

UNIVERSITY AUXILIARY SERVICES AT ALBANY
BOARD OF DIRECTORS MEETING
State Room, State Quad Dining Hall
September 29, 2010, 11:30 A.M.

President Garafola convened the meeting at 11:31 a.m. The following Directors were present:

Ms. Laurie Garafola	Mr. William McCann
Ms. Carol Anderson	Mr. Tremayne Price
Ms. Sophia Hammett Turner	Mr. Steven Berkowitz
Ms. Candace Merbler	Ms. Leah Rotella
Mr. Tom Bessette	Mr. Matt O'Neil
Dr. Michael Christakis	Ms. Gael Black
Mr. Justin Wax Jacobs	

Absent: Mr. Kevin Wilcox; Ms. Karen Acosta McNeill

Also in attendance: Mr. J. Eric Smith, UAS Executive Director; Ms. Michelle DiDonna, UAS Associate Executive Director; Ms. Karen Kettlewell, UAS Associate Executive Director; Mr. Scott Gorgas, UAS Director of Finance; Ms. Cynthia Calautti, UAS Director of Communications; Ms. Emily Tracy, UAS Director of Human Resources; Ms. Heather White, Bookstore General Manager; Mr. Andrew Matthews, Manager, UHY; Mr. Michael Lipschutz, Partner, UHY

PUBLIC COMMENT

None at this time.

BOARD ORIENTATION

Mr. Smith gave an overview of UAS as a corporate entity, and addressed the Board regarding duties and obligations as Board members. Please see attached document for Mr. Smith's notes.

ELECTION OF NEW OFFICERS/REQUESTS FOR COMMITTEE ASSIGNMENTS

Ms. Anderson nominated Ms. Garafola for the President position. Motion seconded by Mr. Price. Ms. Garafola accepted the nomination. With no further nominations, Ms. Garafola is President by acclamation.

Mr. Price nominated Ms. Rotella for the Vice President position. Motion seconded by Ms. Anderson. Ms. Rotella accepted the nomination. Mr. Wax Jacobs nominated Mr. Berkowitz for the Vice President position. Motion seconded by Mr. O'Neil. Mr. Berkowitz accepted the nomination. Ms. Garafola briefly explained the Vice President role, and asked for the candidates to speak on why they would like the position. Mr. Berkowitz explained his history with the board and his desire to serve in a leadership role. Ms. Rotella rescinded her nomination. With no further nominations, Mr. Berkowitz is Vice President by acclamation.

Mr. Berkowitz nominated Ms. Rotella for the Secretary position. Motion seconded by Mr. Price. Ms. Rotella accepted the nomination. With no further nominations, Ms. Rotella is Secretary by acclamation.

APPROVAL OF THE MAY 5 MINUTES

A motion was made to approve the minutes of the May 5, 2010 Board meeting by Ms. Anderson. This motion was seconded by Mr. Berkowitz and approved unanimously.

COMMITTEE REPORTS

Finance and Audit Committee – In accordance with New York State Department of State Public Officers Law, Article 7, “Open Meetings Law,” a motion was made by Ms. Garafola that the directors go into Executive Session to discuss the financial and pension audits with UHY Auditors. Mr. Price seconded the motion, which was approved unanimously.

Long Range Planning Committee – Ms. Garafola, Committee Chair, presented the Strategic Planning Baseline. John Johnston of UHY was the initial consultant for the project, but has since left the organization. Ms. Garafola stated that Mr. Smith was in the process of finding an individual to facilitate a working retreat for the board to move through the mission statement, vision and goals/objectives stages of the strategic planning process this fall. A planning retreat is tentatively scheduled for November 1, 2010, from 6:00 to 9:30 PM.

Bookstore Committee – Heather White, Bookstore General Manager, introduced herself to the group and discussed the textbook rental program and financial performance of the Bookstore through the opening rush season. Ms. White announced that about 4,500 books have been rented thus far. She also discussed the push towards digital books, and plans to update the store's appearance.

Program Committee – Mr. McCann announced that the committee granted supplemental funds during the summer, and the deadline for the second phase of applications is October 1.

Dining and Services Committee – The committee had no news to report.

President Garafola asked the Directors to sign up for three committees that they would be interested in serving on and stated that decisions on the committees would be made and transmitted to the Board in the near future.

EXECUTIVE DIRECTOR REPORT

Mr. Smith reviewed the 2010 UAS summer projects. Highlights included the opening of the State Quad dining hall and Tim Horton's, the significant meal plan changes with the implementation of the Opportunity Plan, the social media campaign, the new hires to the Dining and Services team, and the move to Colonial Quad for the Dining and Services and Communications staffs.

NEW BUSINESS

Mr. Wax Jacobs raised concerns about line management at Zepps and pricing at Sbarros. Discussion took place, and Mr. Smith and Ms. Kettlewell committed to working with UAS Quality Assurance personnel to evaluate and address the issues raised.

PUBLIC COMMENT

None

ADJOURNMENT

A motion was made by Mr. Bessette to adjourn the meeting. The motion was seconded by Ms. Rotella and unanimously adjourned at 1:14 p.m.

Respectfully Submitted,

Leah Rotella
Board Secretary