Minutes, ARF Executive Board  (Approved, February 13, 2019)

January 9, 2019


Monthly Business

1. Call to Order: President Jeppson called the meeting to order at 11:09 a.m.
2. Formal Adoption of the Agenda: Daniel Blake requested that there be a discussion of the ARF Mailing Policy added to the Agenda under New Business. Catherine Jeppson requested the addition of two items: ARF Notes Distribution Protocol and Composition of the Awards Committee. MSP to adopt the Agenda as amended.
3. Approval of Minutes, November 14, 2018: Two errors were noted. MSP to approve the Minutes as corrected.
4. President’s Announcements. President Jeppson noted that we need a replacement for Diane Schwartz as ARF Representative to the Faculty Senate. Sharon Klein volunteered and Board approved the replacement.

Reports

1. Treasurer: Daniel Blake. ARF finances continue to be healthy. Income from October 10 through November 12, 2018, was $5,700.25. Expenses for the same period: $874.56. Overall Net Income: $4,825.69.
2. Program Chair: Sharon Klein.
   a. Plans for the annual banquet are set. Expected attendance: 64.
b. Upcoming events. Speakers: February 13, Robert Landau (Rock,n, Roll Billboards on the Sunset Strip); March 15, Robert Gohstand (Back to the USSR: a Nostalgic Look at the Soviet Union). Field Trip: April 10, Getty Villa. Awards Brunch: May 11, OGB. Picnic: June 1, Arbor Grill Court.

c. Planning for 2019-20. The Program Committee is considering several possibilities, including: (1) a scientist from JPL on robotics, (2) movies of the 1960's, (3) Jolene Koester on higher education. Daniel Blake suggested we seek a speaker on the future of libraries.

3. Membership Chair: Diane Schwartz. While Diane is recovering from a stroke, Daniel Blake is covering this area. Membership rosters have been posted, and letters of thanks have been sent to donors.


5. Historian: Doris Helfer. The University Library is happy to receive the ARF Archives. To accomplish the transfer we need to execute a deed of gift. MSP to donate the ARF Archives to the CSUN Library.

6. Webmaster: Eugene Turner. The Board discussed policies regarding obituaries. Since this is a complex matter, it was MSP that the President appoint an ad hoc committee to devise a policy regarding ways of honoring deceased faculty.

7. CSUN Faculty Senate Representative: Diane Schwartz. No Report. Sharon Klein volunteered to be Diane’s temporary replacement.

Old Business None

New Business

1. ARF Notes Distribution Protocol. Patrick Nichelson proposed the following protocol which was adopted by the Executive Board.
  a. Newsletter Editor sends an electronic version of ARF Notes to the Webmaster.
b. The Webmaster posts it on the ARF website and sends to all members, via the ARF List Serve, the link to *ARF Notes*.

c. The Newsletter Editor has the mail room send hard copies to all ARF members who request delivery via USPS. Members who request an electronic-copy-ONLY will not be included in this postal mailing.

d. Over the following two weeks the President sends, via the ARF List Serve, two mails to the membership—including those not getting *ARF Notes* by USPS—reminding them that *ARF Notes* is now available on the ARF website and providing them with the direct link to the newsletter.

e. This protocol pertains only the distribution of *ARF Notes*. All members receive hard copies of the ARF Roster, notice of the Annual Banquet, the Awards Brunch, the Picnic, and postcard reminders of speaker events.

2. Awards Committee Membership. President Jeppson announced the following membership of the 2018-19 Awards Committee: Tim Fox (Chair), James Allen, John Clendenning, Gary Lobb, and Virginia Lussier.

**Adjournment**

There being no further business, the meeting was adjourned at 12:40 p.m.

Respectfully submitted,

John Clendenning, Secretary