

Yavapai College Staff Association (YCSA)

Board Meeting Minutes

September 12, 2017

Present: Lisa Schlegel (President), Katherine Anderson (Secretary), Karen Smith (Treasurer), Linda Brannock (Social Events and Community Service Committee Representative).

Absent: Janice Soutee (Vice President), Daintry Donovan (Staff Benefits and Development Committee Representative)

Topic	Discussion
Welcome	Lisa Schlegel called the meeting to order at 12:30pm.
Update Webpage	Lisa Schlegel noted that she had spoken with Zerry Zaryczny in IT and he has volunteered to update the YCSA webpage as need.
Update By-laws	Board members reviewed and discussed the by-laws previously updated in 2012. Revisions were made as necessary to reflect the current organization of the YCSA Board. Lisa Schlegel and Katherine Anderson will work together to type-up the revisions. These will be presented to the YCSA Board for review prior to sending out to the YCSA membership for final review and approval.
Update Position Descriptions	As the by-laws were being reviewed, position descriptions were also reviewed and revised as necessary.
Committee Reports and Plans for the Year	Due to time constraints this item will be covered at the next YCSA Board meeting.
Adjournment	The meeting adjourned at 1:48pm.