



Union WELL Inc. Board of Directors Meeting
Wednesday, September 18, 2019, 7:30am
Green and Gold Room, 3rd floor, University Union

Minutes

1. **The meeting was called to order at, 7:36 a.m., Ethan Shaw (Chairperson)**
Present: Missy Anapolsky, Noah Marty, Matthew Leung, Joy Stewart-James, Kindra Begley, Noah Marty, David Rolloff, Ethan Shaw, Beth Lesen, Justin Reginato, and Emily Kyle
Also present: Bill Olmsted, Dean Sorensen, Kate Smith, Tori Butler, Andrew Singletary, and Jill Farrell
Guests: Christy Norton from KCOE Isom, and from ASI Humberto Perez, Mark Montalvo and Daisy Yopez
2. **Public Comment: None**
3. **Seat New Members: (MSP: Anapolsky, Rolloff)**
 - a. Noah Marty (student), Drajwane Dickerson (student), Kindra Begley (student), Matthew Leung (student), Emily Kyle (student), Beth Lesen (staff), Joy Stewart-James (staff):
 - i. Olmsted announces that the board has expanded by two members, and that there are seven new members out of fourteen this year.
4. **Audit Presentation: Christy Norton, Principal, K. Coe Isom**
 - a. **Acceptance of 2018-19 Audit: (MSP: Begley, Anapolsky)**
 - i. Norton presents the 2018-19 audit reports, which received an unmodified opinion. She states that the management team has controls and processes in place that work towards the fairly presented statement result. She discusses income statement highlights. Norton adds that the numbers themselves don't give the full story, and encourages everyone to read the footnotes. She credits the Union WELL Inc. management team as well as ASI for their hard work year-round and for ensuring a smooth audit process.
5. **Consent Calendar: (MSP: Anapolsky, Lesen)**
 - a. Approval of Joint Advisory Group/Budget & Finance Committee Minutes – April 17, 2019
 - b. Approval of Board of Directors Meeting Minutes – April 24, 2019
 - c. Approval of Executive Committee Meeting Minutes – June 14, 2019
 - d. Approval of Audit Committee Meeting Minutes – September 11, 2019
6. **Old Business:**
 - a. **Expansion updates:**
 - i. Sorensen updates the group on Union expansion, which opened to the public in the beginning of April. He adds that work is still going on such as the fire sprinkler retrofit and elevator retrofit.
 - ii. Smith provides an overview of the WELL expansion project and explains that it is a joint project with SHCS (Student Health and Counseling Services). Make ready work will begin around April but ground breaking is delayed. She states that counseling services will be relocated to a portable trailer in front of the WELL on the south green due to the construction noise in relation to their location.
 - b. **2019-20 Cap & Plant Update: (MSP: Anapolsky, Kyle)**
 - i. Olmsted discusses the proposed changes to the Cap and Plant project list. Explaining that a surplus was expected this year because there were a lot of projects that didn't happen last year. Some items carried over from 18-19 and some projects have changed, resulting in increased budget of \$958,712.
 - c. **2019-20 Dept. 68 Update: (MSP: Begley, Marty)**
 - i. Olmsted reviews the list of changes to Dept 68, explaining that Dept 68 is dedicated to expenses that are related to expansion, yet not appropriate to be in the construction budget. This allows the ability to easily itemize costs towards expansion. All of the projects listed had been budgeted for last year, but

were delayed based on scheduling or timing. There were \$141,000 worth of carryover projects from 18-19, for a total of \$391,367.

- d. Meeting Dates for 2019-20:
 - i. Olmsted presents 2019-20 meeting dates again because the November meeting date has changed. It was originally November 27, which is the day before Thanksgiving, so it was moved up one week.

7. New Business:

- a. Conflict of Interest & Academic Release Forms:
 - i. Olmsted brings attention to the forms handed out, and asks everyone to sign and turn them in.
- b. Authorizing Resolution for 2019-20, Resolution 19-01: (MSP: Kyle, Begley)
 - i. Olmsted presents the Authorizing Resolution for 19-20, which lists who has authority to sign on behalf of the corporation, and notes that the list has not changed.
 - ii. Farrell asks if the Facilities and IT title should have "Director" in front of it. Olmsted agrees and thanks Farrell for pointing it out.
- c. Appointment of Legal Counsel for 2019-20, Resolution 19-02: (MSP: Marty, Stewart-James)
 - i. Olmsted states that the organization would like to renew the appointment of legal counsel with the Law Offices of Gregory D. Thatch. The team has been working with this law office and would like to continue.
- d. Appointment of Auditor for 2019-20, Resolution 19-03: (MSP: Kyle, Anapolsky)
 - i. Olmsted states that the organization would like to keep K. COE Isom as the auditor. The team has worked with them for five years. They are also audit firm for ASI and UEI, as well as Foundation, which has been very beneficial as they really understand the organization and the collaboration with others. At some point, there could be an RFP for a new audit firm for all auxiliaries. But for now, the team would like to keep them for at least another year.
- e. Election of Officers for 2019-20:
 - i. Nomination and Election of Vice Chair* (MSP: Kyle, Anapolsky)
Nomination and Election of Secretary/Treasurer* (MSP: Anapolsky, Lessen)
*Officers also serve on Executive Committee
 - 1. Olmsted explains the Vice Chair position and Secretary Treasurer positions and states that nominations are being accepted, including self-nominations. Kyle nominates Marty for Vice Chair, who accepts the nomination. Begley nominates herself as Secretary Treasurer.
- f. Committee and Advisory Group Charges: (MSP: Begley, Anapolsky)
 - i. Olmsted reviews the WELL Advisory Group, Union Advisory Group, Budget & Finance, and Audit Committee purpose and expectations, which are outlined in packet.
- g. Committee Assignments:
 - i. Olmsted states that names of students and staff of each committee are included in the packet, noting that Budget & Finance is still looking for an ASI representative.

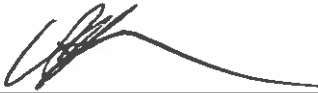
8. Reports and Comments

- a. Board Members
 - i. Kyle refers to the flyers that were handed out and asks if the advertising budget efforts could go towards social media or other paperless marketing avenues, noting that students get a lot of flyers and they ultimately increase trash. Olmsted explains that the advertising budget goes beyond flyers and handouts, and adds that there are staff members including students dedicated to working on advertising, including social media. He believes that there are less printed materials than in the past, but the team is always considering best way to promote. Smith notes that the budget includes paid social media advertising, and that marketing used to print 10,000 flyers, and now they only print about 3-4,000. Farrell states that advertising also includes online postings for open positions. Sorensen adds that The Union has a full-time staff member and a student who does quite a bit of work on social media posts, and the Union also does radio advertising.
- b. Executive Director: Olmsted

- i. Olmsted states that the Union expansion opened in the spring and the building is now in full utilization. Crews are still working out some kinks but students and the community continue to be resilient. Also, the Union expansion project has won the 2019 Best Project award in the Higher Education/Research category from the Engineering News Record, which is a design engineering architectural magazine.
 - ii. Olmsted announces that he would like to schedule headshot photos for board members In November. An email will be sent with more information.
- c. Facilities & IT: Singletary
- i. Singletary mentions highlights from the full report that was distributed. The maintenance department has been trying to hire additional staff for about eighteen months, for various positions. Searches are resulting in few applicants. The team is learning that the salary ranges offered are well below starting wages of other organizations, including the state. A salary study will be conducted with UEI. Also, an emergency plumbing repair had to be done in the Union. This resulted in Roundtable closing for an afternoon, but they were able to reopen by the next day.
- d. The WELL: Smith
- i. Smith mentions highlights from the full report. The WELL has 24,456 active members as of Aug 25th. 95% of members are students, and 74% of the student population has activated their membership. The WELL lost its Assistant Director of Fitness, and a search is in progress with a slight change in job description and a new title, Assistant Director of Fitness and Wellness. A ribbon cutting and unveiling of the new Healthy Hornet Pathway is being held Monday, September 23 in front of the WELL. This Friday is WELLCome Back, and all are invited. It's an open house event with giveaways and a Road Trip through California theme, featuring silent disco for completed stamp cards with three KSSU DJs.
- e. University Union: Sorensen
- i. Sorensen mentions highlights from the distributed report. The 20th annual Phlagleblast open house occurred, and the theme was similar to Cloudy with a Chance of Meatballs, with weather and food. The first gallery show was very well attended and had a great reception. The exhibit showcases Mexican American baseball history, and is put together by a Sac State history professor, Mark Ocegueda.
 - 1. Lessen asks about the Stinger e-sport gaming center conversation listed on the report, noting that that team met with President Nelsen and decided e-sports would remain part of clubs and orgs. Sorensen states that his team is starting to have conversations and meeting with athletics about creating a sports center, adding that it's not meant as a substitute to their program, but more so to provide the space.
 - ii. Sorensen continues to discuss changes in dining vendors and then announces that he plans to retire in May.

9. The meeting was adjourned at 8:56am

Respectfully Submitted:



Authorized Signature

11/20/19

Date