

MINUTES: CSUN ARF EXECUTIVE BOARD MEETING

Sep. 9, 2020 (via Zoom)

Approved: Oct. 14, 2020

Board members present: Shan Barkataki, Daniel Blake, Pamela Bourgeois, John Clendenning, Timothy Fox, Leland Gassert, Catherine Jeppson, Robert Kiddoo, Sharon Klein, Virginia Lussier, Ann Perkins, Phyllis Russell, Cheryl Spector, Eugene Turner, Joel Zeitlin.

Board member absent: Pat Nichelson.

Monthly Business:

1. Call to order: President Timothy Fox called the meeting to order at 11:03 a.m.
2. **MSP:** to adopt the agenda as distributed.
3. **MSP:** to approve the Minutes of May 13, 2020.
4. Minutes of the General Meeting of June 1, 2020: Pam Bourgeois will prepare these minutes for review by the members at next June's General Meeting.
5. President's announcements
 - a. Welcome to new board members Lee Gassert, Cheryl Spector, and Joel Zeitlin.
 - b. Thanks to past president Pam Bourgeois for her help with the transition; to all those who responded to the call for items published in the July special issue of the ARF newsletter; and to Shan Barkataki and Sharon Klein for providing Zoom instructions for ARF members.
 - c. ARF has a new membership chair (Phyllis Russell). Tim has been reviewing the Excel database membership records, and he will be working with Phyllis to bring them up to date. After this year, another ARF member will need to take over database upkeep tasks.
6. Board announcements: no announcements.

Reports:

1. Treasurer: Dan Blake reviewed two previously distributed written reports: the September 2020 Treasurer's Report and a second report comparing income, expenses, and account balances in 2019-2020 to those in 2018-2019. Though ARF is a non-profit entity, the AY2020 account balance was approximately \$11,000 larger than the AY 2019 balance, largely because COVID-19 meant that we were not able to host the usual annual picnic, brunch, or banquet. Board members discussed ARF's operating expense reserve; asked about ARF's investment strategies; and noted that it might be worth discussing whether to increase the amount of our awards to students.
2. Program chair: Sharon Klein and her committee have arranged a robust series of programs for this year.
 - a. In addition to those described in the July ARF newsletter (and detailed on the blue sheet members just received with their packet of membership materials),

upcoming programs include John F. Szabo, the City Librarian of the Los Angeles Public Library on November 18; additional panelists for the October panel on women's suffrage; and a planned virtual field trip to El Pueblo de Los Angeles. Sharon is planning to go ahead with the June 2021 annual picnic because it is an outside event. She welcomes suggestions for other program speakers going forward and noted that Zoom actually broadens the scope of possible speakers. One future possibility is Fritz Coleman. Two additional points:

- b. Tim discovered that the ARF By-Laws require that we have a Program Chair Designee. Sharon will continue as the Program chair this year. It was then **MSP** that Sharon also serve as the Program Chair Designee.
 - c. ARF should regularly remind members about our scholarship fund and the grad student project awards through announcements in the bimonthly ARF newsletter.
3. Membership chair: Phyllis Russell noted that it has been difficult to get the list of newly retired and emeritus faculty from CSUN. When the lists arrive, they are often incomplete and inaccurate. We might consider publishing a list of these newly retired and emeritus faculty, perhaps on the website, and should invite and encourage membership. The Board discussed offering incentives for joining ARF, and other ideas for enhancing membership including hosting a group discussion for members after each program; more virtual field trips; and hosting virtual meals on Zoom.
 4. Editor ARF Notes: Ann Perkins noted that in 2019-2020, 131 members asked to receive the ARF newsletter in print format.
 - a. Ann would appreciate news content from the members.
 - b. She thanked those who contributed stories for the July newsletter, and especially Ginny and Catherine who provided the obituaries.
 - c. She reviewed the process for producing the newsletter: PDF to mailroom & to QuickCopies as well as to our website; email announcement to members.
 5. Historian: Virginia Lussier is working with Webmaster Gene Turner on updates to the way ARF information is presented in print and online.
 - a. Ginny is hoping to get ARF photos from Max Lupul's collection so they can be added to the online archives.
 - b. She plans to follow the lead of Doris Helfer by providing ARF materials to Oviatt archivist April Feldman.
 - c. Ginny would like to know whether we are missing any newsletters from the pre-online history of ARF.
 6. Webmaster: Eugene Turner reports that some ARF files are inaccessible because they were created with software that is now obsolete. He is particularly interested in acquiring original photos documenting program meetings in AY 2011-2012.
 7. Members-At-Large: nothing to report.
 8. Faculty Senate: Diane Schwartz is not a formal member of the ARF Board, so she did not attend this meeting. Tim announced that she has been reappointed as the ARF representative to the Faculty Senate for AY 2020-2021. The Senate meets for the first time this fall on September 24.

Old Business:

Meeting locations for 2020-21; Bob Kiddoo and Dan Blake have been working with Pat Nicholson since 2017 to find a location for future in-person ARF meetings.

- a. The plans for the new CSUN hotel are now on hold.
- b. The [Orchard Conference Center](#) & Catering is still expected to offer space for banquets and meetings sometime in spring 2021.
- c. We will likely be able to use the Colleagues Room (on the second floor of the Sierra Center, adjacent to Jerome Richfield Hall (formerly known as Sierra North)).
- d. Bob will offer written details in the next ARF newsletter.

New business:

Tim had listed the following points in the written agenda:

1. CSUN has announced a new funding opportunity: the Diversity & Equity Innovation Grant (<https://www.csun.edu/commission-on-diversity/diversity-equity-innovation-grant>). The application deadline is September 20 this fall. The Board agreed that we should discuss a possible application for next fall's deadline in the coming months.
2. Hansen Awards Committee: according to Ginny, ARF provides half of the reviewers for these awards. She will be discussing this item with some of the ARF faculty who have served as reviewers in the past (Pam, Sharon, Cathy, Joel).
3. ARF News – email copies: this item was discussed under “Editor ARF Notes” above.
4. Membership requests for communications by email or USPS: this item was also discussed under “Editor ARF Notes” above.
5. Deceased Faculty: Tim shared an obituary for former CSUN faculty member (and former interim CSUN president) Malcom Sillars. John Clendenning will write a CSUN obituary for the ARF News, and Gene Turner will add Malcolm's name to the deceased list on the website.
6. Membership – retired vs Emeritus: this item was not addressed at the meeting.
7. Recording Zoom program meetings: Sharon will look into the feasibility of recording programs for ARF members not otherwise able to participate.

Adjournment

There being no further business before the Board, the meeting was adjourned at 12:48 p.m.

Respectfully submitted,

Cheryl Spector, Secretary