

University Facility Fee Advisory Board

Meeting Minutes

Thursday, September 24th, 2015

303 GSB Large Conference Room

Members Present: Sam Laffey- Chair
Clayton King- Vice Chair
Luke Yeager- College of Business
Annalis Norman- CVMBS
Rachel Largay - Warner College of Natural Resources
Raeghan Baker – College of Health and Human Sciences

Members Not Present: Naomi Bombardier-College of Health & Human Sciences
Tristan Syron- College of Liberal Arts
Jessica Boyd- College of Engineering
Jeff Cook- Graduate School
Brady Rink- College of Agriculture Science

Members at Large Present: Madison Tolan- CVMBS

Associate Members Present: Landon Wright- College of Liberal Arts
Liz Danke – CVMBS

Ex-Officio Members Present: Sandy Sheahan- Facilities Management, Advisor
Becca Wren- Staff Support
Savanna Bunnell- Staff Support
Tamla Blunt- Ex-Officio

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