

Minutes, ARF Executive Board 6 May 2015

Board Members Present: Alyce Akers, Daniel Blake, Bonita Campbell, Margaret Holzer, Joyce Linden, Max Lupul, Ron McIntyre, Patrick Nichelson, Ann Perkins, Karen Robinette, Phyllis Russell, Diane Schwartz, Christine Smith

Monthly Business

1. **Call to order and adoption of agenda:** Karen Robinette
President Karen Robinette called the meeting to order at 11:10 a.m. in the Orange Grove Bistro, CSUN. **MSP** to adopt the agenda.
2. **Approval of minutes:** Margaret Holzer
The amount of the Hansen scholarship awards was corrected to \$2500 and a spelling error was corrected. **MSP** to approve the minutes, as corrected. Meg announced that she would be sending out a draft of the Annual Meeting 2014 minutes via email.
3. **Treasurer's Report:** Karen Robinette
In Heidemarie's absence Karen reviewed the report that had been distributed via email. **MSP** to receive the report.
4. **President's Announcements:** Karen Robinette
Karen reported that she and Nancy Owens had attended the ERFA meeting at CSULB on April 25. Nancy will write a report of the meeting to be distributed to Board members.
5. **Board Members' Announcements**
There were no announcements.

Reports of Standing Committees

1. Program Committee: Joyce Linden.
 - *May Memorial Scholarship Luncheon:* Joyce reported that there will be 44 coming to the luncheon. Two of the Hansen awardees are unable to attend. The consensus, after a brief discussion, was that simple floral centerpieces for the table would be most appropriate. By consensus, the Board approved spending up to \$30 for the rental of Orange Grove Bistro flowers or for direct purchase of flowers for the tables. Joyce has found confusion as to who is responsible for sending out letters, announcements, invitations, *etc.* for the scholarship awardees, their guests and the luncheon. The following guidelines were discussed:
 - a. *ARF Hansen Awardees:* College of Education sends out announcements/congratulations and invitations to their luncheon. Chair of A/H committee sends the letters
 - b. *ARF Memorial Scholarship Awardees:* Chair of the Memorial Scholarship Committee sends out letters (awardees, non-awardees, invitations to luncheon for awardees and guests)
 - c. *Announcements to ARF Membership:* These announcements are made directly to the ARF membership by the Program Chair of ARF (Names of all awardees and announcement/invitation to ARF members to ARF Memorial Scholarship luncheon)
 - *June Picnic and Annual Meeting:* Preliminary plans include

- a. Roberta Mauksch is the liaison with Juan Oliva. She has taken responsibility to have the hazard tapes in place before the event begins. Will she order the wine and beer as stated in earlier minutes?
- b. The gardener will be alerted to stop watering the area a few days before the picnic.
- c. Joyce and Chris have volunteered to provide coffee urns.
- d. Joyce will handle the table rental, delivery and return.
- e. We need the shopping list from last spring (Caretto? Lupul?). Joyce has the paper supply inventory; Alyce and Pat volunteered to shop for food with the assistance of Joyce, Chris and Max. Max pointed out that orders for the food trays must be made three days before the picnic. These depend on the number of people who have made reservations for the picnic.
- f. Mary and Paul will be there to play music.

2. **Membership Committee:** Ron McIntyre

The new ARF Brochure has been printed. (See below)

3. **Newsletter:** Ann Perkins

Ann announced that the deadline for the next issue (September/October) is August 15th.

- Some of the articles planned for the issue:
 - a. Reports on the two scholarship luncheons
 - b. Report on the picnic and annual meeting.
- The next issue will be sent to all eligible retirees. (see By Laws)
- The most recent issue had color photos in both the on-line and printed versions. It looked very attractive.

4. **Historian:** Christine Smith

There was no report.

5. **Nominating Committee:** Alyce Akers

Alyce presented the following partial slate of officers for the ARF Executive Board 2015-2016:

President:	Alyce Akers*
VP/President Elect:	Ron McIntyre (accepted by Board via email 5/??/15)
Immediate Past Pres/ Program Chair:	Karen Robinette*
Secretary:	Margaret Holzer
Treasurer:	Dan Blake
Newsletter Editor:	Ann Perkins
Membership Chair:	Diane Schwartz (accepted by Board via email 5/??/15)
Historian:	Christine Smith
Webmaster:	Max Lupul
Members-at-Large:	Pat Murray (2014-2016)* Pat Nicholson (2014-2016)* Barbara Swerkes (2015-2016) (accepted by Board via email 5/23/15)

Phyllis Russell (2015-2017)

Nancy Owens (2015-2017) (accepted by Board via email 5/23/15)
Elizabeth Schneider (2015-2017) (accepted by Board via email
5/23/15)

*Elected in a previous year for a multi-year term of office.

Old Business

- 1. Revised ARF brochure:** Ron McIntyre and Alyce Akers
“We have a brochure!” Jean O’Sullivan did an excellent job (She charged us \$200.) It was printed at the mailroom print shop on campus (300 copies for \$140). We discussed the best ways to distribute it and the following suggestions were made: Retired Faculty reception, Faculty Affairs Office, HR office, Orange Grove Bistro, Deans’ offices. A heartfelt round of applause was given to Ron for all his hard work. Unfortunately, we noticed that in the printing process one line had been omitted from a quote on the front cover. Ron will investigate the source of the problem and get it corrected.
- 2. ARF/Hansen Recognition:** Discussion of the confusion and expense involved with recognition of and invitations to two luncheons for the ARF/Hansen awardees it was **MSP** to recommend to the ARF/Hansen committee that the ARF/Hansen awardees be recognized at the March ARF general meeting but not invited to the ARF Memorial Scholarship luncheon. This will not change the College of Education recognition luncheon for these awardees.

Adjournment: **MSP** that the meeting be adjourned. (12:35 p.m.)

Respectfully submitted,
Margaret Holzer, Secretary

Next Board meeting: To Be Announced