

Minutes, ARF Executive Board Meeting (Approved, February 14, 2018)

10 January 2018

Board Members Present: Daniel Blake, Pamela Bourgeois, John Clendenning, Catherine Jeppson, Robert Kiddoo, Sharon Klein, Ronald McIntyre, Patrick Nicholson, Karen Robinette, Phyllis Russell, Diane Schwartz.

Board Members Excused: Ann Perkins, Barbara Swerkes, Eugene Turner, Cindy Ventuleth.

Monthly Business

1. Call to Order: President Nicholson called the meeting to order at 11:16 a.m.
1. Adoption of agenda: Following the distribution of the proposed agenda, President Nicholson proposed the addition of the Memorial Awards Committee under **New Business. MSP** to adopt the agenda as amended.
2. Approval of minutes of November 8, 2017: Two errors were noted in the minutes as distributed. **MSP** to approve the minutes as amended.
3. President's Announcements:
 - a. President Nicholson commended Betsy Corrigan, Director of Food service, University Corporation, for her help in coordinating future planning of ARF events.
 - b. President Nicholson noted that ERFA policies regarding non-faculty membership do not affect ARF's policies for (non-faculty) staff membership.
 - c. Ann Perkins and Eugene Turner phoned to explain their absence at this meeting.
 - d. Regarding notifications of deceased faculty, President Nicholson asked Board Members to assist him in writing these notifications.
4. Board Members' Announcements:
 - a. Daniel Blake reported the TGTHAO Banquet reservations. See the Treasurer's Report below.

Reports

1. Treasurer: Daniel Blake submitted the ARF Treasurer's Report. The Banquet reservations tentative total stood at 63 on 1/8/2018, but the final attendance was not clear due to US 101 closure and possible late comers. A final report on the Banquet attendance, revenues, and costs will be presented at the February Board meeting along with an update on the fiscal year-to-date donations to the Memorial Award Fund.
2. Program Chair: Ron McIntyre.
 - a. Pamela Bourgeois volunteered to write a summary/review of the TGTHAO Banquet.
 - b. Terri and Mark Lisagor will be the featured speakers on February 14.

- c. Ron reported on plans for the field trip at the Autry Museum on April 11. The museum staff has been very cooperative. Lunch will be available at the restaurant on site. Guided tours for small groups will begin at 1 p.m. Photographs by Harry Gamboa of the CSUN Chicana/Chicano Studies Department will be exhibited. Entrance Fee: \$8 per person.
 - d. The Memorial Awards Brunch (Saturday, May 12) will be held at the OGB beginning at 10 a.m. The catering costs and the menu will be determined later.
 - e. Betsy Corrigan is eager to have the Picnic (Saturday, June 2) at the OGB. This would save the cost of renting tables, chairs, and umbrellas. The picnic will begin at 11 a.m. The menu, including beverages, will be determined later.
 - f. Speakers proposed for 2018/19 include Robert Gohstand, George Holland, Robert Chianese, and Martin Pousson. Also, Vaughn Cable, CSUN Faculty (Electrical Engineering) may be able to arrange a speaker from JPL.
3. Membership Chair: Diane Schwartz.
- a. The traditional Fall ARF membership renewal campaign is completed. [However, note that new and renewed ARF memberships are accepted throughout the year.] There are currently 243 ARF members for the 2017-2018 academic year. This compares with a total of 249 members in 2016-2017. We had 10 new ARF members sign up in 2017-2018.
 - b. The Executive Board voted unanimously to invite Heidi Wolfbauer, the retiring Faculty President Office Manager, to join ARF. Diane will extend the invitation.
4. Newsletter (“*ARF NOTES*”) Editor: Ann Perkins. No Report.
5. Historian: Cindy Ventuleth. No Report.
6. Webmaster: Eugene Turner. No Report .
7. CSUN Faculty Senate Representative: Barbara Swerkes. No Report.

Old Business

- 1. Report and Discussion: 2017-2020 Contingency Planning Task Force: Daniel Blake (Task Force Members: Daniel Blake (Chair), Robert Kiddoo, Catherine Jeppson, Ronald McIntyre, Patrick Nichelson). Discussions of future meetings of ARF events are continuing with Betsy Corrigan and Colin Donahue, who continue to be helpful in resolving some of the following issues and concerns: convenient rooms, nearby parking, access for disabled ARF members. There was some discussion of the possibility of using space in the VPAC.

New Business

1. Nominating Committee for the 2018-2019 Executive Board Slate: Patrick Nicholson. According to ARF tradition, this committee should be constituted with one continuing member, one Executive Board Member, and one ARF member not a member of the Executive Board. President Nicholson indicated that the proposed membership of this committee will be announced soon.
2. Memorial Awards Committee. Phyllis Russell had agreed to replace Nancy Owens as committee chair, but has had to decline because of recently scheduled medical procedures. [Note, 2/6/2018: Diane Schwartz has agreed to chair the committee.] Nominations of other committee members will be proposed soon. Several board members suggested that the Application Form for these awards be revised. Given the variety of academic fields that generate the applications, the word "Project" may be inappropriate. Board members also suggested that graduate coordinators across the campus should encourage students to apply.

Adjournment: The meeting was adjourned at 12:40 p.m.

Respectfully submitted,

John Clendenning, Secretary

The Next meeting of the Executive Board will be on Wednesday, February 14, in the CSUN Orange Grove Bistro.

Minutes, ARF Executive Board Meeting (Approved, 14 March 2018)

14 February 2018

Board Members Present: Daniel, Blake, John Clendenning, Catherine Jeppson, Robert Kiddoo, Patrick Nicholson, Ann Perkins, Eugene Turner, Karen Robinette, Phyllis Russell, Diane Schwartz.

Board Members Excused: Pamela Bourgeois, Sharon Klein, Ronald McIntyre, Barbara Swerkes, Cindy Ventuleth.

Monthly Business

1. Call to Order: President Nicholson called the meeting to order at 11:06 a.m.
2. Formal Adoption of Agenda: **MSP** to adopt the agenda.
3. Approval of Minutes, 10 January 2018: John Clendenning, Secretary. One error was noted in the previously distributed Minutes: **MSP** to approve the Minutes as emended.
4. President's Announcements: Patrick Nicholson
 - a. ARF Award Committee: Diane Schwartz (Chair), John Clendenning, Barbara Caretto, Timothy Fox, Gary Lobb.
 - b. Nominations Committee for the 2018-2019 Executive Board Slate: Catherine Jeppson, Patrick Nicholson, Heidi Wolfbauer.
5. Board Members' Announcements: None.

Reports

1. Treasurer: Daniel Blake. The ARF Treasurer's Report 2/14/2018 shows that in January one-month expenses exceeded income. The shortfall was due to expenses incurred by the Annual Dinner in January.
2. Program Chair: Ronald McIntyre. No Report.
3. Membership Chair: Diane Schwartz. So far ARF has 246 members, 3 fewer at this time than last year. Anticipating additional members in the spring and summer, we expect that the total membership in 2017-2018 to be approximately equal to the membership in 2016-2017.
4. Newsletter ("ARF NOTES") Editor: Ann Perkins. The deadline for submissions to "ARF NOTES" is February 19.
5. Historian: Cindy Ventuleth. No report.
6. Webmaster: Eugene Turner. No report.

7. CSUN Faculty Senate Representative: Barbara Swerkes (excused). No report. Sharon Klein will attend the February meeting of the CSUN Faculty Senate and will report matters of interest to ARF at the March 14 meeting of the Executive Board.

Old Business

1. Report and Consultation: Daniel Blake, Contingency Planning Task Force 2017-2020. (Task Force Members: Daniel Blake [Chair], Catherine Jeppson, Robert Kiddoo, Ronald McIntyre, Patrick Nichelson). Daniel Blake led the discussion of pending and still-unresolved issues.
 - a. The demolition of the OGB has been postponed. Tentatively ARF will be able to use this facility until December 2018.
 - b. Betsy Corrigan (Director of Food Service, University Corporation) and Colin Donahue (CSUN VP of Administration & Finance / CFO) continue to be very helpful in planning to keep ARF on campus.
 - c. It has been suggested that ARF reschedule its speaker events to Friday afternoon when demand on campus for space (including parking) is less intense. However, late afternoon traffic from campus to home on Friday continues to be an unresolved issue.
 - d. Parking at ARF events continues to be a major problem. Several solutions (including a parking area south of the VPAC) are being considered.
 - e. We need to poll ARF members who attend speaker events regarding (1) the number of cars we need to accommodate, (2) the number of handicap spaces we need in parking lots, and (3) members' support for rescheduling speaker events to Friday afternoon.

New Business

1. Nominating Committee Slate for the 2018-2019 Executive Board: Patrick Nichelson. See President's Announcements (Monthly Business 4. b.) above.

Adjournment: The meeting was adjourned at 12:10 p.m.

Respectfully submitted,

John Clendenning, Secretary

The next meeting of the ARF Executive Board: Wednesday, March 14, 2018, at the CSUN Orange Grove Bistro.

The Annual ARF Picnic / General Meeting and Election of Officers (Saturday, June 2, 2018) will be held at the CSUN Marketplace.

