Davis plans to retire in 2-4 years and success planning is at a critical stage. Research has been done to determine the best method for planning for the future. An Associate Director model is recommended. Therefore, there would be a number 2 person to Davis, however this does not guaranteed the person to take her position as we will still be required to conduct a nationwide search. Moving forward, Bill Olmsted will step into the role of Associate Executive Director of Union WELL Inc. Jessica Roesemann's interim position will become permanent and we will back fill her old position under Member Services Coordinator with different responsibilities. There will be an Associate Director of IT and Facilities to offset Olmsted's prior duties. Lastly, there will be a new position of Event Services Manager created. If we get to expand Jill Farrell will become the Director of Financial Services, Amy Jacobsen as the Accounting Manager and a new position will open for an Accounting Technician.

B. Operating Agreement: Davis

- i. Every 5 years we have to renew with the California Trustees, this term will be 2015-2020. Reinhart wanted to make sure there was a copy available online that was cleaner than the copy in the Board packet. He also stated he believes it's overly detailed and lengthy. Smith mentioned that the Café is referenced on page 11 in the 3rd paragraph and requires editing. *(Motion to approve with changes: Corbo / Reinhart)*

5. New Business:

A. Policy Approval: Davis (MSP: Shaw / Corbo)

1. Well policy (See page 7-10)

The Academic Use Policy puts guidelines in place and outlines parameters that came up during meetings with campus partners like RPTA.

B. Year End Projections: Davis

- i. Budget: total revenue \$9,141,661 – total expenses \$9,340,590 = (\$198,929). YEP: total revenue \$9,281,548 – total expenses \$9,348,631 = (\$67,083). Var: total revenue \$139,887– total expenses \$8,041 = \$131,846.
- ii. Utilities this year have increased dramatically. Davis and Olmsted will be launching an investigation to see if our trends are the same as the University or not. They will be bringing in someone to go through and check the Union and the WELL to determine if usage increase is due to something we are doing or contingent upon the weather.
- iii. CSG for the WELL has increased due to not taking into consideration the MOI and we had to adjust. Due to the wage increase and mandatory sick leave, the CSG price will go up.
- iv. The Repair and Replace fund: Davis outlined projects we want to do this year and not next year since we have funds available now. However, we are not seeking immediate approval due to the shed fire.

C. Additional Capital and Repair and Replacement Projects: Davis

- i. The Shed Fire: Union Well Inc. paid for the sheds to be built but we don't own them. The campus does but we are responsible for our part of the contents. We don't know the starting point of the fire as of yet, but they believe it might have been due to a golf cart charger. Items that were lost include all the blow ups, including the untimely death of the inflatable Herky. Athletics lost track equipment as well as a golf cart. We have 2 of the stalls in the shed while athletics has 6. At 9am Olmsted and Davis will be meeting with the insurance adjustor to create a list. We believe that the items lost will be replaced by the Capital Repair and Replacement fund and there will be a list put together today or tomorrow. We also might get some money from our insurance but details are still unknown.
- ii. Mills asked if there was a way to approve the use of the additional funds at this meeting and then amend the list at the next meeting. Davis agreed and will be sending this out via email as well. *(MSP: Corbo / Izadian)*

6. Reports and Comments

- A. **Board Members:** None
- B. **Executive Director:** Davis reported working on strategic planning and budgeting in addition to success planning.

7. Information: Activity Reports

A. Administration and Facilities: Olmsted

- i. Although the project has taken longer than expected, the north elevator repairs are near completion and the unit should come back online within the next 7-10 days.
- ii. The programming phase of Union WELL Expansion project has begun with a constituency kick-off meeting on Tuesday, March 17. This process will include a series of smaller group meeting with tenants and staff who reside in the Union, and will culminate in a detailed scope of work which will then be used as the basis of the design phase of the project. This phase will run through May.
- iii. Renovations to Union 3rd floor office suite (vacated in early February by SO&L) began a few weeks ago. New wiring, carpet, and paint will be installed over the next month and a floor plan has been finalized which addresses the placement of Union staff when they move upstairs.
- iv. Energy saving projects continue to be implemented within the buildings. Recently the Union's main lobby lighting was replaced with 5-7 year LED bulbs, reducing the necessary wattage in that area by 75%.
- v. New security cameras were recently installed in both the Performance Center in The WELL, and in the first floor north corridor in the Union. These will help to expand coverage in these high use areas, bridging together some existing views.
- vi. A search will begin at the end of this month for a new Maintenance Specialist for the Union WELL organization, filling the recent vacancy of a staff member who has left for another opportunity.
- vii. Work is being done to incorporate The WELL's storage sheds into our existing access control system. At present, access cannot be granted to staff or other tenants easily and the operation of the doors cannot be audited.

B. The WELL: Smith

- i. 5K registration is currently open and the race is Thursday April 30th at 6pm. Register at <http://thewell.csus.edu/5k>

- ii. Spring Fitness Frenzy was last week in which over 20 classes were free to all WELL members. We had 842 participants during the week of classes!
 - iii. Group Fitness passes are now half off and you can sign up for the Group Fit Club! Participants of the Group Fit Club attend at least 12 classes from now until the end of the semester and they receive a free shirt.
 - iv. 2 Intramural Officials attended the NIRSA Regional Basketball tournament in Tucson Arizona where they were able to officiate some of the best Intramural basketball teams in our Region. This was a great opportunity for student development and increased their overall officiating level.
 - v. Collegiate Climbing Series Competition was on March 7 and we had 75 participants which was a great success! Climbers represented various schools and participated in all day bouldering competition.
 - vi. The Mile High Climb concluded and we had 140 participants which is our highest yet! Shirts are being passed out to everyone who completed the challenge at the Equipment Desk.
 - vii. Derrick Gleason has accepted the position of Exercise Physiologist. He will be moving from Portland Oregon and starts on April 22.
 - viii. Hosted Goal Ball March 11 in the redwood Room and had 12 participants.
 - ix. Special Olympics will be hosting their annual basketball tournament March 21-22 at The WELL. Over 2,000 athletes and spectators participate in a 2 day basketball tournament in which we also provide officials for.
 - x. We have finalized our top 3 candidates for the Coordinator of Reservations and Informal Recreation. Final interviews will be held the first week of April.
- C. University Union: Sorensen
- i. New ballroom curtain (black) has been installed; replacing Ballroom's original curtain from 1998
 - ii. New portable, dual-height stages and portable dance floor have arrived. These are replacing older ones that have been very well-utilized, but don't function well, due to wear-and-tear.
 - iii. Union screened several of our men's and women's basketball games from the Big Sky Tournament that took place in Montana last week and we attracted decent crowds and enthusiasm for those.
 - iv. Overall, UNIQUE events have attracted large appreciative crowds. We have a major concert on April 9, featuring "Sage the Gemini" and have sold 200 tickets, thus far. Board members (plus a guest) may attend the concert for free and your names will be on a list at the door. If you can, please email Ajamu Lamumba at Ajamu.lamumba@csus.edu to let him know you will be there to give him a "heads up" and definitely bring your own ID that night. For something more low-key, check out our free "Yoga Night" collaboration with The WELL, this Thursday in the Ballroom at 7:30 pm.
 - v. Event Services (and the Union team) has received big customer service and support "thank you" from several major event sponsors over the last few weeks, including MASE-Center for Math and Science Education for their conference and The U.S. Attorney's Office for a "Community Resiliency Exercise" to strengthen the dialogue and relationship between law enforcement and the community.
 - vi. Games Room tournaments have drawn a great deal of participation, including a "Super Smash Brothers" tournament last week. Also, "Mario Cart" on the Wii has been a major success this year and we may rotate in a second Wii unit to expand on that, due to demand.

- vii. The Union 40th Anniversary Celebration "party" date has been set for April 14, 2016. A special, 40th Anniversary version of the Union logo is in development.
- viii. We met with Residence Halls, Receiving, Procurement and "Package Concierge" in early March to discuss a package delivery "locker" solution to replace Amazon Lockers. It seems like it has some solid value and potential for us, but could involve a significant investment in equipment for a bank of lockers. We will pursue the possibility of acting as a pilot program (they currently are not offering lockers in a college student union), with a lower investment stake.
- ix. Due to some added features to Campus Calendar, which we sponsor, we will be actively implementing steps to consolidate individual calendars within the system, where we can, by assigning some under-utilized areas their own "event types", rather than their own individual calendars. This will save us some "per calendar" charges.

8. Adjournment: 8:48am

Respectfully Submitted:



Authorized Signature

4/22/15