

UC Davis Retirees' Association Executive Board Meeting

Monday, November 7, 2011, 1:15-2:45 p.m.
Conference Center, room 2207

Agenda

1. Introductions and Announcements
2. Board contact list—distribute for corrections
3. Approval of the Minutes
4. Treasurer's Report – Diane Mundy
5. Emeriti Association Update – Bill Rains
6. Retiree Center Update – Sue Barnes
 - a. Football tailgate party—Saturday, 10/17, 11:30-1, Aggie Stadium
 - b. Fall meeting/5-year anniversary—survey results
 - c. CUCRA/CUCEA meeting—survey results
 - d. Vintage Aggies Wine Tasting—Friday, 11/4, Alumni Center
 - e. UCDEA/UCDRA holiday luncheon, Wed, Dec 7, 2011, 11:30-1, Alumni Center
 - f. “Transitioning to Retirement” classes
 - g. UC Davis Mind Body Wellness Challenge—January 27-March 16
7. Old Business
 - a. Shaun Keister, new vice chancellor for development, rescheduled to December meeting – Ted
 - b. Board Workshop reports – Ted Hillyer
 - c. Spring meeting 2012 – Sue Barnes
 - Confirmed for 5/14, 2-4 p.m., Alumni Center AGR Room
8. New Business
 - a. Day of general meetings—Mondays? – Sue Barnes
 - b. Picnic Day parade honorees (need info by 11/21 if to be included in winter newsletter)
 - c. Audit report – Sharon Henn
9. Committee Reports – Chairs
 - a. Membership Committee – Aggie Costantini, Linda Bullard
 - b. Public Relations and Media Committee – Barbara Leary will not attend
 - c. By-Laws Committee—Beverly Brooks
 - d. Nominations Committee – Gloria Alvarado
 - Member-at-large to replace Jim Wilson
 - Newsletter editor
 - e. Program Committee – Sandy Filby will not attend
 - f. Campus Connections – Kate Mawdsley
 - g. Scholarship Committee – Phyllis McCalla
10. 2011-12 board photo

Mark your calendars!

Additional 2011-12 Retiree Center/UCDEA/UCDRA events:

- EA/RA Joint General Meeting—Mon, 2/27/2012, 2-4 p.m., MIND Institute
- Vintage Aggies Wine Tasting—Fri, 4/20/2012, 6-8 p.m., Alumni Center
- Picnic Day Parade—Saturday, 4/21/2012
- UCDEA Annual Business Meeting—Thur, 5/10/2012, 1 p.m., Intl House
- UCDRA Annual Business Meeting—Mon, 5/14/2012, 2-4 p.m., Alumni Center
- Steak Bake—Friday, 6/8/2012, 6-9:30 p.m., Alumni Center
- New Retirees Reception—Thursday, 6/21/2012, 5-7 p.m., Alumni Center
- Volunteer Year-End Luncheon—Wed, 6/27/2012, 11:30-1, Alumni Center

UC DAVIS Retirees' Association Executive Board Meeting
Monday, November 7, 2011
1:15 – 2:45 p.m.
Conference Center, Room 2207

MEETING MINUTES

Attendees: Gloria Alvarado, Gil Apaka, Sue Barnes, Beverly Brooks, Lew Dudman, Micki Eagle, Deanna Falge-Pritchard, Anne Gray, Bob Halferty, Sharon Henn, Kate Mawdsley, Phyllis McCalla, Diane Mundy, Barbara Nichols, Bill Rains, Norma Rice, and Ted Hillyer, President

Unable to attend: Linda Bullard, Aggie Costantini, Sandy Filby, Barbara Leary, and Don McNary

Introductions and Announcements

The meeting was called to order by President Ted Hillyer. He introduced Kate Mawdsley who has agreed to serve as editor of *Campus Connections*. He asked that the contact list be reviewed before final distribution.

Approval of Minutes

Anne Gray pointed out that her name was omitted as “unable to attend” the October 3, 2011 meeting. Additionally, under Treasurer’s Report, page 2, b. should read: Atria Covell Gardens has agreed to pay for refreshments for the *Fall* 2011 meeting (not the Winter and Spring 2012 meetings.)

With those corrections noted, the minutes were approved in the form of a motion made by Bill Rains and seconded by Bob Halferty. Motion Carried.

Treasurer’s Report

Diane Mundy reviewed the November 7, 2011 Financial Report. Balance brought forward from 9/28/11: \$18,164.40; deposits totaling \$4,125; expenses of \$3,258.43. Ending Balance 11/3/2011: \$19,030.97.

Membership Report

Sue Barnes indicated that pending confirmation from Aggie Costantini, approximately 60 people will receive letters. Membership now totals 733.

Retiree Center Update –Sue Barnes

- a. Football tailgate party: only 13 retirees registered. RC will commit to one more year and reevaluate.
- b. Fall Meeting/Five-year anniversary – survey results. 240-250 registered, with about 200 attending. Generally, people liked the program. For next year, more volunteers are needed. Opinion regarding the music – some thought it was too loud.
- c. CUCRA/CUCEA meeting – survey results were reviewed.
- d. Vintage Aggies Wine Tasting: only about 12 attended.
- e. UCDEA/UCDRA holiday luncheon: Invitations have gone out. Cost will be the same as last year.
- f. Transitioning to Retirement classes. Work has begun on new retiree preparation classes. There will be one session for faculty and one for staff. Barnes outlined what will be covered.

- g. UC Davis Mind Body Wellness Challenge: Between \$8 and \$9,000 in sponsorships has been received.

Emeriti Association Update – Bill Rains

Bill Rains described issues that were discussed at the recent meeting, including medical concerns, the effectiveness of the joint benefit committee, and security verification of beneficiaries.

Old Business

- a. Shaun Keister will meet with Executive Board at December meeting.
Ideas, suggestions and questions to pose to him:
1. Do you have previous experience with university retirees?
 2. What roles do you see retirees playing in the department?
 3. What is your vision for the future the Retiree Center and retirees on the UC Davis campus?
- b. Board workshop. Discussion will take place at December and January meetings.
- c. Spring Meeting 2012. Confirmed for May 14, 2012, 2-4 p.m., Alumni Center AGR Room.

Report CUCRA Meeting October 26, 2011

According to Barbara Nichols, a good deal of discussion was devoted to the Joint Benefits Task Force Committee. Additionally, UCOP has consulted and requested information from CUCRA throughout the year. Officers gave their reports and following the break Center Director's gave their reports.

Report of CUCRA/CUCEA Joint Meeting October 27, 2011. The meeting opened with introductions from Ernest Newbrun (Chair CUCEA), Marian Gade (Chair CUCRA), and Ralph Hexton. Hexton described the progress UC Davis is making. A UC Regents Office of the Treasurer Representative gave a report. UCOP Customer Service representatives discussed Health Care. VSP – changing from “Signature to Choice” Network = minimal premium change this year. Costco has been added to the “Choice” network for frames and lenses. This year, there is an increased amount available in the amount of coverage for contact lenses, up to \$110. Graduated eligibility is listed on the address label which retirees will receive with their health packet from UP. This only affects about 12% of retirees.

For 2012. Packet of forms will be mailed regarding “Proof of Eligibility” for dependents. This must be filled out and returned.

The Joint Benefits Report: coordinate with Social Security, change in age factor 63 lowered to 60, separation safety employees. Last three VERIPs cost the University.

Ernest Newbrun gave an update on CUCRA/EA being formally recognized by UC to obtain liability coverage. It will be Regents Policy 5204, and has been deferred until November Regents meeting.

Interest was expressed in the various surveys that are conducted at different campuses. A central list of questions may be developed that individual campuses can use.

New Business

- a. Day of general meetings. Barnes questioned whether the day could be changed to Tuesday, giving RC more time to prepare for the meeting. The practice would begin next year. She will check on room availability.
- b. Picnic Day parade honorees
Send Barnes suggestions by month's end.
- c. Audit report
Sharon Henn submitted the report, noting that "... financial transactions are adequately documented and properly reported for year ended June 30, 2011." She commented that in the interest of improving controls and reporting, she recommended for the Board's consideration:
 1. Issuing receipts for funds received. This is a basic and important control of cash receipts;
 2. Implementing additional procedures that provide controls on cash receipts;
 3. Adding beginning and ending cash balances to the financial reports to present a more complete picture of the financial situation;
 4. Developing written policy/procedure (This is important.) It will also provide a set of official policy/procedures to audit against in the future. [Henn, Mundy and Barnes will work together to develop the necessary policy/procedure.];
 5. Tax deductible as it relates to donations to the Association. Need to make sure all paperwork is done. Treasurer Diane Mundy believes she has the necessary forms. Henn commented that the Association must have a determination letter from the IRS.

Committee Reports

None, from Membership, Public Relations and Media Committee, By-Laws and Program Committees.

Nominations Committee

Gloria Alvarado and Phyllis McCalla are working together to develop structure regarding the position of member-at-large.

Campus Connections

Kate Mawdsley, new editor, outlined the tentative calendar for the *Connections* publication and its delivery to members. She asked for clarification in terms of what to include in the content. It is important to include news from UCD Health System. Try to avoid duplication with Retiree Center news.

In the meantime, the upcoming issue will be combined with that of the Retiree Center's. At a future meeting, the matter of individual vs. combined publications will be discussed.

Meeting adjourned.

Norma Rice
Secretary and Recorder

UC Davis Retirees' Association
November 7, 2011

Financial Report

Balance brought forward from 9/28/2011 \$ 18,164.40

Deposits	Date		
	October 2011	Memberships	\$ 630.00
	October	CUCRA/CUCEA	\$3495.00

\$ 4,125.00

Expenses	Date		
	10/11//2011	2010-11 Staff Scholarship	\$ 1,000.00
	10/24/2011	CUCRA/CUCEA-Aggie Band	\$ 100.00
	10/24/2011	CUCRA/CUCEA-Seasons	\$ 2158.43

\$ 3,258.43

Ending Balance 11/03/2011 \$ 19,030.97

Prepared by D. Mundy
10/3/2011

Membership Report

Annual	Pd Thru Yr Ending	2011/2012	Change from prev. mo.
	2010	10	0
	2011	52	-8
	2012	219	+9
	2013	10	+2
	2014	4	0
	2015	0	0
	2016	<u>1</u>	<u>0</u>
Total Annual		296	+1
Associate		2	0
Life		<u>435</u>	<u>+4</u>
Total		<u>733</u>	<u>+7</u>

Respectfully submitted,
Aggie Costantini and Linda Bullard, Membership Chairs
11/7/2011

August 31, 2011

Ted Hillyer, President
Board of Directors
UC Davis Retirees' Association
University of California
Davis, California 95616

President Hillyer:

In fulfillment of my responsibilities as 2011-12 chair of the Audit Committee for the UC Davis Retirees' Association (UCDRA), I have performed the following procedures with regard to the financial records of the association for the fiscal year ended June 30, 2011.

1. Review bylaws of UCDRA
2. Review bylaws and standing rules of the Council of University of California Retiree Associations (CUCRA), of which UCDRA is a member
3. Review minutes of all 2010-11 meetings of the UCDRA board of directors for actions, decisions or events of a legal or financial nature
4. Review report of audit committee with regard to 2009-10 financial records
5. Review budget for the year
6. Verify beginning and ending cash balances per bank statements
7. Compare reported member dues receipts to current member roster
8. Review documentation of reported expenses
9. Interview selected board members regarding questions, concerns or subsequent events that could impact the financial condition of the association

Bylaws, standing rules and board minutes were obtained from the UCDRA and CUCRA web pages; UCDRA member roster was provided by Marjorie Ahl; all other records were provided by Treasurer Diane Mundy. Brief interviews were conducted with Ted Hillyer, Diane Mundy and Marjorie Ahl; I thank each of them for their knowledge and cooperation.

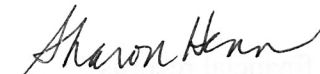
In my opinion, UCDRA financial transactions are adequately documented and properly reported for the year ended June 30, 2011. In the interest of improving controls and reporting, I submit the following recommendations for the Board's consideration.

1. Consider issuing receipts for funds received. Current UCD policy (PPM 330-55) states: "An official UC cash receipt shall be recorded for each collection." This is a basic and important control on cash receipts.

2. Consider implementing additional procedures that provide controls on cash receipts to: (a) ensure the accuracy of dues credited to members on the roster and (b) periodically reconcile total dues per member roster to bank deposits. My review of receipts disclosed some inconsistencies in crediting dues to specific members; these instances were minor but indicate a lack of appropriate controls.
3. Consider adding beginning and ending cash balances to the financial report to present a more complete picture of the financial situation. Cash balances are critical information for the board and a critical part of any financial audit.
4. Consider developing written policy/procedures (e.g., for cash receipts, expenditure approval, signature authority and financial reconciliation) to help ensure consistency as responsibilities are passed from one board member to another over time. This will also provide a set of official policy/procedures to audit against in the future.

I am available at your convenience should you have any questions.

Sincerely,



Sharon Henn
Chair, UCDRA Audit Committee