

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
Sheraton San Diego Resort**

January 11, 2025

Officers & Representatives

			<u>Present</u>
Heather Cairns	President	Northridge	Yes
Rasheedah Shakoor	Past President	Dominguez Hills	Yes
Cecilia Ortiz	President-Elect	Dominguez Hills	Yes
Grace Slavik	Secretary/Treasurer	Northridge	Yes
Andrew Singletary	Elected Representative	Sacramento	Yes
Annie Macias	Elected Representative	San Marcos	No

Liz Roosa Millar	Elected Representative	Cal Poly Pomona	Yes
Michelle Crawford	Elected Representative	Cal Poly SLO	Yes

Andrea Burns	Elected Representative	Cal Poly SLO	Yes
John Doeblar	Elected Representative	Northridge	Yes
Melinda Swearingen	Elected Representative	San Diego	Yes
Janelle Temnick	Elected Representative	San Diego	Yes

Designated Members

Jeffrey Rensel	Chair – AS/Student Union/Rec Comm.	Monterey Bay	Yes
Cyndi Farrington	Chair – Commercial Services Committee	Long Beach	Yes
Shailendra Baghel	Chair – Bus. & Financial Services Comm.	San Jose	Yes
Yvonne Bermudez	Chair – Human Resources Committee	Long Beach	Yes
Alexander Gonzales	Chair – Information Technology Comm.	Northridge	Yes
Chantal Ebarle	Chair – Research Admin Committee	East Bay	No
Ian Hannah	Chair – Philanthropy Committee	Sonoma	Yes
Chuck Kissel	Chair – Risk Management/Insurance	Fullerton	Yes
Monica Kauppinen	Chair – Past Presidents	Sacramento	Yes

Appointed Staff (Non-Voting)

Richard Jackson	Business Manager/CFO	AOA Executive Committee	Yes
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Board Liaisons (Non-Voting)

Colin Donahue	CABO Liaison	Northridge	No
Robyn Pennington	Business & Finance Liaison	Chancellor's Office	Yes
Aaron Moore	Advancement Liaison	Chancellor's Office	Yes
Carrie Rieth	General Counsel Liaison	Chancellor's Office	No
Beth Ryan	Human Resources Liaison	Chancellor's Office	No

Agenda Item	Follow-Up Action
<p><u>President's Convening Welcome</u> Heather Cairns welcomed everyone at the table.</p> <p>A. CALL TO ORDER AND OPENING REMARKS Cairns called the EC meeting to order at 3:02PM.</p>	
<p>B. APPROVAL OF AGENDA</p> <p><i>Action Taken: The meeting's agenda was approved as presented (m/John Doeblers/Yvonne Bermudez).</i></p>	
<p>C. APPROVAL OF 11/15/24 MEETING MINUTES</p> <p><i>Action Taken: The minutes were approved with amendments the following amendments: (1) no reserves policy draft attached, only talking points. The committee only approved the talking points, (2) page 5, it should be "CSU Buy" rather than "CSU by", and (2) page 22, "Kissel agreed, pointing out that a major driver of the increase is due to large claims". (m/Cecilia Ortiz, s/Liz Roosa Millar).</i></p>	
<p>PUBLIC COMMENT PERIOD There was no public comment period at this meeting.</p> <p>D. OLD BUSINESS FOLLOW-UP</p> <p>Richard Jackson presented a status update on the unfinished business items and board tasks carried forward from the prior meeting. Three items were brought up: (1) pending credit card status, (2) AOA Recognition awards pending, specifically gift to the outgoing President, and (3) add revised reserve policy draft to be presented to the EC.</p>	

E. President's Report

Voting Results on AOA Election Ballot

2025 AOA EC Leadership Roster was included in the agenda packet on pages 24 and 25. Cairns will notify the newly elected officers.

Service Provider Succession Planning

The discussion on service provider succession planning will be an ongoing topic into next year. This topic will be included in discussion with Long Range Planning and Past Presidents.

AOA Annual Business Meeting with AOA Member Organizations

An email was sent to all committee members with details about the meeting. The AOA Annual Business Meeting is scheduled for Monday, January 13, 2025, at 5:15 PM. Standing Committee Chairs have been requested to prepare a report for the meeting, with a presentation time of 2 to 3 minutes each.

Criteria for Candidates for AOA President

The committee discussed the criteria for candidates for AOA President, initially intended as an action item but tabled until the April meeting. Key points included the importance of experience in conference planning or completing the leadership academy, as well as the potential requirement of at least one year of Executive Committee experience. The group also addressed concerns about the roles of President and President-Elect, and emphasized the need to consider all strong candidates.

Action Taken: The committee decided to move to table the discussion until April meeting (m/John Doeblor, s/Cecilia Ortiz).

Recognition of Outgoing EC Members

Outgoing EC Members were recognized and Cairns handed out the certificates to the EC members.

Current Issues Affecting Auxiliaries (with CO Liaisons)

Pennington and Moore noted that the January Board of Trustees meeting will include discussions on strategic planning (including engagement of auxiliary employees), Graduation Initiative 2025, updates on AI, and Multi-University Collaboration.

F. SECRETARY-TREASURER/BUSINESS MANAGER REPORT

The transaction report for the period of November through December 2024 was included in the agenda packet. A financial report will also be presented during the AOA Annual Business Meeting. It was noted that AOA is currently in the process of rebuilding its assets. Dues are determined based on an auxiliary's operating expenses rather than revenue, as operating expenses more accurately reflect the level of activity within each auxiliary. Additionally, Cairns mentioned that the officers will conduct a comprehensive review of conference operations in 2025, including establishing a process for reviewing major contracts before they are finalized.

G. PRESIDENT-ELECT'S REPORT

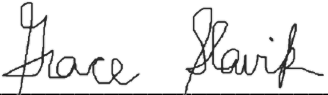
Ortiz provided the schedule of activities for the EC members.

On Sunday, the Executive Director luncheon will take place in the Marisol Room, with Steve Relyea joining the discussion. The formal conference opening is scheduled for 1:00 PM. Standing Committee Chairs are expected to attend, followed by Standing Committee meetings. Members are encouraged to attend the ribbon-cutting ceremony at 4:00 PM and EC members should arrive by 3:55 PM. A photo of the EC will also be taken. Dinner on Sunday evening will be on your own.

On Monday, the general session will feature Dr. Giles, and books will be distributed to participants. The AOA Annual Business Meeting will take place and include high-level updates. The Annual Banquet will be held that evening. On Tuesday, breakfast roundtables will include cards for participants to share interests or questions, and there will be updates from the Chancellor's Office.

The committee expressed appreciation for the business partners. A total of 49 business partners have registered this year, which is fewer than in previous years. Sponsorship levels, including Gold and Diamond, can be reviewed in the conference app. Final participant registration numbers will be available at the end of the month, as registration is still in progress.

Ortiz recommended the creation of an ad hoc committee to explore ways to provide additional networking and educational value to AOA members. Several ideas were discussed during the meeting, including making the final lunch of the conference a "lunch on your own," conducting a survey to identify what members feel is missing or what additional offerings they are looking for, and finding ways for AOA to remain relevant throughout the year—not just during the annual conference. Other suggestions included shortening the length of the conference or holding smaller, regional mini-conferences, as well as considering long-term contracts with venues to keep the conference in the same location for multiple years. The committee agreed to hold off on signing a contract for the 2028 conference location while these ideas are being explored. The following members volunteered to serve on the ad hoc committee: John Doeblor, Janelle Temnick, Shailendra Baghel, and Cyndi Farrington.

<p>H. MEMBER RESOURCES</p> <p>Robert Griffin’s Annual Legislative & Compliance Update will be posted in the AOA website.</p> <p>The Issue Brief on Auxiliary Organization involvement in CSU Policy Development was emailed to the Executive Directors, but Jackson will resend it again to the Executive Directors and to the committee.</p>	
<p>I. NEW AND RETURNING BUSINESS ITEMS</p> <p><u>Submission of Completed Conflict of Interest Documents – Voting EC Members</u></p> <p>Jackson reminded the committee to complete, sign, and return the conflict of interest form to him. Hannah suggested that the form should be distributed at the beginning of the year, with a reminder sent to the group in March. Moore recommended that the form be provided and submitted at the start of each new term, and that a statement be included indicating that any changes to the information must be reported to AOA, with a specific individual designated to receive updates.</p>	
<p>J. BUILDING RELATIONSHIPS AND PARTNERS</p> <p>No formal reports from the CABO or Chancellor’s Office Liaisons at this abbreviated meeting.</p>	
<p>K. REPORTS</p> <p>No formal reports from the AOA Standing Committee Chairs at this abbreviated meeting. Standing Committee Chairs Annual Reports on committee accomplishments will be included in the Annual Report sent to the AOA Membership following the EC meeting.</p>	
<p>L. INFORMATION AND ANNOUNCEMENTS</p> <p>Next meeting: April 18, 2025 in person in Long Beach.</p>	
<p>N. ADJOURNMENT</p> <p>By acclamation, the Executive Committee was adjourned at 4:35pm.</p> <p>Respectfully Submitted,</p> <p></p> <p>Secretary/Treasurer</p>	