MONTHLY PLANNING & INFORMATIONAL MEETING

Minutes

September 9, 2013

1. **Welcome (Craig Whyte, Amanda Davis excused)**

2. **Approve Minutes for August**
   Minutes were approved for August with no corrections.

3. **General Business: Carl**
   a. **Fall newsletter discussion**
      Carl discussed items that should be included including upcoming Brown Bag Luncheons, suggestion to submit nominations for PEA Employee of the Quarter for the future, Swim Night report, Plug for scholarship donations. Carl will get a PEA letter to Kathy as well. All other board members were encouraged to submit any additional items for the newsletter. Target date for disbursal is Friday, September 10, 2013.

4. **Budget and Finance: Karen**
   Karen reported that she had received confirmation from Monica Trippler from the USU Card Office that the PEA scholarship fund had received $6987.42 from funds of inactive student body or conference cards that had been unclaimed for 3 years.

5. **Committee Reports**
   a. **Scholarship/Endowment: Leslie**
      A fall newsletter item was submitted to Kathy.

   b. **Legislative Committee: Amanda (excused)**
      No report

   c. **Professional Development: Ruth**
      No report

   d. **University Relations: Kathy**
      Kathy will add minutes for last two PEA meetings to the website. Her target date for fall newsletter to be completed and distributed is September 13th.

   e. **Professional Relations: Rob**
      Rob will contact HR director to notify her that Dayna Barrett will be recognized as PEA Employee of the 2nd Quarter. He will find out when a staff meeting will be held where she can be recognized. Carl will order the plaque from Al's Trophy.

   f. **Benefits & Advisory: Guy**
      No report

g. **Parking: Justin**
Justin spoke with Teresa Johnson in Parking about issues which were brought up in the last PEA meeting. He will follow up with her on these issues and report at next meeting.

h. **Calendaring: Kimberly**
No report

6. **Next Meeting: Monday, October 7th at 12:00 PM (TSC Senate Chambers)**