

Minutes, ARF Executive Board

(Approved, October 10, 2018)

September 12, 2018

Board Members Present: James Allen, Carolyn Arthur, Daniel Blake, Pamela Bourgeois, John Clendenning, Doris Helfer, Catherine Jeppson, Robert Kiddoo, Sharon Klein, Patrick Nichelson, Phyllis Russell, Diane Schwartz.

Board Members Excused: Ann Perkins, Virginia Lussier, Barbara Swerkes, Eugene Turner.

Monthly Business

1. Call to Order: President Jeppson called the meeting to order at approximately 11:10 a.m.
2. Adoption of the Agenda: **MSP** to adopt the agenda as distributed.
3. Approval of Executive Board Minutes, May 2, 2018: Diane Schwartz. **MSP** to approve the Minutes.
4. Receive General Membership Minutes, June 2, 2018 (with referral to General Membership Meeting, June 1, 2019): John Clendenning. **MSP** to receive the corrected Minutes.
5. President's Announcements: Catherine Jeppson
 - a. CSU-ERFSA Student voter registration. Volunteers are needed to staff tables on the CSUN campus for registration of voters in the November election. Interested ARF members should contact Melanie in the ERFSA office.
 - b. Ratification of Program Committee Members. **MSP** to ratify the following members to the ARF Program Committee: Alyce Akers, Pamela Bourgeois, Catherine Jeppson, Sharon Klein (Chair). Ronald McIntyre, Patrick Nichelson, Richard Ruggiero.
 - c. Check Register. A letter is sent to the Matadors Community Credit Union certifying, as of July 1, 2018, that President Catherine Jeppson and Treasurer Daniel Blake are authorized to sign for ARF accounts.
6. Board Members' Announcements. None.

Reports

1. Treasurer: Daniel Blake

- a. ARF TREASURER'S ANNUAL REPORT: 2016-17 & 2017-18. Daniel Blake reviewed the highlights of the report he distributed. **Operational Income** increased: \$594.83 (due to increased paid memberships and interest income). **Memorial Award Fund** increased modestly: \$31.00. Although direct contribution increased substantially (\$981.00), this was offset by no silent auction income. **Expenses** declined substantially (\$1,056.29) due mainly to lower costs of printing and postage and annual picnic rentals. **Account Balance:** as of June 6, 2018, ARF accounts in MCCU total \$122,805.27.
- b. ARF TREASURER'S REPORT 9/10/2018. Daniel Blake reviewed the highlights. **Account Balances Total:** \$130,962.96. **Total Income:** \$8,948.01. **Total Expenses:** \$1,696.58 (including \$1,189.66 annual picnic catering costs. **Overall Net Income:** \$7,251.43.
- c. Discussion. Dan reported that he has filed (as required annually) for state and federal non-profit tax status. In discussion of the Annual Report, Dianne Schwartz noted that \$500 allocated for entertainment at the Annual Banquet is low and might be increased. The Executive Board referred this matter to the Program Committee.

2. Program Chair: Sharon Klein

- a. Planning with JPL for the February 13, 2019 event continues. Currently we are considering a presentation on exploration of Mars.
- b. Silent Auction, November 14. Bidding will open at 12 noon and close at 2 p.m. Donated gift cards will have a minimum opening bid of \$10 over the face value of the card. Other items donated include gift baskets and hand-made arts and crafts from ARF members.
- c. Banquet, January 12. Entertainment, TBD. NBC meteorologist, Fritz Coleman will be contacted
- d. Field Trip, April 10, Getty Villa. Alyce Akers will contact the office of Los Angeles City Councilman, Mitchell Englander, to arrange the bus transportation. Reservations for parking for the bus and five additional car spaces will be made in January.
- e. 2019-20 Speaker Program. Sharon welcomed suggestions.

3. Membership Chair: Diane Schwartz. 2017-18 ARF membership: 246. Current membership drive began in August. So far we have 173 new and renewed members. Since word of mouth is the best form of recruitment, Diane asked Board Members to contact fellow retirees and emeriti, urging them to join ARF.
4. Newsletter ("ARF NOTES"): Ann Perkins. Since Ann was excused, there was no report. It was noted that phone numbers of Board Members are included in the newsletter. Cathy will ask Ann to delete these phone numbers and substitute email addresses in future issues.
5. Historian: Doris Helfer. As the new ARF Historian, Doris outlined her plan to bring the ARF Archives up to date. Documents to be included: professional correspondence, minutes, reports, photographs, etc. These may be stored in the Oviatt Library. Doris also indicated her interest in developing an oral history of the organization.
6. Webmaster: Eugene Turner. Since Gene was excused, there was no report.
7. CSUN Faculty Senate Representative: Barbara Swerkes. Since Barbara was excused, there was no report.

Old Business

1. Report and Consultation: Daniel Blake, 2017-20 Contingency Planning Task Force. Dan, Bob Kiddoo, and Patrick Nicholson spoke with Betsy Corrigan about sites for ARF events after the OGB closes. There may be appropriate space in the South Annex of the Campus Bookstore. Parking issues are under discussion.

New Business

1. Use of arfmembers-l. President Jeppson reported that a member requested using this mailing list to find a swimming partner. The Executive Board took the position that arfmembers-l should be used for official business only and that it should be controlled by the president. Personal communications of this sort should be sent to Ann Perkins for inclusion in "ARF Notes." Cathy will contact the CSUN IT department in order to restrict the use of arfmembers-l to the president only.
2. Richard Ruggiero has purchased cables and connectors for use at ARF events. **MSP** to reimburse Rich \$40 for this equipment.
3. **MSP** to authorize Richard Ruggiero and Tim Fox to act as co-custodians of this equipment.

Adjournment

There being no further business, the meeting was adjourned at 12:35 p.m.

Respectfully submitted,

John Clendenning, Secretary