

**Minutes, ARF Executive Board (final)**  
**8 February 2017**

**Board Members Present:** Daniel Blake, Margaret Holzer, Bob Kiddoo, Ron McIntyre, Nancy Owens, Ann Perkins, Karen Robinette, Phyllis Russell, Elizabeth Schneider, Diane Schwarz, Barbara Swerkes

**Guest:** Harold Goldwhite

**Monthly Business:**

1. **Call to order and adoption of agenda:** Ron McIntyre  
President Ron McIntyre called the meeting to order at 11:08 a.m. in the Orange Grove Bistro at CSUN. **MSP** to adopt the agenda as distributed via email.
2. **Approval of minutes:** Margaret Holzer  
**MSP** to approve the January 11, 2017 Board Meeting minutes as distributed via email.
3. **President's Announcements:** Ron McIntyre
  - a. Ron McIntyre announced that Alyce Akers, Patrick Nichelson and Eugene Turner were excused from the meeting.
  - b. He has asked Patrick Nichelson, Diane Schwartz and Cathy Jeppson to serve as the **Nominating Committee**. The Board approved by consensus.
  - c. Ron has confirmed Nancy Owens to serve as chair of the **2017 ARF Memorial Graduate Project Awards Committee**. To insure a wide representation of academic fields, he has asked the following to join Nancy on the committee: Jim Allen (Geography), John Clendenning (English), Dan Blake (Economics), Sandra Jewett (Chemistry) and Phyllis Russell (Mechanical Engineering). **MSP** to approve the members of this committee.
  - d. Ron introduced Harold Goldwhite, Executive Director of ERFA, who has been invited to attend ARF Board meetings as often as he is available to come.

**Board Members' Announcements**

There were none.

**Reports:**

1. **Treasurer:** Dan Blake  
Dan reviewed the account balances and cash flow for the period January 8, 2017 through February 8, 2017. The current account balances (checking, savings, CD) total is \$121,460.23. He noted that this year's TGTHAO banquet net cost was \$888.72. This figure included the \$500 honorarium and dinners for the entertainers. **MSP** to receive the report.
2. **Program Committee:** Karen Robinette for Alyce Akers
  - a. *The TGTHAO Banquet:* There were 60 at the banquet and there were many positive comments about the student jazz trio and singer who provided entertainment. The silent auction brought in about \$1200 and the money will go to the Memorial Awards fund.
  - b. *March ARF Meeting:* (Attachment I) The speakers are Jim Allen and Gene Turner and postcard reminders are in the mail. Ron will send out the final email reminders as Alyce and Patrick will be out of town.
  - c. *April Field Trip:* Post cards will be sent out alerting people to the upcoming field trip to the Nethercutt Collection on April 6, 2017. Rich Ruggiero is contacting the restaurant. Travel arrangements are still pending, but we hope that a bus will be available. (Attachment I) The ARF private tour (~2 hours) will start at 1:30 p.m. There was a brief discussion about the timing for lunch but a final decision must be made at the March Board meeting.
  - d. *Awards Luncheon and Picnic/Annual Meeting:* Plans are currently in place for the ARF Memorial Graduate Project Awards Luncheon May 13, 2017) at the Orange Grove Bistro. The Picnic/Annual Meeting will be held again at the home of Juan Oliva (June 3, 2017). (Attachment I)
  - e. *2017-2018 Proposed Program Schedule:* (See Attachment II)

i. *Monthly Meetings:*

1. Colin Donahue has been confirmed for the September meeting.
2. Topics still being explored are
  - a. Fake News
  - b. Estate Planning
  - c. The Santa Susanna Meltdown.
3. Dan Blake will contact Sandy Banks to be our speaker on March 14, 2018.

ii. *2018 Field Trip:*

The possibility of a trip to the Huntington Museum and Gardens is being explored.

iii. *2018 TGTHAO Banquet:*

Discussion about the banquet is being postponed due to the uncertainty of a site for it. A suggestion was made to explore the possibility of combining the banquet with an event at VPAC.

3. **Membership Committee:** Diane Schwartz

Diane Schwartz reported that Harold Hellenbrand is a new member of ARF.

4. **Newsletter Editor:** Ann Perkins

Ann announced February 15 as the deadline for submissions for the next Newsletter. She will update the officers listed in the Newsletter.

5. **Historian:** Cindy Ventuleth

Cindy reported that Chris Smith is eager to get several boxes of ARF historical material to the University Archives.

6. **Webmaster:** Ron McIntyre for Eugene Turner

There was a discussion of the samples for the revamped ARF webpage that Gene Turner had distributed via email. Board members liked the use of color and felt that the black border looked crisper, but perhaps somber. The major concern about the red was that it was the “wrong” red (*i.e.*, not the bright CSUN red) and requested that it be changed before a final decision is made. There was some regret expressed about losing our little Scotty arf-ing its way across the screen. The suggestion was made to consider keeping it but silencing its voice.

7. **Faculty Senate Representative:** Barbara Swerkes

The Faculty Senate has not yet had its February meeting. Barbara will distribute her report at a later date.

**Old Business:**

1. ***Ad hoc* Committee on ARF Officers Terms of Office:** Bob Kiddoo

Bob Kiddoo presented proposed changes in the ARF Constitution and Bylaws on behalf of Patrick Nicholson, chair of the *ad hoc* Committee considering changes in the ARF officers terms of office. Wide-ranging suggestions were made about the size of the Board, the number of officers and the terms of office. The committee will consider these suggestions and return to the Board with a revised proposal.

**New Business**

1. ***ARF Memorial Graduate Project Awards:*** Nancy Owens distributed a revised application form. The major changes involve clarification about projects with more than one investigator: only one application will be accepted from joint projects and if a joint project is selected as an awardee, the award money will be divided among the team members. (Note: Later, via email, Nancy distributed an up-dated form via email. It is attached as Attachment III, below)

**Adjournment:**

MSP that the meeting be adjourned. (12:40 p.m.)

Next Board meeting: **March 8, 2017 – Orange Grove Bistro**

Respectfully submitted,  
Margaret Holzer, Secretary

**Attachment I -- ARF Program and Speaker Schedule (January 2017- June 2017)**

Date	Speaker/Event	Topic	Time/Location
January 11, 2017		Board Meeting	11 am, Orange Grove Bistro
January 14, 2017 (Saturday)	Annual TGTHAO Banquet	Entertainment: Jazz Quartet	6 pm no-host bar Dinner 7 pm Orange Grove Bistro
February 8, 2107		Board Meeting	11 am, Orange Grove Bistro
February 8, 2107	Heidemarie Lundblad	Ombudsmen for Assisted Living Facilities	2 pm, Orange Grove Bistro
March 8, 2017		Board Meeting	11 am, Orange Grove Bistro
March 8, 2017	James Allen and Eugene Turner	New Research on the Demographics of Los Angeles	2 pm, Orange Grove Bistro
April 6, 2017 (Thursday)	Field Trip	Nethercutt Collection Sylmar, CA	Time and bus transportation to be announced
May 10, 2017		Board Meeting	11 am, Orange Grove Bistro
May 13, 2017 (Saurday)	Annual Spring Memorial Awards Luncheon	Presentations by Award Recipients	12-2 pm, Orange Grove Bistro
June 3, 2017 (Saturday)	Picnic/General Meeting/Election of Officers		Noon, Home of Juan Oliva, Northridge. CA

All dates given are second Wednesdays of the month, unless otherwise indicated

**Attachment II**

**Tentative ARF Program and Speaker Schedule  
(September 2017- June 2018)**

Date	Speaker/Event	Topic	Time/Location
August 9, 2017		Board Meeting (optional)	11 am, Orange Grove Bistro
September 13, 2017		Board Meeting	11 am, Orange Grove Bistro
September 13, 2017 (confirmed)	Colin Donahue, CSUN VP of Admin. And Finance/CFO	Campus planning	2 pm, Orange Grove Bistro
October 11, 2017		Board Meeting	11 am, Orange Grove Bistro
October 11, 2017	John Broesamsle	Pros and cons of Electoral College or history of U.S. Presidential elections	2 pm, Orange Grove Bistro
November 8, 2017		Board Meeting	11 am, Orange Grove Bistro
November 8, 2017	Robert Gohstand	Issues in Russia	2 pm, location TBA
December 2017	No meeting/program		
January 10, 2018		Board Meeting	11 am, location TBA
January 14(?), 2018 (Saturday)	Annual TGTHAO Banquet	Date: to be discussed	Time/location TBA
February 14, 2018		Board Meeting	11 am, location TBA
February 14, 2018	Terri Lisagor	International humanitarian work	2 pm, location TBA
March 14, 2018		Board Meeting	11 am, location TBA
March 14, 2018	Sandy Banks	Issue in print journalism or topic of her choice	2 pm, location TBA
April 4, 2018		Board Meeting	11 am, location TBA
April 11, 2018	Field Trip	Huntington Gardens, San Marino, CA	Time and bus transport TBA
May 9, 2018		Board Meeting	11 am, location TBA
May 12, 2018 (Saturday)	Annual Spring Memorial Awards Luncheon	Presentations by Award Recipients	12-2 pm, location TBA
June 2, 2018 (Saturday)	Annual Picnic, General Meeting and Election of Officers		Noon, location TBA

All dates given are second Wednesdays of the month, unless otherwise indicated.  
No meeting locations after November 2018 are listed, due to probable demolition of O.G. Bistro.

### Attachment III

Assoc. of Retired Faculty Thesis/Project Award Application 2017

The purpose of the award is to recognize and provide financial support to graduate students for excellent scholarship and creative activity. Awards of \$2,000 each are made to support ongoing theses and projects that are part of a master's program.

#### Application Procedure\*

Submit a Project Title, Short Abstract (150 words or less), and Summary Description of not more than four pages, single-spaced in 12 pt font, with one-inch margins. The application must include an abstract and selected scholarly citations relevant to the proposal; these may be included in the body of the application or as an attached list. (The abstract and attachment will not be counted in the four-page application limit.)

1. In the Summary Description, address each of the following criteria:

- State the purpose of the project and the method of achieving that purpose.
- Show that you have the necessary skills for the project.
- Present evidence that you will achieve the project's purpose.
- Give a realistic timeline for completing the project and state what you have accomplished so far.
- Demonstrate that your project is significant *in your field*.
- Write your proposal in language understandable to an educated lay person (avoiding jargon or highly technical terms unique to your field).

Two or more students working on the same project may apply for an award, submitting one application. If a joint project is chosen for an award, the money will be divided and one presentation will be given.

*Failure to follow these guidelines will result in your proposal not being considered.*

2. Submit two letters of recommendation in support of your project and of yourself. One of them must be from the CSUN faculty member supervising your project. The author of each letter must provide **an original and one copy** sealed together in a single envelope and signed across the envelope's seal by the letter's author.
3. You must agree to attend ARF's Annual Awards Luncheon on Saturday, May 13, 2017, and to present a brief description (10 to 15 minutes) of your project at that time.

Submit your application (**original and one copy**), and letters of recommendation to the Office of Research and Graduate Studies, attention Dr. Ron McIntyre, ARF President, Mail Drop 8222 or hand deliver them to University Hall, Room 275, no later than March 17, 2017 by 5:00 p.m. For any other questions concerning this award or application procedure, contact the ARF President by email at [ronald.mcintyre@csun.edu](mailto:ronald.mcintyre@csun.edu)

\*If you wish, you may also submit as an addendum a portion or sample of your project not to exceed five double-spaced pages. Should you wish to have your portion or sample returned, you must make arrangements with Dr. McIntyre at the above email address.

Assoc. of Retired Faculty Thesis/Project Award Application 2017

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Student I.D. # \_\_\_\_\_ Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Major \_\_\_\_\_ Department \_\_\_\_\_

**Two individuals writing letters of recommendation:**

- 1) Professor supervising your graduate project or thesis

Name \_\_\_\_\_

Phone \_\_\_\_\_ Campus mail drop \_\_\_\_\_

- 2) Second referee

Name \_\_\_\_\_

Phone \_\_\_\_\_ Campus mail drop \_\_\_\_\_

Address (if not CSUN) \_\_\_\_\_

\_\_\_\_\_

*If two or more students are submitting one proposal, duplicate the top section of this form and provide information for each student.*