

**Minutes, ARF Executive Board
9 September 2015**

Board approved Oct.14. 2015

Board Members Present: Alyce Akers, Daniel Blake, Joyce Linden, Ron McIntyre, Patrick Nicholson, Nancy Owens, Karen Robinette, Phyllis Russell, Diane Schwartz, Elizabeth Schneider, Barbara Swerkes

Excused: Margaret Holzer, Max Lupul, Ann Perkins, Christine Smith

Monthly Business

- 1. Call to Order and Adoption of Agenda:** Alyce Akers
President Alyce Akers called the meeting to order at 11:20 a.m. in the Orange Grove Bistro, CSUN. **MSP** to adopt the agenda.
- 2. Approval of minutes:** Patrick Nicholson substituted for Secretary Margaret Holzer (excused). **MSP** to approve minutes as corrected for meeting of May 6, 2015.

A Supplement to the May 6, 2015 minutes. The slate of Executive Board Members as outlined in the minutes of May 6, 2015 was modified after the meeting. The new slate was circulated and approved by the board by email; this slate was confirmed without changes by the ARF membership at their meeting of June 6, 2015:

President:	Alyce Akers
VP/President Elect:	Ron McIntyre
Immediate Past President/Program Chair:	Karen Robinette
Secretary:	Margaret Holzer
Treasurer:	Dan Blake
Newsletter Editor:	Ann Perkins
Membership Chair:	Diane Schwartz
Historian:	Christine Smith
Webmaster:	Max Lupul
Members-at-Large:	Patrick Nicholson (2014-2016) Pat Murray (2014-2016) Barbara Swerkes (2014-2016) Nancy Owens (2015-2017) Phyllis Russell (2015-2017) Elizabeth Schneider (2015-2017)

3. Treasurer's Report: Daniel Blake
Financial Statement. Dan Blake overviewed the newly formatted budget report (attached) that had been distributed to the Executive Board via email several days before the meeting. He explained that the report shows the balances from when he took office and the balances as of August 31, 2015. There were still a few outstanding small bills from the ARF picnic.

Credit Union Savings. The Treasurer reminded the board members that all ARF accounts are with the (CSUN) Matador Credit Union.

For the sake of accurate, timely recording, he requested that all board members send promptly to him copies/reports of any expenses they incur for ARF so that he not be dependent solely on actual billings when they later come in.

Blake also reported that he is in conversations with ERFA Executive Director Don Cameron concerning the timing of payments from ERFA to ARF. Perhaps all future payments from ERFA can be consolidated into quarterly checks.

There was a discussion concerning printing costs that entail activities of the Membership Committee, ARF newsletter distributions, event announcements, postal addresses, etc.

4. President's Announcements. Alyce Akers

Alyce Akers reported shortcomings with the ARF office telephone service. The ARF office, where archives are situated and where the Scholarship Committee meets and retains scholarship applications and records, is a physical unit of the statewide ERFA office. The one "working" phone belongs to ERFA. When CSUN phones were updated, only ERFA's was adapted. Dan Blake is exploring ways to develop a workable phone and answering service for ARF. For the time being, the President's cell phone number has been listed as the ARF phone number on the CSUN Website. A point of note: the ERFA office has been on campus and precedes the ARF office.

There are ongoing problems with the ARF email (the address, timely responses to emails, etc). Board member Ron McIntyre suggested that the Vice President look into these problems and propose solutions to issues with the email system. Ron is the Vice President. **By consensus Ron's recommendation was endorsed.**

President Akers spoke briefly about some medical issues for Margaret Vernallis; Larry and Barbara Caretto; and Lilly Grossman, each of whom is expected to do well. The board members signed Get Well cards for each of these colleagues.

An email note of announcement and condolence will soon go to the ARF membership regarding the untimely death of Shane Frehlich, father of young children, recent Chair of Kinesiology, and recent President of the Faculty Senate.

Reports of Standing Committees

1. Program Committee Report. Karen Robinette

Committee Chair and Immediate Past President of ARF Karen Robinette reported that the Program Committee had met prior to the board meeting. The

Program Committee members are Alyce Akers, Joyce Linden, Ron McIntyre, Karen Robinette, Phyllis Russell, Richard Ruggiero, and Elizabeth Schneider.

At today's meeting of the committee four programs were discussed. The board will be informed as soon as plans are firm. The **January Dinner:** various contacts are pending for the entertainment. The committee is working with haste to corroborate contracts with potential artists. The **June Picnic:** the committee will again request use of the backyard of Juan Oliva, as that venue has been very successful. Robinette noted that in the future there must be a larger team of ARF members for the planning, setup, and cleanup of the Picnic. **Speakers and Activities for 2016-2017:** Robinette went over the schedule of speakers as confirmed to this date (attachment). **The Norton Simon Museum Visit:** arrangements for a bus and the nearby restaurant are being confirmed.

Karen Robinette reminded the board of the afternoon's ARF presentation in the Orange Grove Bistro by geographer James Allen on his experiences as a railway "hobo."

2. Membership: Diane Schwartz

Committee Chair Diane Schwartz reported that there now is a **Membership Committee** composed of Larry Caretto, Ron McIntyre and Diane Schwartz. The task of membership recruiting has been quite complex for a number of years and this team is already at work. As of today's date, approximately five hundred letters have been sent and around 145 responses with checks have been received. Responses continue to come in. A special letter has gone to recent retirees.

Ron McIntyre noted that the ERFA office will share the names and addresses of new CSUN faculty retirees with ARF. The CSUN Faculty Affairs Office has indicated that it will also share data with us, but we are still awaiting the data from them.

Diane Schwartz reminded the board members that retired CSUN staff and administrators (without traditional faculty status) can be awarded membership by board action.

The current ARF Brochure will be reprinted in the Spring with corrections regarding the ARF post box address and phone number(s).

3. Newsletter. No report. Ann Perkins was excused absent.

4. Historian. No report. Christine Smith was excused absent.

5 ARF Nominations. Alyce Akers

Alyce Akers proposed that Cindy Ventuleth fill out Pat Murray's final year of term as Member at Large. **MSP** that Cindy Ventuleth be appointed Member at Large of the board for 2015-2016.

Alyce Akers sought a volunteer to serve as the voting ARF member of the Faculty Senate for 2015-2016. Barbara Swerkes agreed to serve. **MSP** that Barbara Swerkes represent ARF at the Faculty Senate for 2015-2016.

Based upon an earlier discussion during the Membership report:
MSP that retired CSUN President Jolene Koester become an ARF member.

Old Business

1. Bylaws Committee

Dan Blake, Max Lupul, Ron McIntyre, and Diane Schwartz are serving as the committee to review and suggest changes to the ARF Bylaws.

2. At its June 6, 2015 meeting the ARF membership approved the ARF Executive Board that is noted above.

New Business

1. Alyce Akers reported that Don Cameron (ERFA Executive Director) has invited the ARF Executive Board to consider adding retired Staff to ARF membership. Akers will distribute by email a memo from ERFA discussing this proposal along with emailed pro and con responses from other retiree associations in the CSU. This issue will be for discussion and possible voting at the next Executive Board meeting.
2. **MSP** that the Executive Board support measures to pay for/supply adequate A.V. equipment for ARF meetings and presentations at the CSUN Orange Grove Bistro. The Board also thanks Richard Ruggiero and his wife Brenda for their talented and generous technical assistance at numerous ARF meetings, celebrations and presentations.

THE NEXT EXECUTIVE BOARD MEETING IS OCTOBER 14, 2015