

UNIVERSITY AUXILIARY SERVICES AT ALBANY
BOARD OF DIRECTORS MEETING
Danes Den, Indian Quad Dining Hall
November 5, 2010, 11:30 A.M.

President Garafola convened the meeting at 11:38 a.m. The following Directors were present:

Ms. Laurie Garafola	Mr. William McCann
Ms. Carol Anderson	Mr. Justin Wax Jacobs
Ms. Sophia Hammett Turner	Mr. Steven Berkowitz
Ms. Candace Merbler	Mr. Kevin Wilcox
Mr. Tom Bessette	Mr. Matt O'Neil

Absent: Ms. Karen Acosta McNeill; Ms. Gael Black; Ms. Leah Rotella; Dr. Michael Christakis; Mr. Tremayne Price

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. Alisa Mathis-Peterson, Residential District Manager, Chartwells

PUBLIC COMMENT

None at this time.

APPROVAL OF THE SEPTEMBER 29, 2010 MINUTES

A motion was made to approve the minutes of the September 29 meeting by Ms. Anderson. This motion was seconded by Ms. Hammett Turner and approved unanimously.

EXECUTIVE DIRECTOR'S REPORT

Mr. Smith gave a mid-semester review of UAS services. Chartwells had a challenging start to the year, with problems arising due to the late opening of the new Tim Horton's and the unusual timing of the Jewish holiday during the same week as Labor Day. UAS was better able to respond to these issues promptly and effectively than we

might have been in the past with our two new Quality Assurance Associates on staff. The new management team at the bookstore is operating well, with the textbook rental program more successful than expected. The audit and Form 990 have been completed and are scheduled to be submitted on time. The social media campaign has been successful thus far and has helped create two-way conversations and feedback between UAS and the student body. The transition from large-scale, Program Fund-sponsored Saturday night programming to smaller, weeknight and weekday programs has been successful, with the Tuesday Night music performances steadily gaining interest and attendance.

COMMITTEE REPORTS

Dining and Services Committee – Mr. Bessette, 2009-2010 Committee Chair, reported that the chair and co-chair were not elected at the last meeting due to a lack of quorum. A meeting to review what was discussed and to elect a chair and co-chair will be scheduled as soon as possible.

Finance and Audit Committee – Mr. Wilcox, Committee Chair, announced that Mr. Berkowitz was elected as the committee co-chair for the second year. Mr. Wilcox also discussed the review of the management letter issued regarding the UHY audit. The committee accepted the management letter and will monitor management to ensure any issues are promptly resolved. Mr. Wilcox also discussed the Form 990 for July 2009 through June 2010. The committee accepted the 990 and management will put the document on the board wiki for additional review by other board members before it is submitted on November 15.

Long Range Planning Committee – Ms. Garafola, Committee Chair, thanked the board for attending the Strategic Planning Retreat on November 1, and noted that Ms. Susan Weinrich, the Strategic Planning Facilitator, would be coming to meet with the committee on November 15. The committee hopes to present a mission statement, a vision, and high level goals to the board at the December Board of Directors meeting.

Bookstore Committee – The chair and co-chair were not present. Ms. Garafola requested that the board review the minutes from the most recent committee meeting. An ad-hoc committee, consisting of all Bookstore and Executive Committee members, will begin to explore best practices on how to best provide textbooks, retail and rental services in the long term. Ms. Anderson will chair the ad-hoc committee.

Program Committee – Mr. McCann announced that 61 applications were submitted for review for Spring 2011 programming. The committee also discussed granting additional

funds to the Student Association World Within Reach Speaker Series, on top of the large grant provided for Fall 2010. It was suggested that the committee might consider the Speaker Series as a single annual block grant for the next fiscal year.

PRESENTATION AND OVERVIEW OF DINING SERVICES

Alisa Mathis-Peterson, Chartwells Residential District Manager, introduced herself to the group and discussed all dining updates for the year thus far. Highlights included meal plan changes, the opening of Häagen-Dazs, the increase in sales at Downtown Cafe, the addition of four Culinary Institute of America graduates to the staff, and the plans to become a Center of Excellence within the Compass group.

NEW BUSINESS

None at this time.

PUBLIC COMMENT

None at this time.

ADJOURNMENT

A motion was made by Mr. McCann to adjourn the meeting. The motion was seconded by Ms. Merbler and unanimously adjourned at 12:54 p.m.

Respectfully Submitted,

Leah Rotella
Board Secretary