

**Union Board of Directors
Minutes
August 28, 2019**

Members present: Deana Ayers, Sergio Benitez, Kimberly Berry, Manoach Bizumuremyi, Dakota Fountain, Matthew Hare, David Lacy, Michael Luecke, Yolian Ogbu, Barbara Bush, Daniel Peak, Christa Coffey, Karen Goss, Wendy Denman, Mike Flores, Molly Orr, Richard Owens, Phyllis Vaughn.

Members not present: Susan Ramirez, Marlene Salgado, Megan Wheeler.

Wendy Denman, Union Executive Director, began the meeting at 11:42 a.m.

Welcome

Wendy welcomed everyone and thanked them for attending. She gave a brief explanation of the meeting process explaining that she will lead the meeting until a Chair has been elected for the year.

By way of introductions, Wendy asked that everyone introduce themselves individually and tell everyone what area they represent.

After the introductions, Wendy asked for nominations for the position of Chair. Yolian Ogbu nominated Christa Coffey, however Christa declined the nomination.

Daniel Peak nominated David Lacy for either Chair or Vice Chair position. David accepted the Chair nomination but declined the Vice Chair. Barbara Bush also nominated David Lacy for the Chair position.

Christa Coffey nominated Yolian Ogbu for Vice Chair.

Daniel Peak announced he was interested in taking the position of Executive Committee Member.

Wendy then asked for nominees to voice their interest in the positions. David Lacy said he would make a good Chair. Yolian Ogbu said she is very interested in serving as Vice Chair. Daniel Peak said it would be nice to have a faculty member as the Executive Committee Member. Wendy asked for all nominees to leave the room while a vote was taken. Christa Coffey moved to vote all nominees as a block. Dakota Fountain seconded the motion. All approved with no abstentions.

Officers for FY2019-2020 are David Lacy, Chair; Yolian Ogbu, Vice Chair; Daniel Peak, Executive Committee Member.

David Lacy asked that Wendy continue to lead the meeting.

Minutes

Wendy presented the April Meeting Minutes provided by email and asked for corrections. No corrections were suggested. Barbara Bush motioned for the minutes to be approved, the motion was seconded by Daniel Peak. Motion carried, the Minutes of the April meeting were approved with no abstentions.

Proposed Changes to UBD Bylaws and Constitution

Folders were given to everyone which included a redline version of the UBD Bylaws and UBD Constitution. Wendy reported that over the past few years suggestions were made to update the

Bylaws and the Constitution. A committee was formed after the April meeting consisting of UBD members – students, staff and faculty. The committee had five (5) meetings to discuss the documents. As a result of these meetings, Wendy presented and briefly explained changes to the Constitution which included Redefining Responsibilities; Approvals by the Board; Input and Advice; Defining Capital Projects; Membership Changes; and other changes including the Constitution being reviewed by the Executive Committee on an annual basis. Wendy communicated that the changes in Membership could be approved but would not have to go into effect until next year so that the current members could continue to serve on the board this year.

Wendy also presented and briefly explained changes to the Bylaws which included changes to Articles 1, 2, 3 and 4. She invited everyone to review the redline versions of the documents and advised they would be voted on at the next meeting in September.

Area Representative Reports

Facilities

Mike Flores reviewed the capital projects that were completed last year including The Event Hub, the loading dock project, Union space 111, and new tables in The Chat. Mike also reported the traffic in the Union increased over last year's first day of classes. The total number of people entering the Union on the first day of class this year was 30,071 people. The average per day is 23,000 to 25,000.

Finance

Phyllis Vaughn provided a copy of the budget for FY20 to everyone and asked for questions. She reported that she can provide more or less detail depending on what everyone would like to see.

Phyllis also reported that the Scholarship Applications were available and have been given to the students who are employed at the Union, Coliseum, Gateway Center, and Center for Student Affairs at Discovery Park. The applications are due September 16, 2019. There will be three (3) \$1000 scholarships given, \$500 distributed in the Fall and \$500 in the Spring. Phyllis advised that a committee will be selected who will meet to review the applications. The committee will consist of at least five (5) people and typically there are approximately 10 or more applications to be reviewed.

Programs / Discovery Park

Molly Orr reported that the UPC calendar is available and provided one to everyone and also gave everyone a Fine Arts brochure. If anyone needs additional calendars or brochures they are to let her know. Molly gave kudos to Marlene Salgado for the work she did on the calendar.

Conference & Event Services

Richard Owens presented updates to the House Guidelines. The document was emailed before the meeting to all members. Highlights of the updates included new maps for Tabling and Free Speech areas; smoking policy; reorganized Sections 2, 3, 4 and 5; reservation status changes; special event space changes; series reservation changes; added opportunity for 2nd meeting space; and lower fees for digital signage advertising.

Richard asked for questions and it was brought up that "rush" should be changed to "recruitment"; a link to the proper policy on raffles should be added; and "advisor" should be clarified under Late Night Parties.

Richard also provided updates to personnel in Conference & Event Services. The position of assistant director is almost filled and will be named soon; a new scheduler and a new setups person is also being hired.

Director's Report

Wendy presented dates for upcoming UBD meetings. The dates proposed are the 4th Wednesday in September and the 4th Wednesday in October. Typically the UBD meetings are the 3rd Wednesday but conflicts do not allow this in September and October. The 3rd Wednesday in November, January, February, March and April were proposed, no meeting will be held in December.

Action Items

Scholarship Committee

Wendy asked for volunteers to serve on the Scholarship Committee. Matthew Hare, Michael Luecke, Christa Coffey, and Deana Ayers will serve on the committee along with Wendy Denman and Phyllis Vaughn.

Proposed Meeting Dates

Wendy asked for approval of the proposed meeting dates. Christa Coffey motioned to approve the dates. Yolian Ogbu seconded the motion. All approved with no abstentions

Updated House Guidelines

Wendy asked for the updated House Guidelines to be approved. Dakota Fountain motioned for the updates to be approved. Daniel Peak seconded the motion. All approved with suggested revisions.

Other Matters / Announcements

The next UBD meeting will be September 25, 2019 at 11:30 a.m. in University Union Room 401.

Adjournment

With no further business to discuss, Wendy adjourned the meeting at 1:13 p.m.

Respectfully submitted by Pam McDonald.