I. Call to Order at 5:00 PM
   A. Meeting was called to order

II. Introductions
   A. UFFAB members introduced themselves.

III. Binder Review
   A. Sam outlined the material provided in the UFFAB binders.
      i. Included members list, meeting dates, bylaws, history, proposal form, and process.
      ii. The review of the cash flow and a more extensive look at the bylaws will take place at the retreat.

IV. Roberts Rules Training
   A. Sam and Clayton provided the board with a brief review on parliamentary procedure.
   B. UFFAB uses a basic level of parliamentary procedure, specifically Robert’s Rules of Order.
   C. Robert’s Rules of Order are meant to keep the meeting organized and help facilitate productive and fair conversations.
   D. How to make a formal motion-
      i. Address the chair and the board by saying “I move to…..”
      ii. The motion needs to be seconded
         (1) The chair is responsible for calling for a second. “Is this motion seconded?”
      iii. The member who made the motion has the floor to begin debate and discussion.
iv. Once the discussion as dwindled, it is the Chair’s responsibility for move to a vote, by asking “Is there any objection to taking a vote?”

v. If there is no objection, the meeting moves into a vote.

E. How to make an amendment
i. After a formal motion has been presented, a board member can move to amend the previous motion.
ii. The amendment has to be seconded.
iii. Once seconded, the member who proposed the amendment has to floor to being debate and discussion.
iv. The board then votes to accept or reject the amendment.
v. The board can only go as deep as two amendments on a single motion.

F. How to vote
i. For clarity, the Chair repeats the motion currently on the table.
ii. UFFAB’s voting is based on majority.
iii. Chair calls for a vote, “All in favor of...” and “All opposed...”
iv. Chair and clerk both count hands, which are recorded in the minutes.
v. If a vote is tied, the motion fails.
vi. The Chair can vote in the occasion of a tie so long as they did not vote in the original vote.

V. Other Business

A. Sam announced that he will be graduating in December. Once he leaves, Sam will become Chair of the board, at which time there will be an election for a new Vice Chair.

B. Becca explained to the board that Steve Hultin will be retiring come January, at which time Sandy Sheahan will become the board’s advisor.

C. Sam showed the board the potential UFFAB advertisement.
   i. Luke made a motion to approve the advertisement.
   ii. Clayton seconded.
   iii. All those in favor: 7, All those opposed: 0.
   iv. Advertisement was accepted, and board members were asked to disperse them to their college councils.

VI. Next Meeting- UFFAB Retreat- Saturday, September 26th, for 9:00-12:00 am at the University House on Lake and Remington.

VII. Adjourn at 6:00 PM