

**PEA Executive Committee
Meeting Minutes
For
November 4, 2004**

Board Members Present: Marsha Howell, Shauna Crane, Stacie Gomm, Bryan Earl, Betsy Newman, Matt Lovell, Dave Petersen, Kevin Reeve, Liz Allred, Debra Parrish.

Members not Present: Rob Barton, Jay Greene, Kelly Olsen

Brian made motion to approve Oct meeting minutes as presented. All in favor.

- **Scholarship/Endowment:**

Ballots were distributed to nine members concerning the question of combining the Professional and Classified Associations at the present time. Matt asked some questions concerning why we were voting. Marsha explained the request by HR that we do it by ballot. All ballots were counted by Debra and all nine voted "No".

- Betsy reported that Bryan will talk at the luncheon on Scholarships. There will be a payroll card on each of the tables. The request letter will be ready next week.

Question was asked on PEA Identity. Betsy and Liz reported that the Word Mark with the PEA graphic was created in 1998. The new web page is different also. Members would like to see all the letterhead, web design all the same. Create easy recognition factor. Liz and Jay still had current letterhead and envelopes. Marsha and Betsy would get it from them. Discussion tabled until a future meeting.

- The PEA yearly budget is \$2,000. It is important for us to be cautious on our spending, but we should be sure that all of it is used for PEA. Would like to see some put to use at Utah Public Radio Bryan is working on this at possible budget of \$200.

Marsha will meet with Jay soon and get a direction on our budget status.

- **Professional Development:**

Dave discussed the Agenda for the PEA Appreciation Luncheon. Kevin will present the employee for the quarter. Bryan will explain the Scholarship package. Marsha will do the Welcome. There will be an introduction for our guest speaker Gary Straquandine who will take about 15-20 minutes. Stacie will close with our Thank You and reminder of Scholarships.

Marsha will extend a special invitation to Ron, Kevin and President.

Send an email out for reminder. Need to get the final number to Dave by Monday.

- Stacy reported on the October cruise. Best cruise they had ever been on. The Mexican Riviera and the Diamond Princess was awesome.

- **Professional Relations:**

Kevin reported that Rachel Lewis from the Advising Center is the Employee of the Quarter. He asked questions concerning what was the gift. Information was given as a \$50 gift certificate to bookstore and plant had been given in the past. Suggestion was made to get an American Express Gift card because of ability to use in a few more places. Kevin and his committee will work on getting the Statesman and the Herald Journal to publish information concerning the award and recipient. He will be soliciting more nominations at the luncheon.

- **Legislative Committee**

Liz reported that she has contacted electors to attend the December Brown Bag which will be on Dec 2 in the Walnut Room with a luncheon. There will be a \$2.00 contribution per person. Liz will let Dave know. Suggestion was made to set the electors at the tables with attendees, then have each of them report on what they are going to do for the PEA and CEA concerns. Liz will notify them of these by letter prior to Brown Bag.

Liz reported also on the UHESA Day to be on February 2, at the legislature. Liz will supply something for the Dec Newsletter and again in the January letter. She will ask attendees to RSVP so that rides and parking can be coordinated. The time frame now is to be from 10-2 pm. We will meet with our legislators from 10-12. UHESA will provide a buffet luncheon for legislators. Our suggestion is to set up a table for Aggie Ice Cream, Suggestion is to serve finger food. UHESA will do a presentation after the meal. The room they have reserved holds up to 140 people. Our hope is to meet with the President or/Lee Burke prior to trip. By January have special letter to Higher Ed Appropriations committee. Hope to have buttons that say "I support Higher Ed". UHESA is hoping to track the voting record of each legislator. Liz will set up meeting with Lee and Ron to coordinate what the University is presenting. Make sure that we are supporting their requests.

- **University Relations:**

Shauna would like information on UHESA, luncheons, etc. so it can be put in Dec newsletter. She asked that if we know of any Professional that has received any awards, nominations, etc. for newsletter. We need to broadcast our accomplishments.

- Include information about being a mentor. (See attached letter)

- **General:**

Marsha reported that all employees that were full-time would receive \$515 on Dec 10th. It would be prorated for those that are not full-time. Taxes will be taken. All received letter from President concerning extra days during the holiday. It was discussed that it was appropriate to send out personal Thank-you letters to President.

Marsha also reported that 23% of our medical dollars are still going to prescriptions. This is more than they had considered. There may need to have some adjustments made soon.

- Debra reported that she would not be at the December meeting.

Meeting adjourned.