



Union WELL Inc. Board of Directors Meeting
Wednesday, September 16, 2020, 7:30am
Zoom Meeting

Minutes

- 1. The meeting was called to order at 7:33 a.m. by Ethan Shaw, Chairperson**

Members Present: Ethan Shaw, Bill Macriss, Meagan Nachand, Missy Anapolsky, Shubh Kaur, Ed Mills, Luis Moya, Joy Stewart-James, Lovepreet Kaur, David Rolloff, and Justin Reginato.
Guests: Christy Norton from K Coe Isom, and from ASI Mark Montalvo, Daisy Yepez, and Humberto Perez
Also Present: Bill Olmsted, Jill Farrell, Tori Butler, Andrew Singletary, and Kate Smith
- 2. Public Comment:** None
- 3. Seat New Members: (MSP: Anapolsky, Stewart-James)**
 - a. Everyone introduces themselves and new members are announced; Meagan Nachand (student), Shubhkawanpreet Kaur (student), Luis Moya (student), Lovepreet Kaur (student), and Bill Macriss (staff)
- 4. Consent Calendar: (MSP: Anapolsky, Stewart-James)**
 - a. Approval of Joint Advisory Group/Budget & Finance Committee Minutes – April 15, 2020
 - b. Approval of Board of Directors Meeting Minutes – April 22, 2020
 - c. Approval of Audit Committee Meeting Minutes – September 8, 2020
- 5. Audit Presentation:** Christy Norton, Principal, K Coe Isom
 - a. Acceptance of 2019-20 Audit: **(MSP: Anapolsky, S. Kaur)**
 - i. Norton presents the 2019-2020 audit reports that received an unmodified opinion, which is the highest opinion that can be received. She says the report is presented fairly and in accordance with GAAP (generally accepted accounting principles), and discusses highlights. Norton states that management is great to work with and have done a tremendous job, as well as the ASI team. She also encourages members to read the footnotes as the numbers don't tell the whole story.
- 6. Old Business:**
 - a. 2020-21 Cap & Plant Update: **(MSP: Anapolsky, L. Kaur)**
 - i. Olmsted presents the capital and plant project list and provides a brief summary for new members. He notes that many projects that were approved in the spring were not completed due to the campus closure and now need approval to be completed this year. The carryover projects total a little over \$62,000, bringing the capital & plant budget total to \$938,000.
 - b. Expansion updates:
 - i. Olmsted provides an overview of the WELL expansion project, which broke ground over the summer, and shows progress photos.
 - ii. Stewart-James extends appreciation to Olmsted and the WELL team on behalf of SHCS (Student Health & Counseling Services) for their support as they are still seeing students on campus and are fully operational including telehealth, in-person visits, and counseling. She adds that rather than move counselors into trailers in front of the WELL during construction as planned, they switched to tele-counseling, saving a significant amount of money.
 - iii. Smith states that, although the project timeline has been adjusted, it is still slated to complete late fall 2021, noting that the industry is experiencing shortages in concrete due to COVID. She invites everyone to follow the WELL on Instagram which features a video from President Nelsen who provides an overview of the project.

- iv. Singletary states that a project camera will be streamed on YouTube live and should be available on the expansion website in the next couple weeks. Olmsted adds that there will be two cameras; one on the parking structure and one on a pole by the construction trailers.
- c. Meeting Dates for 2020-21:
 - i. Olmsted reviews meeting dates, noting that one date changed since the April board meeting.

7. New Business:

- a. Conflict of Interest & Academic Release Forms:
 - i. Shaw notes that the forms were sent out via Adobe Sign and confirmed that all have been signed.
- b. Authorizing Resolution for 2020-21, Resolution 20-01: **(MSP: Anapolsky, L. Kaur)**
 - i. Olmsted explains that the authorizing resolution, 20-01, lists the individuals that have authority to sign on behalf of Union WELL Inc.
- c. Appointment of Legal Counsel for 2020-21, Resolution 20-02: **(MSP: Anapolsky, L. Kaur)**
 - i. Olmsted states that resolution 20-02 is the annual appointment of legal counsel, reinstating the Law offices of Gregory D Thatch, which has been the organization's attorney for a number of years.
- d. Appointment of Auditor for 2020-21, Resolution 20-03: **(MSP: Anapolsky, L. Kaur)**
 - i. Olmsted states that the auditor of record, K Coe Isom has been the auditing firm for a few years. They also work with UEI and ASI, which are separate auxiliaries on campus. The teams maintain a good relationship and hope to continue.
- e. Election of Officers for 2020-21:
 - i. Olmsted announces that nominations are being accepted for Vice Chair and Secretary Treasurer, and provides a brief overview of the responsibilities of each position.
 - 1. Nomination and Election of Vice Chair **(MSP: Anapolsky, S. Kaur)**
 - a. L. Kaur self-nominates for vice chair and provides a brief statement of interest.
 - 2. Nomination and Election of Secretary/Treasurer **(MSP: Anapolsky, L. Kaur)**
 - a. S. Kaur self-nominates for secretary/treasurer and provides statement of interest.
- f. Committee and Advisory Group Charges: **(MSP: Anapolsky, S. Kaur)**
 - i. Olmsted reviews the committee and advisory group expectations, and explains that they are reviewed and approved each fall even if they do not change.
- g. Committee Assignments: **(Postponed)**
 - i. This item is being tabled until the November meeting.

8. Reports and Comments

- a. Board Members
 - i. Macriss announces that Sac State WOW (Weeks of Welcome) is virtual this year with fifty events scheduled this week and next. He shares a link in the chat and encourages members to share on their social media.
 - ii. Stewart-James announces that flu shots are always offered to students at no cost, and this year the free flu shots are being extended to Union WELL Inc. staff as well as the campus community.
 - 1. L. Kaur asks how the flu shot clinics will be held this year since they are usually provided in the Union, which is closed. Stewart-James states that clinics have been held at residence halls and that options being explored are a drive through option, holding clinics outdoors under tents, in addition to the possibility of opening the Union to offer them there as well. She adds that flu shots can also be administered in SHCS.
- b. Executive Director: Olmsted
 - i. Olmsted states that, due to the campus hiring chill, the University Union currently does not have a director since Sorensen retired in May and has not been replaced; and other positions that are vacant have not been filled.

- ii. Olmsted explains that the Board approved the 20-21 budget in April, which was about a month in to COVID. The team tried to forecast for changes in the fall and had made some modifications such as lowering revenue expectations, as well as expenses, noting that the organization had to pivot quickly to switch a full-time staff of almost fifty people to working virtually, which impacted small equipment purchases. He adds that he is working with Smith and Butler on an initial draft of the organization's formal return to in person operations manual that will be shared with the board when complete.
 - iii. In the University Union, the team is taking the current state of the campus as an opportunity to complete work that would have been disruptive with students on campus and is forging ahead with major projects that were planned. Projects such as flooring, signage, and chiller work that requires turning the chiller off, had been choreographed carefully and spread out but is now frontloaded in order to get completed.
- c. Facilities & IT: Singletary
- i. Singletary provides an overview of the Facilities & IT department and discusses current projects such as replacing a chiller condenser pump and adding an additional pump, and updating cabling in Union event rooms. Flooring projects include replacing the limestone tile in the Union main lobby with new terrazzo tile, replacing the limestone tile around Ace Sushi with polished concrete, and replacing remaining VCT (vinyl composition tile) in the brown bag area with LVT (luxury vinyl tile). He adds that the project of replacing the sliding door at the Union's South entrance and bringing the entire entrance up to code is making progress.
 - ii. Singletary states that a study of the Union's west restrooms on all three floors is starting, adding that they are the only restrooms that have not been remodeled and they are frequently out of service due to old plumbing infrastructure. An architect will study the cost and see what it will take to update the infrastructure and bring it up to date.
- d. The WELL: Smith
- i. Smith shares her screen and provides a tour of the WELL website. She announces that WELLcome back is occurring virtually this afternoon, and 175 participants have registered as of yesterday. She mentions the virtual programs being offered such as fitness classes, workshops and self-defense. Virtual personal training is in the works and the plan is to offer three free sessions for students; one introductory session and two training sessions. Outdoor recreation programming is scheduled to begin tomorrow with a limited capacity per fifty-minute time block to allow physical distancing. A more permanent outdoor space in the parking structure is also being explored with fencing to allow for more equipment that cannot be hauled in and out each day. Outdoor group fitness classes that may be offered are spin class, yoga, Zumba, and bootcamp classes.
- e. University Union:
- i. None

9. The meeting was adjourned at 8:58 a.m.

Respectfully Submitted:

Ethan Shaw

Ethan Shaw (Nov 18, 2020 09:57 PST)

Authorized Signature

Nov 18, 2020

Date