LAUC-I Executive Board Meeting

Monday, August 27, 2012, 11:00a.m. - 12:00p.m., Langson Library 229

Approved by the Executive Board, 9-27-2012


1. Pauline welcomed Beth Wootton, Director of Finance. Board members introduced themselves to Beth.

   - Beth presented information on University of California financial policies (UC policy BUS-79) that apply to LAUC-I activities:
     - Refreshments at regular and special LAUC-I meetings may be reimbursed because the meetings are infrequent and because LAUC-I is a professional organization
     - However, reimbursement for meals for individuals is generally not permissible. Therefore, when the past chair conducts new member orientations, reimbursement for lunch cannot be justified. If individuals go to lunch, they must cover their own expenses.

   ACTION: The Board agreed that the past chair should no longer conduct new member orientations over lunch, but should schedule meetings in an office or conference room instead.

     - Beth explained that in order comply with UC policies, the Libraries will now require pre-approval for expenditures. She suggested that LAUC-I develop a process for the appropriate LAUC-I officer to pre-approve via email the projected costs for refreshments, programs, etc.
     - Beth also stated that it is always necessary to have separate receipts for food related items and supplies such as napkins, plates, etc. Corporate cards may be used for both kinds of expenditures.
     - Beth indicated that the University encourages the use of approved catering services so as to minimize use of staff work time to prepare for events.

   ACTION: The Board will develop procedures for LAUC-I refreshments expenditures, reimbursement, and pre-approval.

     - Beth said the 2012-13 budget is almost ready and the LAUC-I budget should be the same as 2011-12. There are 2 funds: general and program. LAUC-I can move general funds to program as needed, but program funds cannot be transferred to use for general expenses. Unused program funds can be carried over to the next year. General funds do not carry over.
2. LAUC-I Executive Board Transition: Pauline Manaka (Chair 2011-12) passed the virtual gavel to Kristin Andrews (Chair 2012-13).

3. Budget Update: Kristin reported that the 2011-12 budget was completely expended. Brian will provide future budget updates as Vice-Chair.

4. Pauline will work with IT to update LAUC-I listservs and T:drive access as appropriate for 2012-13.

5. After much consideration, Kristin decided to appoint a Web Manager for 2012-13 to replace Jeffra Bussmann. Annette Buckley enthusiastically volunteered for this role. She is receiving training on the CMS from Chloe Lerit in Web Services, and will work with Kristin and Kathryn to update and post material on the LAUC-I website.

6. Kristin explained that LAUC-I will begin work on developing written procedures for LAUC-I officers, committees, web manager, etc. She is thinking of appointing an ad hoc committee to coordinate the project.

7. Kristin went over the duties of the officers. The Executive Board must meet 6 times, and she will develop a calendar after polling board members for the best days/times for meetings.

   **ACTION:** Kristin will send the Board an email with potential meeting times. Please respond promptly with preferences.

8. All committee chairs as well as officers and member-at-large are expected to attend LAUC-I Executive Board meetings.

9. LAUC-I Ex. Board minutes for July 30, 2012 were approved with minor changes.

10. Next meeting date and time to be determined.

11. The meeting was adjourned 12:02 pm