**AP Assembly Executive Board Retreat**

Thursday, June 30, 2011

Meeting Minutes

**Attendees**: Sarah Mullin, Mike Stromayer, Amanda Benjamin, Holly Reed, Jean Szura, Melinda Booth, Kelly Garnett, Steve Shablin, Julie Dermidoff, Carmen Etienne, Chris Jensen, Petra Knoche, Ryan Mostiller

1. **Welcome and Introduction**: Welcome everyone!
2. **Approval of May meeting minutes**: Approved.
3. **Secretary Volunteer for Future Meeting**: Kelly Garnett has volunteered for August meeting.
4. **Recognition of Outgoing Members**: Thank you everyone! Gifts from Sarah
5. **Purpose of AP Assembly**: Review of AP Constitution; no amendments suggested at the moment.
6. **Senate Committee Appointments**: Spots may be opening up in the near future for those interested. Send nominations to Jean if interested.
7. **Expectations**: Some basic expectations for AP Assembly members are: meeting attendance (all absenses must be excused), joining and interacting with a sub-committee, participation in social events, encouraging participation from non-members, and the recruitment of interested individuals.
8. **Committee Assignments**:
* Communication: Kelly Garnett, Melinda Booth, Jean Szura
* Spirit: Ryan Mostiller, Chris Jensen
* New Employee Welcome: Carmen Etienne, Kelly Garnett
* Special and Social Events: Holly Reed, Dan Bettmann, Emily Prawdzik-Genoff
* Personal and Professional Development: Petra Knoche, Shaun Moore, Amanda Benjamin
* Nominations and Elections: Sarah Mullin, Steve Shablin
* Note: Non-executive board members can join committees as well
1. **AP Association**: This organization, while not recognized by the University, deals with wages, benefits, and work environment issues. If co-workers have issues related to this, send them to the AP Association. Greg Jordan is the President currently, and there also is a $20 membership fee.
2. **Group Picture/New Offices on Website**: There will be a group photo at our September meeting. In the mean time, new members names will be updated on our website.
3. **Monthly Meeting Times for Fall**: Meetings will remain at 10 am on Thursdays, normally the last Thursday of the month. Our next meeting will be in August.
4. **Good and Welfare**:

Kelly Garnett:

* She has started a communications calendar, which has the dates of when each bi-monthly newsletter is due out.
* All emails will be sent through the newsletter from now on so that we have a unified appearance.
* Please see the deadlines on the communications calendar for when items are due for the next few newsletters.
* Also it is important to read the message at the bottom of the calendar that explains how to include the who, what, where, when and how of your blurb.

Tresury Report/Chris Jensen:

* OU related E-Cards have been half-funded by the AP Assembly.
* There is a need for an advisor to the student life lecture board, if interested please contact Jean Szura.

Steve Shablin:

* Update on the TEAM Award Process: Ron Watson will meet with Jon Beaghan to discuss in more detail.
* Multiple employment groups will be eligible for this award.
* The AP Assembly has some award money to help fund TEAM awards.
* The ceremony will probably be sometime in the academic year in order to increase attendance.
* He is readying to meet with President Russi over the “unfiltered communication” idea that was brought forward by the President.

13. **Small Group Meetings**: Committees should meet once in July to discuss plans at August meeting.