

**Draft Agenda**  
**UC Davis Retirees' Association**  
**Executive Board Meeting**

**Monday, January 8, 2007**  
**1:30-3:00 p.m., Room 182 HR Building**

- 1. Announcements**
  - a. **Trio Scholars Program – Donelle Perkins**
  - b. **January 11 luncheon – Dairy Cows and Global Warming, Dr. Frank Mitloehner**
  
- 2. Approval of Minutes of the December 4, 2006 Board Meeting**
  
- 3. UC Davis Retiree Center Update – Doreen Strnad**
  
- 4. Status of the 2006-07 Budget – Bob Halferty**
  - a. **New budget process finalized**
  
- 5. Officer/Committee Reports**
  - a. **Treasurer – Carol Kurtz**
  - b. **Membership Committee – Aggie Costantini**
  - c. **Nominating Committee – Gary Schultz**
  - d. **Program Committee – Gil Apaka**
  - e. **Centennial Planning Committee – Charles Lacy**
  - f. **Newsletter/PR Committee – Corinne Cooke**
  - g. **CUCRA Representative – Anne Gray**
  
- 6. Old Business**
  - a. **Two-year terms for all officers – discussion**
  
- 7. New Business**

**Draft**  
**UCD Retirees' Association**  
**Board Meeting**  
**Monday, January 8, 2007**  
**UC Davis Human Resources Building**  
**Room 182**  
**1:30 p. m. – 3:10 p. m.**  
**Meeting Minutes**

Attendees: Gilmer Apaka, Beverly Brooks, Bob Bynum, Corinne Cooke, Aggie Costantini, Bob Eernisse, Deanna Falge-Prichard, Howard Frank, Anne Gray, Carol Kurtz, Barbara Nichols, Gary Schultz, Doreen Strnad, and Bob Halferty  
President

Guests: Donelle Perkins and Richard Walters

Unable to attend: Barbara Anderson, Earlene Doss, Arleen Kasmire, Charles Lacy, Norma Rice, and Jim Wilson

**Announcements**

Donelle Perkins presented the TRiO Scholars Program, also known as Student Support Services. This program is a federally funded effort to improve the retention and graduation rates of first-generation, income-qualified, and disabled undergraduates at UC Davis. Donelle was asking the Board for volunteer mentors for these students. Presently the program has 160 students with two advisors who have 80 students each. Donelle was asked to make another presentation at the February 5, 2007 General Meeting.

The Emeriti Association will be having a luncheon January 11, 2007 at the International House Community Room. Dr. Frank Mitloehner will speak on "Dairy Cows and Global Warming".

**Approval of Minutes**

The minutes of the December 4, 2006 meeting were approved with corrections. Howard Frank made the approval motion and Anne Gray seconded.

**UC Davis Retiree Center Update**

Doreen Strnad distributed a handout describing several projects she is working on at this time. The highlights are:

Budget and finalizing expenses this week. Everson Hall move has been made. Winter 2007 Newsletter has been sent to Reprographics and should be in the mail by 1-19-07. Membership Drive - we are asking permission to get the non-emeriti, and academic personnel list for a one-time membership drive mailing. Stationery, envelopes and cards have been ordered to be here Friday 1-12-07. TRiO Scholars Mentorship Program needs a few more volunteer retirees. RA Website - working on this program with Barbara Anderson and Reprographics. UCD Health Services - working to set up office hours in Sacramento for once a month.

*Planned events:*

Picnic Day Open House and Picnic Day Parade April 14, 2007. Need old cars in running condition to be in the parade.

Thank you dinner for RC Advisory Committee. Suggested dates are May 17, 24 or 31.

Steak Bake will be on June 9, 2007 at the Rec Pool Lodge.

Garden Reception at Chancellor's Residence waiting to hear back-suggested dates 9-20-07 or 9-27-07.

Several people are needed to help with some of the above events.

A Retiree Center photographer is needed. Carol Kurtz suggested a person she will contact and get back to Doreen.

**Status of 2006-07 Budget** – Bob Halferty reported that annual budget preparation guidelines and division of recurring costs between the Retiree Center and the two Associations have been finalized. The Retirees' Association general fund will be closed and the Association will use only its Agency Account. The Retiree Center will now be responsible for all Association newsletter costs, meeting expenses (except refreshments) and CUCRA meetings travel and per diem costs. In 2005-06, these expense categories accounted for \$3,177 of the Association's total expenses of \$5,650. The Association will continue to be responsible for CUCRA membership dues, the cost of refreshments at meetings, office supplies and mailings, and staff scholarships that may be awarded.

**Officer/Committee Reports**

Treasurer. Carol Kurtz will hand out a report at the General Meeting in February.

Membership. Aggie Costantini reported that there are 207 lapsed membership letters to be inserted into the newsletter. There are currently 403 annual and life members.

Nominating. Gary Schultz reported that Sandra Filby and Carlene Blaylock would be on his committee. Because this is a transition year, a recommendation at the General Meeting will be made to have all the Officers serve an additional year. This will be voted on as a Standing Rule for one year only or until the By-Laws are changed. Gary will still need to get new Board members to replace those whose terms will be completed.

Program. Gil Apaka reported that for the February general membership meeting Victoria Evans will moderate a panel of five members from the Air Quality Research Center at UC Davis, all experts on air quality, health and climate change issues. The panel members will be Debbie Bennett, Steve Cliff, Ian Faloon, Michelle Fanucchi, and Dennis Wilson. The topic will be: "Air Pollution, Climate Change and Health: What is Science Telling Us?". There will be handouts for all in attendance.

Centennial Planning. No Report.

Newsletter. Corinne Cooke reported that the newsletter would be ready to go out on time.

CUCRA. Anne Gray reported that the spring meeting will be held in March at UCLA. Anne and Barbara Nichols will attend.

A motion by Deanna Falge-Prichard to adjourn the meeting was seconded by Gary Schultz. The meeting was adjourned at 3:10 p.m.

Submitted by: Beverly Brooks

## **VOLUNTEER RECRUITMENT/MANAGEMENT PLAN FOR UCD RETIREE CENTER**

### **PLAN A: WITHOUT an official office assistant**

Three (3) categories of volunteers:

- 1). *Ongoing office support* would require a dependable person(s) who is able to commit to a regular schedule ie Mon/Wed/Fri mornings 9-12 noon
- 2). *Special projects/events* (short term commitment) ie Picnic Day Open House, Strategic Plan Committee, Membership Drives, etc.
- 3). *Special skill set* (one year commitment but intermittent/flexible schedule) ie database manager, web master

In the **PLAN A** version, the three extra management layers would be:

- 1). Center coordinator/director would have to manage the volunteers
- 2). Center would need to recruit several volunteers on an ongoing basis to cover day-to-day office work
- 3). Center would need to recruit & manage volunteers for the “special skill set” categories

### **PLAN B: WITH an official office assistant**

One (1) category of volunteer:

- 1). *Special projects/events* (short term commitment) ie Picnic Day Open House, Strategic Plan Committee, Membership Drives, etc.

In the **PLAN B** version, the following would take place:

- 1). Center AA3 & Coordinator/Director would both work directly with the volunteers
- 2). Center would not need Special Skill Set volunteers ie database manager, web master as those responsibilities would be handled by the AA3

**UCD RETIREES' ASSOCIATION  
VOLUNTEER COMMITTEES PROPOSAL  
12-4-06**

**RA brochure revision (January-February 2007)**

- 1). Design/layout manager to work with Doreen (1 volunteer)
- 2). Copywriter (1 volunteer)
- 3). Mailing list (1 volunteer)

**RA Membership Drive (February-March 2007)**

- 1). Volunteer manager/chairperson to work with Doreen
- 2). Mailing (2-3 volunteers)
- 3). Telephone follow-up after mailing goes out (6+ volunteers)

**Picnic Day Open House, Saturday, April 14, 2007**

- 1). Chairperson to work with Doreen
- 2). "Set up" volunteers (2 – 3 volunteers)
- 3). "Welcoming Committee" at actual Open House (4 per hour for 3 hours)
- 4). Clean up volunteers (2-3 volunteers)

**Picnic Day Parade, Saturday, April 14, 2007**

- 1). Chairperson to work with Doreen
- 2). 2-3 volunteers to work on parade entry
- 3). Volunteers to be in the actual parade! (not sure how many people & cars)

**Steak Bake, Saturday, June 9<sup>th</sup>, 2007 (AGR room & patio, Alumni Center)**

- 1). Chairperson to work with Doreen
- 2). PR & outreach, possibly including a mailing and/or telephone calls (4-6 volunteers)
- 3). Tickets, handle money, etc. (1-2 volunteers)
- 4). Menu (1-2 volunteers)
- 5). Entertainment (1-2 volunteers)
- 6). Follow-up: telephone attendees to get feedback on event (4-6 volunteers)

**Thank You Dinner/Advisory Committee, May 24<sup>th</sup>, 2007?**

- 1). Chairperson to work with Doreen
- 2). Menu (1-2 volunteers)
- 3). Invitations (1-2 volunteers)
- 4). Program (1-2 volunteers)

**Mission Statement/Logo, begin January 2007**

- 1). Chairperson to work with Doreen
- 2). Research & proposals (2 volunteers)
- 3). Presentation to the Advisory Committee (1 volunteer)
- 4). Implement!

**TriO Scholars, begin January 2007**

- 1). Chairperson to work with Doreen & Donelle Perkins/Interim Director of TriO
- 2). Volunteers to mentor undergrads (not sure how many we might need)

**Chancellor's Garden Party/Retirees & Emeriti, September 2007**

- 1). Chairperson to work with Doreen & Louise
- 2). Menu (1-2 volunteers)
- 3). Program & entertainment (1-2 volunteers)
- 4). 10-20 volunteers to attend event
- 5). Post-event "how did it go" follow-up committee (2-3 volunteers)

## **Retirees' Association Meeting 1/08/07**

### **Update from Doreen Barcellona Strnad/UCD Retiree Center**

#### **MISC.**

##### **Budget**

\*Finalizing the Center's expenses this week w/Linda Rodden

##### **Everson Hall**

\*Furniture adjustments needed for 2<sup>nd</sup> office, should be completed this month

\*Work request in for outdoor signage and for office doors

\*Outside lighting insufficient, having this evaluated

\*Cyclists – Sergeant Mason

##### **Winter 2007 Newsletter**

\*Dropped off to ReproGraphics last Friday, 1/5/07

\*Printing 1,000 copies: General Meeting, Benefits will use in outreach efforts, mail to prospective new members

\*In the mail by 1/19/07

##### **Membership Drive**

\*Request into Jean Wigglesworth/Ceremonies & Special Events: permission to use her non-emeriti, academic personnel list for a one-time membership drive mailing

##### **Stationery**

\*Ordered 2500 envelopes each RA, EA, RC

\*Postal code is "RETC"

\*Also ordered UCDCRC note cards with envelopes

\*Arrive this Friday 1/12/07

##### **TriO Scholars Mentorship Program**

\*Info session planned for afternoon of Jan. 23

\*Need a few more retirees, only Calvin Handy & Aggie Constantini at this time; contacting Yvonne Marsh, Gary Perkins & Ellie Sandoval too

##### **RA Web Site**

\*Barbara Anderson & I will be working together on this

\*ReproGraphics – will set up meeting with them to discuss project perimeters & costs

##### **UCDHS**

\*Begin office hours there 1X month/February

\*Working out details with Gloria Alvarado & Guerren Solbach