USAO Staff Association Meeting Minutes  
November 9, 2012  
Emerson Room

Call to Order at 9:04 by Linda Williams

A. Council Members Present:  
   Linda Williams, Vanessa McNabb, Sharla Bare,  
   Bobbie Simpson, Laura Wijkowski and Sharon Ast

B. Reports:  
1. Minutes:  
   Minutes were read by Sharon Ast; a **Motion** was made by Laura Wijkowski to  
   accept the minutes as read **Second** by Eileen Thomas, **Approved**.

2. Treasurer’s Report:  
   Sharla Bare reported no income and 2 expenses $3 parking while on staff trip, and  
   $5 printing in Sept; making our balance $980.41.

3. Hospitality Report:  
   Laura Wijkowski reported that the following cards for November have been or will  
   be sent. **Birthdays**: Chris Basco, Wynetta Givins Dianne Johnson, Lisa Ramsey,  
   Randy Sartin, Dottie Smith and Sherry Taylor. **Anniversaries (years)**: Annette  
   Charboneau 2, Karen Gregg 3, Harold Smith 1 and James Velasco 1.

4. Ad Hoc:  
   None

5. Fundraising:  
   Bobbie Simpson: Look for the Garage Sale to happen in the spring. We will need  
   muscle for the work day Nov 17\(^{th}\) 9-12.

6. Regents Report:  
   None

C. Old Business:  
1. Festival of Light – Originally scheduled for December 4\(^{th}\) must be changed. When  
   Sharon called to confirm because they had not contacted us, they said they had no  
   record for us on any day and that day was already taken. They have several other  
   dates open. Staff chose Dec 9\(^{th}\).

2. Fall Break vs. Spring Break: The spring break time off was because of reduced  
   salary, some salary has been returned, so we won’t be getting that time off. We need  
   to know if the staff wants to have 2 days in the fall or in the spring. Be considering  
   what will work best for your family.

3. Work Day Nov 17\(^{th}\) 9am – 12pm at the storage building behind Canning Hall. The  
   idea of having a silent auction online, using email, was also mentioned.

4. Staff Association Council positions for 2013- deadline today. There was discussion  
   about the responsibilities of each position and to see the current person serving for  
   more detail.

D. New Business:  
1. **New Hires / Departures (Oct 23\(^{th}\) – Nov 9\(^{th}\))**  
   Sharla Bare reported new hires are: Haley Hope – Director of Counseling,  
   Chelsea Phillips – Associate Registrar. Departures: None
2. Announcements and Potluck Luncheon – Tuesday Dec 11th, 11:30am -1:00pm Open to all staff. Drinks, plates and cutlery provided. We’ll be collecting presents for Santa’s Workshop. We will also have a box in the business office to collect toys.

E. Thoughts/Concerns
   1. Santa’s Workshop is Dec 18th – 21st if you would like to help 9am – 12pm

Motion to adjourn was made by Judy Galer, Second by Joann Phillips and Approved.

Meeting adjourned at 9:40