

NOTE TO MINUTES: The materials and reports briefly referenced in the following minutes are included in the meeting's Agenda Packet, available on the AOA website at the indicated page numbers.

**AUXILIARY ORGANIZATIONS ASSOCIATION
OF THE
CALIFORNIA STATE UNIVERSITY**

Draft Minutes of the Executive Committee

**Virtual Meeting
Held By Audio/Video Electronic Transmission**

January 11, 2022: 10 am – 11:30 am

<u>Officers & Representatives</u>			<u>Present</u>
Monica Kauppinen	President	Sacramento	Yes
Kacie Flynn	Past President	Humboldt	Yes
	Chair – Long-Range Planning Committee		
	Chair – Nominations Committee		
Sharleen Krater	President-Elect	Chico	Yes
	Chair – Conference Planning Committee		
Richard Jackson	Secretary/Treasurer	AOA Headquarters	Yes
Sandra Gallardo	Elected Representative	Sacramento	Yes
Michelle Crawford	Elected Representative	San Luis Obispo	Yes
Teresa Loren	Elected Representative	San Diego	Yes
Rasheedah Shakoor	Elected Representative	Dominguez Hills	Yes
Grace Slavik	Elected Representative	Northridge	Yes
vacant	Elected Representative	vacant	No
Todd Summer	Elected Representative	San Diego	Yes
Nicole Lane	Elected Representative	Fresno	Yes
<u>Designated Members</u>			
Iraida Venegas	Chair – AS/Student Union/Rec Committee	Long Beach	Yes
Aaron Neilson	Chair – Commercial Services Committee	Cal Poly Pomona	No
Djeneba Ahouansou	Chair – Bus. & Financial Services Comm.	Dominguez Hills	Yes
John Doebler	Chair – Human Resources Committee	Northridge	Yes
Steve DeLuca	Chair – Information Technology	Northridge	No
Jennifer Sneed	Chair – Research Administration	San Diego	Yes
Monica Alejandre	Chair – Philanthropy	San Bernardino	Yes
Starr Lee	Chair – Risk Mgmt. & Insurance Programs	Monterey Bay	Yes
Michele Goetz	Chair – Past Presidents Committee	San Diego	Yes
<u>Board Liaisons (Non-Voting)</u>			
Jonathan Bowman	CABO Liaison	Sacramento	Yes
Robyn Pennington	Business and Finance Liaison	Chancellor's Office	No
Lori Redfearn	Advancement Services Liaison	Chancellor's Office	Yes
Carrie Rieth	Office of General Counsel Liaison	Chancellor's Office	Yes

Guest: Matthew Sparks (new IT Chair); CPC Members: Martiz Ware, Aaron Elimelech, Kasey Shoen, Dixie Johnson, Taren Mulhause, Lorie Leetham.

Agenda Item	Follow-Up Action
<p><u>President’s Convening Information</u> Kauppinen welcomed everyone to the last Executive Committee meeting of the year. Meeting participants are using the interactive Zoom connection provided with the agenda to participate remotely. AOA’s Bylaws authorize meetings by teleconference so long as participants can communicate concurrently with each other and participate fully in all matters.</p> <p>Kauppinen went over some meeting mechanics and noted that voting on all action items will be conducted using the live “Chat” feature, which also creates a written historical record for the meeting minutes. She instructed virtual participants in the use of the “hand-raising” feature to signal one’s desire to speak.</p> <p>A. CALL TO ORDER AND OPENING REMARKS</p> <p>Kauppinen called the EC meeting to order at 10 am.</p>	
<p>B. APPROVAL OF AGENDA (Agenda, pgs. 1-2)</p> <p><i>Action Taken: The meeting’s agenda was approved as presented (m/ John Doebler, s/ Sharlene Krater).</i></p>	
<p>C. APPROVAL OF 8/20/21 MEETING MINUTES (Agenda, pgs. 3-21)</p> <p><i>Action Taken: The minutes were approved as presented (m/Michele Goetz, s/ Kacie Flynn).</i></p>	
<p>PUBLIC COMMENT PERIOD There was no public comment period at this meeting.</p> <p>D. OLD BUSINESS FOLLOW-UP (Agenda, pgs. 22-23) Richard Jackson presented a status update on the unfinished business items and board tasks carried forward from the prior meeting. Most of the project initiatives will carry over to next year when there will be more opportunity for in-person meetings.</p>	

<p>Next year we will begin to implement the new program of <u>continuing education and training</u> to be delivered remotely to the membership over course of the year. One suggestion was a Professional Development Webinar on the McKee Act. This will include programs delivered by Business Partners who have paid a premium conference sponsorship for this opportunity.</p> <p>Regarding the <u>AOA Website</u>, a Special Project Group might look at possible enhancements and associated costs in coordination with the Website Managers – such as a streamlined user interface to make it easier to access Standing Committee groups and materials, a stronger search function, and adding the capability for Committees to add sub-groups.</p>	
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<p>E. PRESIDENT’S REPORT</p> <p>1. <u>Voting Results on AOA Amended Bylaws and AOA Election Ballot</u> Kauppinen reported that the AOA membership approved by email ballot the Recommended Amended Bylaws sent out for adoption on October 24. 48 affirmative responses were received, in excess of the minimum 44 required for a quorum. The membership also approved the 2022 EC Leadership slate sent by email ballot for approval, with 47 (legible) affirmative responses, in excess of the 44 required. A 2022 AOA EC Leadership Roster was included in the agenda packet (pg. 24).</p> <p>2. <u>2022 AOA Conference Cancellation Topics and Rescheduling Plan</u> Kauppinen recognized and thanked the CPC staff members (invited to attend the meeting) for their wonderful work in designing the 2022 Conference Program, despite the disappointment of its last-minute cancellation due to the surge in COVID infections.</p> <p>3. <u>Annual Business Meeting Cancellation</u> Along with the cancellation of the conference, there was no opportunity for the traditional in-person annual meeting of the membership. Kauppinen individually thanked and recognized each of the EC members for their specific contributions over the prior year – something the President usually does at the annual meeting.</p> <p><u>Annual Report to the AOA Membership</u> Jackson reported that, as usual, a written Annual Report will be emailed to the entire AOA membership covering the topics also covered at an in-person meeting – that is:</p> <ul style="list-style-type: none"> • The AOA President’s Report summarizing key AOA activities over the past year • An Annual Report by each of the ten Standing Committees of AOA 	
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- The AOA Financial Report for the FY ending 6/30/21 by the AOA Secretary/Treasurer
- Annual Legislative and Compliance Update by AOA Compliance Consultant Robert Griffin
- The AOA Executive Committee Leadership Roster for 2022

As traditional, Kauppinen invited the in-coming AOA President, Sharleen Krater, to comment on the up-coming year for AOA. She looks forward to getting beyond our two cycles of COVID, proceeding with the good succession-planning work Long Range Planning has done, and using prior EC members in project roles.

F. Conference Chair’s Report

Conference Chair Martiz Ware commented on the difficult, but wise, decision to put safety first – despite the financial cost of cancelling the Indian Wells conference. Hopefully, much of the content will be able to be utilized in Webinars – or carried over to the next conference, where we will enjoy the richer experience of an in-person conference.

Refunds and Rollovers of Conference Sponsorships and Registrations

The AOA members and Business Partners who had registered for or had sponsored the conference were sent a notification that AOA would roll-over the 2022 payments to the 2023 January Conference scheduled in Sacramento. This will help with AOA cash flow, given the cancellation penalties that need to be paid. Alternatively, AOA offered to refund any 2022 payments to members or Business Partners upon request. In 2023, the auxiliaries will be able to assign the roll-over credits to any individuals on their staff – it doesn’t have to be the same person who registered in 2022 – and no administrative fees will be charged.

Planned Professional Development Webinar Series

Working with the Officers, Martiz Ware and Lorie Leetham (for Business Partner presentations) agreed to help plan an AOA-branded Webinar series to direct some virtual educational programming to the membership in the coming year. Business Partners could be a beneficial source of educational sessions transmitted to the membership, whether it is content they already have or that could be developed and tailored/curated to AOA (e.g., revenue development, equitable access, emerging issues, wellness, abuse prevention, etc.). Perhaps AOA’s partnership with NACAS would be expanded to include developing educational content.

A project manager is needed to lead the effort: this could rest with the President-Elect, or it could be assigned to an EC elected representative to give them an active project role. The HR Committee is already planning to repurpose Richard Bromley’s Update session as a streaming webinar.

G. SECRETARY-TREASURER'S REPORT (Agenda, pgs. 25-29)

1. AOA Financial Report

Jackson included a YTD financial report in the meeting packet, showing the impact of the conference cancellation on various budget line-items and net income for the year.

2. Financial Impact of Conference Cancellation and Mitigations

Jackson informed the Board of the hotel's cancellation penalty of \$300,820 and the Encore (AV) penalty of \$60,819, totaling \$361,639. So, we had large expenditures with no conference income this year to pay for them (since the 2022 payments were either rolled forward or refunded). This is a good demonstration of the value of having strong financial reserves. With Unallocated Net Assets at 6/30/21 of \$766,783, AOA is financially solid, even with the penalty hit.

The Hyatt Regency in Indian Wells agreed to mitigate a portion of these expenses if we booked a replacement conference – offering a 50% credit if we booked the meeting in the 2022 calendar year, and a 25% credit if we booked in 2023 or 2024.

The Officers considered but rejected the idea of a spring 2022 replacement conference for a number of reasons:

- It would burden the CPC to have to plan two conferences in the same year;
- Spring or early summer is not a good time for auxiliary staff to be away;
- A spring meeting would dilute the appeal of another conference a few months down the line and negatively impact sponsorship and registrations;
- It would compete with the inauguration of the Website Educational Series; and
- There is no guarantee that COVID won't require another conference cancellation in the spring, thereby doubling our penalty fees.

Since AOA already has a conference booked for January, 2023 at the Hyatt Regency in Sacramento, we looked at the options available for 2024. The conference date that works best is the one beginning Sunday, January 7. It was suggested we see if Standing Committees could get some credit against meetings they might hold in Indian Wells in 2023.

3. Acceptance of Audited Financial Statements and Report by Audit Firm

Kauppinen noted that AOA received a clean opinion from its auditors, and there were no audit findings. The auditors reiterated the important oversight role of both the President and the Board.

Action Taken: The Board formally accepted the audited financial statements and report to the board (m/ John Doeblor, s/ Teresa Loren).

4. Acceptance of AOA Federal and State Tax Returns

Action Taken: The Board formally accepted the Federal Form 990 and State Form 199 (m/ Sandra Gallardo, s/ Teresa Loren).

H. MEMBER RESOURCES

1. Alert to New Issue Briefs by Robert Griffin (Agenda, pg. 30)

Included in the agenda packet are revised Issue Briefs on

- Auxiliary Board Emergency Powers, Meetings and Actions (dealing with Seymour Act meeting requirements, and
- Student Body Organization Board Meetings, Powers and Actions (dealing with Gloria Romero Act requirements

I. NEW AND RETURNING BUSINESS ITEMS

1. Submission of Completed Conflict of Interest Documents

Per AOA policy and code regulations, Jackson requested that voting board members complete and return to him the annual COI statements.

J. BUILDING RELATIONSHIPS AND PARTNERS

The usual CABO and CO Liaison reports were not presented at this abbreviated meeting.

K. REPORTS

1. Robert Griffin’s Annual Legislative and Compliance Update is posted to the AOA Website.

The usual Standing Committee reports were not presented at this abbreviated meeting.

Update on Long Range Planning

Kacie Flynn reported that the LRP Committee has redrafted (with rearrangements) the scope of work and job descriptions for various Service Providers roles. The new design is focused on functions (as opposed to specific persons). The new Committee Chair (perhaps with an expanded committee) will be fine-tuning the planning, putting some costs to the model in the spring, and make report to the board in April.

Advance planning on staffing models is very timely, given the number of people retiring or reassessing their relationships to work. One thing we should do is conduct a survey to establish a “bench” or pipeline of future retirees or others interested in a future service provider role.

L. INFORMATION AND ANNOUNCEMENTS

The EC meeting schedule for next year is printed at the end of the agenda.

M. ADJOURNMENT

By acclamation, the Executive Committee was adjourned at 11:30 am.

Respectfully Submitted,

Secretary/Treasurer

