

**Staff Advisory Council  
Annual Retreat, July 19, 2013  
Hacienda del Sol, Casa Feliz Room**

- 8:00AM-8:45AM** Retreat opened with registration and breakfast.
- 8:45AM-9:00AM** SAC members divided into two groups for historical tour of resort by Hacienda del Sol staffers Toby Parks and Dawn Jacobs.
- 9:00AM-9:45AM** Scavenger hunt – SAC team A-3 declared winners since they were the first team back to Shanley Ten Eyck and Casa Feliz.
- 9:45AM-10:00AM** Members gathered back at Casa Feliz for a brief overview of the day given by Shanley Ten Eyck.
- 10:00AM-10:20AM** **Granola challenge activity.** SAC members divided into four teams to create a granola mix with selected ingredients provided plus each team has a secret ingredient.
- 10:20AM-12noon** **Welcome and call to order by Claudia Arias (out-going SAC President)**
1. *Roll Call*  
**Present-** Grace Aranda, Claudia Arias, Amanda Ballard (half day observer), Janet Black, Monica Blancarte, Cynthia Ann Bjerk-Plocke, Cathy Curtin, Marge Davis, Sheri Hill, Gloria Klinicki, Therese Lane, Connie Lorenz, Kim Menezes, Amy Morris, Robby Pearson (half day), Loretta Pedraza, Julia Rudnick, Richard Salazar, Shanley Ten Eyck, Melanie Tornquist, Natalie Wilkins  
**Not Present** – Charlotte Honeycutt
  2. Shanley Ten Eyck asked out going board members to be acknowledged. Each was given a certificate of appreciation and Claudia was given a plaque in gratitude for past service.
  3. **Swearing in of new Board – Claudia Arias**  
Claudia gave brief address and overview of past year and then introduced new SAC board:  
Shanley Ten Eyck – President  
Executive Vice President – Melanie Tornquist  
Treasurer – Cathy Curtin  
Recording Secretary – Cynthia Ann Bjerk-Plocke  
Parliamentarian – Richard Salazar
  4. **Approval of last General Meetings Minutes** (June 4, 2013)  
Cynthia Ann Bjerk-Plocke called for approval last meeting minutes – Melanie Tornquist made a motion that we accept the minutes as presented and Claudia Arias seconded. Motion carried.
  5. **Constitution and Bylaws Discussion** – lead by Melanie Tornquist  
The Constitution and Bylaws were given out to all SAC members in advance and a discussion ensued point by point. Changes and some corrections were made. The updated Constitution and Bylaws can be found on the SAC website <http://sac.w5t.uits.arizona.edu>  
**Special Election to fill Administrative Vice President (AVP) slot.** Former Executive Vice President (EVP) Michelle Mixer resigned from her position at SAC. According to SAC bylaws, the AVP, Melanie Tornquist, moves into the EVP role and an election is held for the AVP role. Nominations were taken and a vote was called. Natalie Wilkins was elected to fill the Administrative Vice President slot for the 2013-2014 fiscal year.
  6. **Richard Salazar lead a discussion on committees** available for SAC members to serve on and stressed the importance of member participation. Sign up sheets are on the tables in the lobby area for members to review and sign up for committees of interest.

- 12noon**                      **Group adjourned for lunch**
- 12noon – 1PM**                      **Lunch at Hacinda del Sol Grill – West Patio**
- 1:00-3:30PM**                      **1PM-2:00PM Shanley Ten Eyck – Group exercise #1 Challenges and Obstacles:** Identify Solutions for SAC. Shanley lead this exercise as members divided into 5 rotating groups. Many valuable comments and suggestions were gathered and will be posted on the SAC website as an overview.  
**2PM-3:30PM – Campaign for Common Sense – Lorretta Pedraza, HR Liaison**  
Loretta gave an overview and then handed out an exercise and divided members into three groups to discuss three different questions in relation to the University of Arizona for 10 minutes. We then gathered together again as a large group and discussed the findings.
- 3:30PM**                      **Tabled until next general meeting to be held on August 6<sup>th</sup>:**
- 1. Football tailgate – Claudia**
  - 2. P card authorization – Cathy Curtin**
  - 3. Name Tags – should we have them?- Richard**
  - 4. SAC Marketing Materials - Claudia**
  - 5. Web site overhaul – Amy Morris**
  - 6. Newsletter ideas – should we have one? Or continue with facebook –STE**
  - 7. New Activities**
- 3:30PM-3:50PM**                      **Afternoon break: Iron chef Tucson “Granola Challenge” judging and snack time.**
- 3:50-4:00PM**                      **Wrap up and Adjournment by Shanley Ten Eyck**

Respectfully submitted by Cynthia Ann Bjerck-Plocke, Recording Secretary