

**UPAA BOARD OF DIRECTORS' MEETING**  
**AUSTIN PEAY UNIVERSITY- JUNE 8, 2015**

Glenn Carpenter Moraine Valley Community College, Robert Jordan, University of Mississippi, Jay Ferchaud, University of Mississippi Medical Center, Caroline Summers, Samford University, Bill Bitzinger, Ferris State University, Nick Romanenko, Rutgers University, Ken Bennett, Wake Forest University, and Mark Carriveau, Elgin Community College recording.

**Call to order 9:14 am**

Jay makes a motion to accept minutes from June 2015 board meeting at University of Michigan. Roberts seconds. Approved by the board 8-0.

**Retired Membership** –No report was submitted. Glenn and Bill brought up charging for retiree membership. After discussion we decided that Robert will come up with some verbiage to define retiree membership and come up with a low yearly membership fee.

**Website – Glenn Carpenter and Ken Bennett** – Website redesign continues to be a work in progress. Ken and Glenn will continue to work to make improvements on functionality. With the new design all members had to sign up for free membership. Come December 1<sup>st</sup> that filter will be turned off. Nick brought up that most people do not know what the 3 red line graphic is. It is not descriptive enough to let people know that it is a menu. Ken suggested that we put the word menu next to it and would implement it as soon as possible. Nick suggested concern that we did not get our monies worth with Trellon. Glenn stated that there were thing that should have been included in the original agreement that were not but, there are also thing in the original agreement that have not been done or totally fixed yet and we will not be charged for them. Bugs in the membership directory needs to be fixed. This will be done for free. The symposium site will be fixed for free also. Glenn also stated that he wants us to start using the blog more. The process will start by a member writing a story and sending it to a board member. The story will then be proof read edited and and then posted. Glenn also showed us how to get photos from the website and manually save them so they can be sent to Facebook and how to add pages and edit content. Ken added that in the future we should add social media functions to the website. Glen states that the website redesign is about 90% complete. Ken will continue to work with Trellon to improve MIC voting. Glenn also asked the board for help in migrating content from the old site to the new site.

**Monthly Image Competition – Jay Ferchaud** – Jay thanked Ken and Glenn for all their hard work in the website redesign and the MIC voting. Jay also thanked think tank for all their support and then thanked all of our members for supporting think tank and the buyer program. Jay handed Nick a check for \$209 made possible through the buyer's program. The board also discussed changing to a separate December and January competition period. Nick made a motion to make the change, Jay seconds, motion passes 8-0.

Ken suggested that based on feedback from our members that we reduce the amount of entries to in the MIC to five each month. Ken makes a motion to bring this to membership for a vote. Bill seconds. Motion passes 8-0

**Social Media** – No report from Donny. Facebook has been a great tool for communicating with members.

Nick makes a motion to adjourn for lunch. Jay seconds.

Meeting adjourned for lunch at 12:03 pm.

Meeting re- adjourned at 2:27pm

**Awards – Mark Carriveau** – Mark talked about the new awards, they were really well received by the membership. Mark received a few e-mails from members stating that having the awards in their office has brought greater recognition of their achievement than the ribbons have. Board also talked about the need to raise entry fees to pay for the new awards.

**Membership – Bill Bitzinger** –We are receiving a lot of spam e-mails from people who want to be members. So far this year. 4080 requests most of them are bogus. We need to figure out a way to greatly reduce this number. Ken will work with Trellon to see if there is a way to lighten up Bills mailbox. We are currently sitting at 280 members.

**Contact Sheet – Glenn Carpenter** – Glenn states that a new contact sheet should come out in soon. It is currently at the printers. Donald Page should have a story in the next issue and Robert Jordan might write a story as well.

**Member Surveys – Nick Romanenko** – Sponsor and symposium surveys were great. Salary survey will come after the 1<sup>st</sup> of the year. Survey monkey plans have changed and now we no longer have to pay for it.

**2015 Symposium Update – Beth Liggett** – Beth states that most of the schedule is set and will just need a little tweaking over the next few months. She is doing her best to keep the schedule lighter. The service project will be held at 1 location. The board went through the rest of the schedule with Beth and answered some of her questions on planning.

### **Symposium Site Selection**

2015 – Austin Peay University

2017 - University of Idaho

2018 – Wake Forest University

continuing to look at future sites

**Membership – Bill Bitzinger** – We are currently at 287 members. We also had 38 non-renewals last year. Bill said there has been a value of calling members to remember to pay dues. Bill also said he is excited about the new ambassador program. Glenn states that all board members should be at the new member reception. Bill then turned into Santa Claus and started handing out gifts to the board. Caroline also announced that she would be putting on a 3-day mini symposium. No date has been set yet.

**Corporate Relations – Caroline Summers** – A lot of vendors on board for next year. Instead of having a trade show during the daytime schedule, we will have it in the hospitality room in the evenings.

**President's report – Glenn Carpenter** – Glenn thanked the board for all their hard work throughout the year.

**Vice-President's report – Robert Jordan** – Robert states he is good

**Secretary Report – Mark Carriveau** – Mark states he is good also.

**Treasurer Report – Nick Romanenko** – Nick handed out financial reports and stated that we are in great shape.

**Awards – Glenn Carpenter**

Distinguished Service Award – Lora Gordon  
Master of the Profession – Kurt Stepnitz

**Officer Elections**

Bill makes motion to keep the slate of officers as is. Caroline seconds. Motion passes 8-0

Nick makes motion to adjourn. Ken seconds.

Meeting adjourned at 5:49 pm