STEERING COMMITTEE MEETING  
January 9, 2014

The meeting was called to order at 3:05 p.m. by Sonya Dunkin, President.

Minutes Approved from December 2013:
Randy Mecredy made a motion to approve the December minutes as corrected. David Brown seconded the motion to approve the minutes. The assembly unanimously approved the minutes as corrected.

Officer Reports:

President: Sonya Dunkin

• Sonya read a thank you letter from Brewer Porch.
• The head of the University Committee on Committees is conducting a survey and asked her as President of the PSA to use the PSA listserve to send it to members. This request was discussed and it was agreed that this use of the listserve would not be in violation of our bylaws. Therefore, Sonya will send out the survey.
• Margaret Garner with Higher Education Partnership approached Sonya about PSA affiliation. Sonya will invite someone from the Montgomery office to speak at the March General Assembly Meeting.
• The Staff Life Committee is working on a flyer for new University employees.
• Officer positions open for next year are President Elect and Secretary.

Past-President: Alan Gunther -- Absent

President-elect: Amy Ratliff

• The Steering Committee will meet in the CDRC Conference Room until August, with the exception of March.
• The General Assembly meeting for January, only, will be in Room 205 Gorgas.

Secretary: Gayle Howell -- No report

Treasurer: John Chambers

• John thanked Julie Elmore for her help with the Brewer Porch project in his absence due to health problems in November and December.
• He explained the error that Advancement had previously made in reporting the Brewer Porch fund balance.

Parliamentarian: David Brown -- No report
Historian: Randy Mecredy -- No report

Committee Reports:

Ad hoc Scholarship: Amy Ratliff
- Amy has been coordinating with Advancement to make sure that the fundraising the Committee is planning is done within proper protocol.

Nominations and Elections: Nancy Holmes
- Sonya Dunkin read parts of the email report that Nancy sent in advance of the meeting, given that she would be at a conference. Everything is on track for the nominations and elections for 2014 – 2016. The Communication Campaign information for the Nomination/Election Cycle was sent to Victoria Corley and the first announcement was printed in Dialog on January 6th and will run two more times.

Assembly Operations: David Brown -- No report

Communications and Public Relations: Victoria Corley
- The Committee ran the Nomination and Election article in the Dialog Monday and Tuesday, and will run it again next Monday.

Professional Development: Jana Motes-Patton
- The Committee members are working on the Outstanding Professional Awards.

Service and Outreach: Julie Elmore & Mary Thornton
- A total of 170 coats were collected by the PSA and the OCTSA and were delivered to Temporary Emergency Services. The agency employees were thrilled with the delivery.
- PSA members donated $1,335 to the Brewer Porch Holiday Fund. Alabama One Credit Union surpassed their pledge to match the PSA contributions by donating $2,145 so the total donation was equal to last year’s total of $3,480.
- We are now collecting school supplies for the Tuscaloosa City School system.
- In February and April we will collect supplies for the children who are served by the Department of Human Resources in the Foster Care Program.

Staff Life: Jennifer Clark
- The Committee is working on developing a survey in regard to continuing education for staff. They will target sending it out around March / April.

Web and Technology: Rachel Frazier & Karen Silliman -- Absent

Announcements:
- Steering Committee: February, 13, 3:00 p.m. CDRC 2nd floor Conference Room
- PSA General Meeting: February 20, 3:00 p.m. Graves Hall, room 118

Adjourned at 3:45 p.m.