

## **UC DAVIS RETIREES' ASSOCIATION (UCDRA)**

President Annual Report

July 1, 2012 – June 30, 2013

### **Position Charge and Duties:**

As President of the UCDRA I presided at the meetings of the Association and at all Executive Board meetings. I have tried to provide leadership to the Board by identifying goals, reviewing agendas, meeting minutes and related documents. In addition, my responsibilities included acting as the Chairperson of the Retiree Center Advisory Committee. I have written three articles for Campus Connections as "President Messages." I have advocated causes of concern to retirees and continually seek input of others to effectively lead the Board.

### **Accomplishments:**

- Conducted first formal orientation for new Board members
- Made substantial progress in completing position charge statements including writing four statements myself
- Was selected by the chancellor to chair the Pepper Spray Task Force with participation from a group of twenty-five community and campus leaders. My report will be released to the campus community.
- Served on the Campus Community Advisory Council
- Served on the Philanthropy and Planning Long Term Planning Committee of the Health System
- Served as Scholarship Chair for eight months
- Reviewed the UCDRA website and Mission Statement
- Developed with Board input the Planning Thoughts and Ideas list to assist the future workings of the Board

### **Suggestions for the Future:**

- Develop a greater connection with Staff Assembly who would like to assure that staff are part of the video history project
- Utilize the Planning Thoughts and Ideas document to assist in a positive direction for the Board
- Assure that the Board is a useful relevant organization for its members and all the retirees it represents
- Work to assure that Board service is enjoyable and productive

Submitted by Gloria Alvarado, June 12, 2013

UC Davis Retirees' Association  
Position of Secretary  
Annual Report: July 1, 2012 – June 30, 2013

Being of relatively sound, clear, and somewhat alert mind at this moment, I do hereby submit to the Executive Board of UCDRA, the annual report of the Secretary.

As written in the Position Statement of UCDRA, "The Secretary of the UC Davis Retirees' Association (UCDRA) is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted. In order to fulfill these responsibilities, and subject to the organization's bylaws, the Secretary records minutes of meetings, ensures their accuracy, and availability, fulfills any other requirements of a Director and Officer, and performs other duties as the need arises and/or as defined in the bylaws."

During the fiscal year July 1, 2012 through June 30, 2013, I recorded the deliberations of the Executive Board meetings on five occasions, missing but two. During the course of the meetings, I listened intently to what was said and recorded what I believed to be the pertinent and important points.

I wish to thank Gloria Alvarado who so ably stepped in and recorded the minutes of the two meetings I missed. Further, I wish to express my appreciation to Sue Barnes who reviewed my drafts and in some cases brought clarity to them.

Lastly, I am grateful to Phyllis McCalla who has found a new secretary. Thank you, Phyllis.

Respectfully submitted,

Norma Rice

June 30, 2013

## UCDRA Nominations Committee Annual Report: July 1, 2012 – June 30, 2013

### **Committee Charge:**

The UCDRA Nominations Committee is charged with advocating the value of volunteer service for the purpose of identifying retirees willing to serve on the Executive Board of the Association. The Committee is chaired by the Board's First Vice President and generally consists of at least two other regular members of the Association.

The Committee communicates with regular members to seek potential candidates to serve either one or two year terms of office in compliance with the organizational by-laws. Terms of service begin each year on July 1<sup>st</sup> and end the following year on June 30<sup>th</sup>. Potential Association Officers, Chairs and Members at Large must be identified and brought to the Executive Board as a list of candidates for review. The Executive Board discusses the candidates and approves those members that will be placed on the official slate of candidates. This slate of candidates is presented to the general membership for election and final determination. Newly elected officers assume their duties on the first day of the fiscal year following the election.

### **Committee Members:**

For the 2012 – 2013 fiscal year, the Nominations Committee consisted of Phyllis McCalla as Chair. As prior committee members were no longer participants in this process, consultations with new and prior members of the Board were utilized, along with publicity, seeking new Board applicants.

### **Activities for the Year:**

The Nominations Committee presented the following candidates to the Executive Board and each was subsequently elected to serve:

President, Phyllis McCalla (2013-14)	1 <sup>st</sup> Vice President, Janet Hamilton (2013-14)
Treasurer, Diane Mundy (2012-14)	Secretary, Linda Vieira (2013-15)
Member-at-Large HS, Karen Castelli (2013-15)	Member-at-Large, Sandy Filby (2013-15)
Member-at-Large, Bob Halferty (2013-15)	Member-at-Large, Norma Rice (2013-14)
Member-at-Large, Lucy Day (2012-14)	Member-at-Large, Micki Eagle Faulkin (2013-14)
Archivist/Historian, Open	By-Laws Silvia Hillyer
Campus Connections, Kate Mawdsley	Membership Yvonne Marsh
Nominating, Janet Hamilton	Program, Co-chairs Louie Campos and Bill Wagman
Public Relations, Rose Romant	Scholarship Maggie Ahern
CUCRA Rep, Barbara Nichols	CUCRA Alternate, Ted Hillyer

Note: Audit committee will be identified in May to perform a June audit.

Additional note: Archivist chair is Deanna Falge Pritchard

## UCD Retiree Association Scholarship Committee

Annual Report  
June 30, 2012 – July 1, 2013

### Committee Charge:

The UC DRA Scholarship Committee chooses the recipient(s) of the UC DRA scholarship in conjunction with the UC Davis Staff Assembly Scholarship Committee. The UC DRA Board will approve the dollar amount of the award(s). Eligibility is restricted to a current UC Davis employee seeking a degree from a California Community College, California State University and/or the University of California. Alternate educational institutions may be considered based upon the employee's career goals. The individual's goals should be compatible with a continuing University career.

### Committee Duties, Timelines and Accomplishments:

The UC DRA Committee Chairperson works with Staff Assembly to review, analyze and select the successful scholarship recipient(s). This year, two selection processes for scholarships were held. One process was conducted in the fall and one in the spring. In the first process a recipient was chosen and then recognized in the fall *Campus Connections* newsletter and the UCDEA/UC DRA fall meeting. In the next process a recipient was chosen and was honored at a Staff Assembly event and will be featured in the fall *Campus Connections* newsletter and the UCDEA/UC DRA fall meeting.

In both cases, the Scholarship Chairperson is responsible for fully participating in the Staff Assembly process, writing information about the successful candidate for *Campus Connections* and assuring that the recipient is invited to the fall meeting.

### Committee Members:

The Committee Chair makes the selection of the successful recipient of the UC DRA Scholarship recipient. Upon that selection, the Committee Chair discusses their choice with at least two other Executive Board members. In the past two years, this discussion has occurred with the President and Past President of the Board. Assuming no issues are identified, the Board accepts the selection of the Committee Chair. This formality assures that the Board and the Staff Assembly have no concerns about the selection process.

### Future Recommendations:

The Scholarship Committee Chair may choose to raise questions about increasing the number of scholarships given or the amount of each award. Staff Assembly awards are usually for a greater amount of money which puts the UC Davis Retiree Association at a bit of a disadvantage.

Maggie Ahern  
Gloria Alvarado

**UCDRA Audit Committee  
Annual Report: July 1, 2012 to June 30, 2013**

**Committee Charge:** The primary function of the Audit Committee is to provide an independent annual review of the financial records of the association and to report findings to the board president.

1. Provide to the board president an annual audit report summarizing the work performed, stating an opinion as to the condition of the financial records and presenting any findings and/or recommendations for improvement.
  - The report should be completed as soon as feasible after the close of the fiscal year (June 30), ideally prior to the September board meeting.
  - Specific duties to accomplish this include:
    - Obtain from the treasurer the year-end financial and budget report, check register, expense documentation, deposit documentation, July through June bank statements;
    - Obtain from the retiree center manager/staff copies of association bylaws, July through June board meeting minutes, prior year's audit report, member roster;
    - Read bylaws, meeting minutes and prior audit report to ensure familiarity with the treasurer's duties, association rules regarding approvals/signatures, and any actions, decisions or events affecting the association's financial/legal environment;
    - Evaluate controls in place to ensure safety of assets and accurate reporting of financial activity;
    - Review budget and compare to reported income and expense;
    - Verify beginning and ending cash balances on the financial report with bank statements;
    - Compare total reported member dues income to member roster;
    - Review documentation of a random sample of reported expenses;
    - Interview a few selected board members regarding any questions, concerns or subsequent events that could impact the financial condition of the association;
    - Prepare and present to the association president a report of the audit.
2. Provide to the board president by June 30 an annual committee report to include the committee charge, names of committee members, summary of the year's activities or accomplishments and any recommendations for the future.

**Committee Member:** Sharon Henn

**Activities:** The audit for the fiscal year ended June 30, 2012, was completed and the report submitted to the board president November 30, 2012. The annual committee report was completed and submitted to the board president June 7, 2013.

**Recommendations:**

- The Audit Committee should be composed of at least one member but preferably two (and no more than two) from the UCDRA membership. The selected member(s) should have prior financial experience and, if possible, at least one member should have some audit experience or education.