

Minutes of 11/18/2020; approved 1/13/2021

**CSUN ARF Executive Board Meeting
Via Zoom
Wednesday, November 18, 2020**

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

Board member absent: Shan Barkataki

Monthly Business:

1. Call to order: President Timothy Fox called the meeting to order at 11:03 a.m.
2. Formal Adoption of the Agenda: **MSP**
3. Approval of the Minutes, October 14, 2020: Cheryl Spector: **MSP** as corrected.
4. President's Announcements
 - a. Tim attended the ERFSA meeting on October 27. Like ARF, ERFSA is concerned about declining membership. Active campus recruitment will be needed to build membership. He learned that Cathy Jeppson is CSUN's designated recruitment coordinator—a fact that was a surprise to him and to Cathy. One continuing challenge for recruitment (for both ERFSA and ARF) is prompt and accurate identification of retirees. ERFSA noted that the CSU Stanislaus chapter works with Faculty Affairs, Human Resources, and Advancement to reach new retirees. Tim suggested we might do the same. He also noted that ERFSA has some funding available to support campus events. Fifteen percent (or \$9 apiece) of ERFSA dues is set aside for the relevant local chapter. With 171 CSUN ERFSA members, , that gives us about \$1500 for this year. Tim will provide a written report with details.
 - b. Hansen Awards: Tim and Ginny have researched the history of the awards, which were established in 2005. The current endowment is now at \$900,000. ARF is charged with forming the annual awards committee (typically eight people: half from ARF and half from the Michael D. Eisner College of Education). That committee sets each year's awards criteria, deadlines, and award amounts. This year's committee (with ARF members Pam Bourgeois, Sharon Klein, Brennis Lucero-Wagoner, and Joel Zeitlin) has determined to increase the size and number of this year's awards: up to 10 will be given, and each winner will receive up to \$3500. 55 applicants were received this year. Winners will be chosen by December 10. Tim will submit a formal report at our January meeting.
5. Board Member Announcements
 - a. Sharon Klein described the "Fund a Family Holiday Campaign" being sponsored by the Michael D. Eisner College of Education at CSUN. She suggests that ARF

consider contributing to this CSUN charity, and will send the Board members addition information. According to the College, “Funds will go to purchase gift cards to stores like Walmart and Target for low-income families. Our goal is a \$50 gift card for up to 150 families.” Details of the smaller October 2020 campaign is available at <https://www.csun.edu/family-focus-resource-center/news/distributing-supplies-parents-and-kids-need>

Reports:

1. Treasurer: Dan Blake reported that we are continuing to receive dues from new and renewing members (\$3150.19). We have funded some small expenses, detailed in his written report. Discussion: is it time to increase our ARF Memorial Scholarship amount? The Board will discuss this question in January. In answer to a question, Dan noted that the ARF bank account calls for a back-up authorized signature: the current ARF president. At the moment, Pam Bourgeois is continuing in that role as the change in authority will require an in-person visit to the Credit Union
2. Program Chair: Sharon Klein provided a preview of this afternoon’s ARF program, noting that she plans to offer Zoom breakout rooms immediately after the program to facilitate a social hour for interested members. Because the afternoon program feature Los Angeles City Librarian John Szabo, Sharon invited current Oviatt Library Mark Stover and all of the current emeritus librarians to join us. (Mark was not available but Kathy Dabbour, Associate Dean, will represent the library.) Sharon and her committee continue to work on a possible program for January in lieu of the traditional banquet (which of course cannot be held, given COVID-19). One possibility is something musical. She asked the Board to send ideas. For April, the Program Committee is considering a virtual tour—perhaps to Yosemite, or to a museum. The end-of-term Awards brunch will be virtual; and it seems likely that the June picnic will probably pose too great a risk.
3. Membership Chair: Phyllis Russell reviewed her previously distributed written report, noting that she had received an 87% response rate. The overhaul of the membership database and directory continues. She is also updating the rosters of each ARF special interest group. Because the database work is so complex, Tim has agreed to be the interim database manager. An early discovery is that the mailing list has not been updated for quite some time. In response to a question, Phyllis explained that she has sent out a “nudge” to re-invite retired faculty who have not yet responded. There was a brief discussion about Board members perhaps reaching out to the 22 recent ARF members who have still not responded about continuing their membership this year.
4. Editor *ARF Notes*: Ann Perkins announced that **December 17** will be the deadline for submitting materials to appear in the January-February edition of *ARF Notes*. She suggests that going forward, we refer to obituaries as “Remembrances” in *ARF Notes*
5. Historian: Virginia Lussier reports that the materials missing from 2016-2018 has now been largely restored, with help from many quarters. The remaining blanks will be filled by asking for help in the newsletter.

6. Webmaster: Gene Turner reports that he has made updates to the book and film group information published on the website and that there have been some more general upgrades as well.
7. Members-At-Large: (no report)
8. Faculty Senate Report: Diane Schwartz (by Tim): Board members received Diane's written overview of the October 22, 2020 meeting. Complete Senate minutes are posted online at <https://www.csun.edu/faculty-senate/faculty-senate-agendas-minutes> after approval by the Senate at a subsequent meeting.

Old Business:

1. Deceased faculty, ARF obituaries and remembrances: information about deceased faculty comes to ARF from many different sources. Tim suggested that we should consider forming a new ARF committee to work out a set of recommendations for how to proceed in the future, and it was

MSP: to form an ad hoc committee to develop a policy to be approved by the board and possibly an amendment to the bylaws for obituaries.

Discussion suggested that there are four issues to be resolved:

- Who is in charge and authorized to delegate the task of writing a remembrance?
- Who will be memorialized? (ARF members only? Other retired faculty? Faculty who are deceased prior to retirement?)
- What information should be included in a remembrance?
- What length is appropriate?

Cathy Jeppson agreed to chair this committee. Members include Ginny, John, Ann, and Tim.

2. ARF & ERFSA membership discussion; ARF/ERFSA coordinator: we now know Cathy is the CSUN coordinator. Cathy explained that ERFSA would like to include staff as well as faculty. ARF's by-laws allow us to include retired staff as members, but only with approval of the Board.

New Business:

1. January ARF meetings: it was

MSP: that the next ARF program meeting will take place on Wednesday, January 13, 2021.

The Board will not meet in December. The next Board meeting is Jan. 13, 2021.

2. ARF membership outreach: Tim suggests that in the next newsletter, we should publish a short application form inviting members to join us. The form is already available on the ARF website. Tim noted that we have only a 9% response rate from new retirees, and a 35% response rate from new emeritus faculty. The response rate from faculty who have retired over the last five years is also weak. Tim suggested we email all these people a copy of the next newsletter and some program notes, to help keep ARF visible.

He also noted that he will be creating a Majordomo list to simplify email communications with members. Cheryl volunteered her assistance. A question arose about whether lecturers can join ARF; the answer is that any faculty member receiving a PERS pension is eligible to join ARF. Tim will provide a full membership report to us in January. Ann will add the membership form to the January-February newsletter; it mistakenly omitted from the September newsletter. Tim will email Board members with a list of faculty who need nudging to join ARF. That led to discussion of the ARF email account. According to the by-laws, the president-elect is supposed to answer emails and phone calls to ARF.

Adjournment

There being no further business before the Board, the meeting was adjourned at 12:30 p.m.

Respectfully submitted,

Cheryl Spector, Secretary