



California State University, Sacramento
University Union Operation of CSUS Inc.
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**Board of Directors Meeting
September 19, 2012
Capital Room, University Union**

Minutes

1. **Call to order:** Chair Demetrio Gonzalez called meeting to order at 7:32am.
Members Present: Demetrio Gonzales, Jim Reinhart, Caleb Fountain, Mike Lee, Lori Varlotta, Darsey Varnedoe, Missy Anapolsky, David Rolloff, Diljeet Virk, Rosalyn Klein and Hashmat Habibi.
Also Present: Leslie Davis, Jill Farrell, Dean Sorensen, Bill Olmsted, Mirjana Gavric, and Debrah Lucas.
Guests: Shelley Walker-Davey and Mark Montalvo.
2. **Welcome and Introductions:** Gonzalez welcomed everyone and started introductions around the table; everyone introduced themselves by name and title.
3. **Seat Board New Members:**
 - A. University Union Advisory Group Nomination: Caleb Fountain.
 - B. WELL Advisory Group Nominations: Diljeet Virk, Rosalyn Klein
MSP: Lee/Anapolsky
4. **Consent Calendar:**
 - A. Board of Directors Minutes-April 25, 2012. Consent calendar approved without objection.
5. **Old Business:**
 - A. BOARD ORIENTATION: Davis
 - i. Davis gave a detailed Power Point presentation of Board of Directors purpose and responsibilities.
 - B. Meeting Dates:
 - i. 2012-13 Board of Director meeting dates attached in meeting packet.
6. **New Business:**
 - A. Resolution 2012-13, Resolution 12-01 Authorizing resolution to sign on behalf of the corporation. **MSP: Anapolsky/Fountain**
 - B. Appointment of Legal Counsel 2012-13, Resolution 12-2: **MSP: Anapolsky/Reinhart**
 - C. Appointment of Auditor 2012-13, Resolution 12-3: **MSP: Anapolsky/Klein**
 - i. Reinhart- Is the Audit Committee happy with the MGO fees?
 - ii. Davis- ASI pays fees; the fees seem reasonable and in fact reduced slightly this year. But the audit costs for Union WELL Inc. are included in the fees paid to ASI for our business services. Those fees have not increased in 4 years.
 - D. Election of Officers 2012-13: Action Requested

- i. Nomination and election of the Vice Chair.
 - a. Fountain nominated Rosalyn Klein for Vice Chair.
 - 1. Klein accepted nomination, Unanimous Proclamation
- ii. Nomination and election of the Secretary Treasurer.
 - a. Davis gave detailed description of position.
 - b. Diljeet Virk nominated himself for Secretary Treasurer.
 - c. Klein nominated Fountain for Secretary Treasurer.
 - 1. Fountain accepted nomination.
 - d. Both nominees spoke to the Board their regarding their qualifications for their nominated positions.
 - 1. Virk- Previous Club Treasurer and would like to gain more experience in nominated position.
 - 2. Fountain- Chair of the Budget and Finance Committee 2011-12.
 - e. Board voted Virk in as Secretary Treasurer.

E. Committee Assignments: Approved as submitted, **MSP: Anapolsky/Habibi**

F. Proposed Changes to Articles of Incorporation: Action Requested

- i. Article IX changed from Trustees to Chancellor.
- ii. Must be in place by December 31, 2012.

MSP: Fountain/Klein

G. Capital Projects Updates and Recommendations: Union

- i. Davis presented a list of projects that were a part of the 2012-13 Budget proposals. Some of the projects costs was much higher than previously planned.
- ii. Davis presented approved expenditures for Repair and Replacement in the Union.
- iii. Sorensen gave presentation of new furniture styles and patterns for the Union, including mapping of locations to be refurbished. A motion was made to approve the new pricing of the proposed projects as submitted.

MSP: Fountain/Varnedoe

H. Policies: Actions Requested

- i. Motion to table policies until next Board Meeting.

MSP Anapolsky/Varlotta

7. Audit Presentation Shelly Walker-Davis, CPA Macias Gini & O'Connell LLP. Acceptance of 2011-12 Audit: MSP: Anapolsky/ Varnedoe

- A. Walker-Davies gave a presentation of the findings for the Fiscal Year ending June 2012.
- B. Report to the Board of Directors.
 - i. Clean report, great communication with staff, no errors found internally.
- C. Davis explained required debt coverage ratio to explaining the larger variance between the return student fees between the years of 2011 to 2012. Reinhart requested a supplemental schedule for reserve funds to be reported to the Board.
- D. Acceptance of the Audit Report: **MSP: Anapolsky/ Varnedoe**

8. Reports and Comments.

- A. Board Members:-None
- B. Exec. Director: Davis
 - i. Successful Opening Phlagleblast and The WELLcome Back were both big successes.
 - ii. Annual Report in progress.

- iii. Personnel
 - a. Searches in Progress:
 - 1. Accounting Technician
 - 2. Program Services Manager
 - 3. Event Services Manager
 - 4. Maintenance I
 - 5. Intramural Coordinator
 - b. Searches completed:
 - 1. Assistant Director Operations: Norma Sanchez
 - 2. Assistant Director Programs and Marketing: Zenia LaPorte.
 - 3. Climbing Coordinator: Kenny Williams.
 - 4. Maintenance Mechanic.
- iv. Auxiliary Organization Risk Management Authority (AORMA) has asked me to serve representing the CSU Auxiliaries. Insurance group/pool that oversees, through ALLIANT Insurance Company, the Auxiliary Group Purchase Insurance Program (AGPIP).

9. Information: Activity Reports

- A. Olmsted-Director, Administration and Corporate Facilities
 - i. LaptopRepair.com new tenant on first floor of Union.
 - ii. 2nd and 3rd floor common areas receiving new carpet in September and October.
 - iii. Fireplace Lounge is being renovated and prepared for new furniture.
 - iv. Redwood room floor re-done, removal of old flooring and asbestos, replaced with polished concrete.
 - v. Former TV Lounge transformed into a Meditation Room.
 - vi. New Maintenance Shop in process of being created in basement of Union, allowing for greater ability to repair equipment and furniture.
 - vii. Re-roofing project over Redwood Room has begun, should conclude by next week.
 - viii. Waterproofing started on 1998 expansion of Union begins mid-October.
 - ix. Upgrade of the lighting system in the Union Gallery, allowing for more flexibility in lighting art installation and more energy efficient.
- B. Gavric-Director, The WELL.
 - i. Welcome Back:
 - a. 2012 we had 3489 participants, 2011 we had 3226 participants.
 - ii. Staff: New Hires.
 - a. Brandon Johnson, New Intramural Coordinator, starts October 8th.
 - b. Kenny Williams, Coordinator of Climbing Wall & Group Facilitation, started July 9th.
 - c. Lindsay L'Amoureux, Intern from RPTA, will be helping to create accessible programs and disability training for our staff.
 - iii. Programs:
 - a. WELL Zone September 22nd, all welcome.
 - b. Performance Center, new workout area, completed in The WELL.
 - c. Intramurals is working in partnership with the Residence Halls organizing a 3 on 3 basketball tournament.
 - d. First Thursdays of each month the climbing wall is hosting a theme night.

iv. Membership at The WELL has reached 20,106.

C. Sorensen-Director of the Union.

i. 2012 Reorganization:

- a. Dean Sorensen gave listing of changes in titles.
- b. Ajamu Lamumba hired in September as Unique Programs Advisor.
- c. Public Info and Leisure Services Manger search process almost complete.

ii. Phlagleblast:

- a. Successful "Undersea Adventure" theme.
- b. 29 game card stamping locations.
- c. 2041 cards completed (193 more than last year)
- d. Estimated 27,906 people came thru Union.

iii. Events Services:

- a. Megan Banzadeh vacating her position next week, replacing with a temp today, beginning search for replacement.

iv. Programs and Marketing:

- a. Unique has new student leader, Sibley Wilcox, and 104 active volunteers.
- b. High Attendance at Unique events.
- c. October 13th Participating in Future Hornets Day and Homecoming pre-game festivities.

v. Operations:

- a. Including Meditation Room as service area by communicating with users.
- b. Successfully coordinated Phlagleblast and created decorations in house.
- c. Event Services and Marketing working to strengthen inter-unit communications and develop customer service initiative and procedures.
- d. Credit card payment option now fully implemented in the Games Room.

10. Adjournment: Meeting adjourned at 9:13am.



Authorized signature

11.7.12

Date