

**Union Board of Directors  
Minutes  
August 25, 2021**

Members present: Casey Jimenez, Andrea Ortiz, Gracie Davis, Sofia Mena-Hernandez, David Munoz-Sarabia, Natalie Crawford, Erin Malcom, Allyson Deluna, David Brady, James Parish, Jeffrey Britain, Michael Savoie, Christa Coffey, Megan Wheeler, Wendy Denman, Pam McDonald, Mike Flores, Molly Orr, Richard Owens, Kristina Sesay

Members not present: Representative from RHA, Mariah Razo, Joshue Sylve

Wendy Denman, Executive Director called the meeting to order at 11:57am.

**Welcome**

Wendy introduced herself and welcomed new and returning members of the Board. She reviewed the contents of the folders that were handed out to everyone which included the Agenda Template, Robert's Rules Cheat Sheet, UBD Constitution and UBD Bylaws. Wendy explained that the UBD meetings are a relaxed form of Robert's Rules but they are used to keep the meeting on track. She emphasized she did not want anyone to be silent or not ask questions in the meetings if they felt out of order.

Wendy also provided the details on the various positions that will be voted on in the meeting and explained the voting process. She then asked everyone in the room to introduce themselves and tell who they represent.

After the introductions, Wendy then asked for nominations for the position of Chair. David Munoz-Sarabia nominated Casey Jimenez, Christa Coffey seconded the nomination, and Casey accepted. Gracie Davis nominated herself, Christa seconded the nomination. The candidates were asked to provide information about themselves as to why they are qualified to fill the position of Chair. After the information was shared, Wendy asked the candidates to step out of the room. Wendy asked if there was any discussion which was followed by David commenting that Casey would do a fine job in helping to make the meetings run smoothly. James Parish made a motion to vote, David seconded. A vote by hand was taken and Casey received the most votes. The candidates were asked back to the room, and Wendy announced Casey as the UBD Chair for 2021-2022.

Wendy then asked for nominations for Vice Chair. Christa nominated Gracie Davis, David seconded. Allyson Deluna nominated herself, Christa seconded. The candidates were asked to provide information about themselves as to why they are qualified to fill the position of Vice Chair. Both candidates provided details about themselves and were then asked to step out of the room. No discussion took place and James Parish moved to vote, David seconded. A vote by hand was taken and Gracie Davis received the most votes. The candidates were invited back to the room and Wendy announced Gracie as the Vice Chair.

James asked about a quorum in case of a tie, Wendy advised a quorum was present.

Wendy moved on to the Executive Committee position and asked for nominations. Andrea Ortiz nominated herself, Christa seconded. Christa nominated Allyson Deluna, Gracie seconded. The candidates were asked to provide details about themselves, after which they were asked to step out of the room. With no discussion, James moved to vote, Casey seconded. A vote by hand was taken which

resulted in a tie. A discussion on moving forward took place resulting in the Chair being the tie breaker therefore the Chair would not vote. Michael Savoie moved for a re-vote, Megan seconded. Andrea received the most votes. The candidates were invited back to the room and Wendy announced Andrea as the Executive Committee member.

### **Minutes**

Wendy continued the meeting with the approval of the September 16, 2020 Minutes which had not been approved due to the cancellation of the meetings for the 2020-2021 year due to the pandemic and lack of agenda items. Megan Wheeler made a motion to approve the minutes seconded by Michael Savoie. The Minutes were approved by a unanimous vote.

Wendy then asked for the area reports.

### **Area Representative Reports**

#### Facilities

Mike Flores provided slides showing the number of visitors to the Union building on the first and second days of class, August 23 and 24. On the first day 29,687 visitors entered the Union and on the second day there was 27,193 visitors. Mike showed a graph and explained how the numbers are calculated. The graph showed that more people enter the building at the Union Circle entrance. Megan commented with the number of people in the building how appreciative she is with how clean the building is kept. Michael inquired about hours and Mike Flores provided information about weekend and late night hours.

#### Finance

Kristina handed out a copy of the current budget to everyone and advised that the new budget included an increase in numbers due to travel and rentals now that we are back to having events. Megan inquired as to how bad the pandemic hurt the budget and Kristina explained that the actual figures were not in yet but since there were no events with no expenses there was also no income. Wendy explained that we have reserves to help in times like this and to cover emergencies. Wendy further explained that the reserves are used for renovations such as when Avesta moves to Eagle Landing there will be space remodeling. Eagle Post has signed a new contract with Canon and is changing how they operate the post office, more information will be forthcoming at a later date. David asked if there was a threshold and Wendy explained the amount in the reserves account is approximately \$20 million. Wendy reported that we are being conservative with the net reserves and that it is planned to spend approximately \$1 million over the next year for repairs to the building.

Wendy also reported on the Union Scholarship program. The fund comes from the Retired Teachers donations and applications will be going out this week. Applicants must meet certain criteria such as having a GPA of 2.5 and they must work for UCE – University Conference & Events. There will be two individuals who will receive \$1000 which will be \$500 per semester. A committee will be formed which will be led by Wendy. Allyson asked about the number of applicants in the past and it was reported that applications were received from approximately 10 to 12 individuals.

#### Programs

Molly Orr reported that the UPC calendar has been handed out and if anyone needed more to let her know. She also handed out the Fine Arts Series brochure/calendar and that the first event is coming up in September. Molly reported that students are coming out and events are well attended. She also

reported that Jazz is back in the Syndicate starting on September 7<sup>th</sup>. Also on Wednesday nights, the Lab band will perform as well as other ensembles on Thursday and Friday nights.

Molly also reported that the UPC Assistant Director was hired and her name is Andrea Marquez who started earlier in the month. The search for the UPC Coordinator is in progress. Molly was asked about digital signage to promote events and Molly directed them to the marketing team in Design Works.

#### Conference & Event Services

Richard Owens reported that an Assistant Director was hired last Spring and her name is Rebecca Herman. He is also in process of hiring more event coordinators.

Richard reported that a new tabling process has gone into effect for the Library Mall and the Union. Tabling is done through Setups. Once set, details are set on the table and table maps are included in the reservation.

#### **Directors Report**

Wendy provided an outline of the upcoming UBD meetings that are usually held the 3<sup>rd</sup> Wednesday of each month.

Wendy also provided an overview of the past summer stating that the Union was always open and that we are working to fill vacant positions.

#### **Chair & Vice Chair Reports**

No reports.

#### **Action Items**

Wendy asked for volunteers to serve on the Ad hoc Scholarship Review Committee. Allyson Deluna, Gracie Davis, Jeff Britain, and David Munoz-Sarabia raised their hands to volunteer.

Wendy then provided the proposed dates for UBD meetings. James Parrish moved to approve the dates, Megan Wheeler seconded. The vote was unanimous.

#### **Other Matters / Announcements**

The next UBD meeting will be September 15, 2021 at 11:30am in the Union Boardroom 401.

#### **Adjournment**

With no further business to discuss, the meeting adjourned at 12:59 p.m.

Respectfully submitted by Pam McDonald.