

Approved ARF Executive Board Minutes
CSUN ARF EXECUTIVE BOARD MEETING
FRIDAY, November 17, 2023
10:30 AM -12:00 PM (In Person and via Zoom)

Board members present: Michael Barrett, David Fox, Tim Fox, Cathy Jeppson, Bob Kiddoo, Ron McIntyre, Pat Miller, Ann Perkins, Cynthia Rawitch, Karen Robinette, Diane Schwartz

Board members excused: Dan Blake, Cynthia Desrochers, Sharon Klein, Patrick Nichelson

Monthly Business

1. Call to Order: Board President Cynthia Rawitch called the meeting to order at 10:33 a.m.
2. Formal Adoption of the Agenda: **MSP** (Moved, Seconded, Passed) to adopt the agenda.
3. Approval of the Minutes, October 20, 2023. **MSP** to approve the minutes.

4. President's Announcements. The campus is tearing down the University Club. It will become a "green area" for the time being. Four plaques from the University Club have been found, including a plaque with the names of the faculty who built the original Faculty Club in the 1970s. ARF is willing to take all four plaques and hold them until a permanent location is found for them. Tim Fox recommended that the campus collect the pictures of the past University Presidents that were in the University Club and relocate them to the Orchard Conference Center. It was MSP to approve this recommendation.

Old Business

1. **Report on "Retiree Offices" in Santa Susana** (Cynthia Rawitch) . There was some concern on campus that the three small Retiree Offices in Santa Susana were vacant. Cynthia assured the campus that these offices are being used by ERFSA and ARF. ERFSA and ARF will retain the use of these offices and Cynthia will request that signs be put on the doors indicating who is using the offices.

New Business

1.**ARF list serv questions (Pat Miller and Tim Fox)** Pat Miller asked how people can be removed from the ARF list serv if they wish to be removed. Tim Fox handles the ARF list serv and removes deceased members and anyone who asks to be removed. Tim will send an email message to the ARF list serv notifying members that they can ask to be removed from the list serv.

2.**Ongoing Business** The audience microphones we use for the ARF Board meetings and Speaker events have been a problem. It was suggested, later in the meeting, that we request that we get better microphones for the next meeting. It was also suggested that we contact Rich Ruggerio. Michael Barrett suggested that we need a multi-directional microphone.

Reports

1. **Treasurer:** (given by Cathy Jeppson) Dan Blake sent a written Treasurer Report for November 2023. The total income for the month (10/18/2023 – 11/15/2023) was \$2577 ; total expenses \$1060; with an overall net income of \$1517. Cathy noted that the Memorial Award Fund donations have increased over the last year.
2. **Program Chair:** Pat Miller reported that the ARF speaker and event programs for 2023-2024 are set. The Program Committee is now working on the 2024-2025 ARF Program. They are following up on a previous suggestion that ARF have a program that features the CSUN Disability / Accessibility Conference. She asked for additional suggestions for speakers. The Program Committee will ask their speakers to provide a 50-word abstract that can be used to announce the speaker event.

Pat Miller investigated using Event-Brite to handle ARF RSVPs for ARF events. There is a cost and learning curve to use Event-Brite. Pat is now considering using Qualtrics for ARF events. Qualtrics is free for CSUN.

Pat suggested that the Program Committee have a chair and a co-chair. There is a lot of work needed to organize the ARF events for the year and it would be helpful to share some of the responsibilities. Also, the co-chair could be in line to chair the committee for the next year.

3. **Membership Chair:** Tim Fox presented a detailed membership report that shows how well ARF members and potential members responded to the ARF membership recruitment letters sent out in September 2023. At this point we have 183 active ARF members. Based on past history this number should increase over the year. At the end of the 2022-2023 year, we had 194 active members.

A Board member suggested (later in the meeting) that we send upcoming ARF event announcements by postcard. ARF will experiment with this suggestion for all ARF members for this year with the goal of increasing the number of people who attend the ARF events.

It was decided to have an ARF Program Committee meeting (10:00 am) followed by a Board meeting (10:30 am – noon) on January 12, 2024.

4. **Remembrance Chair:** Ron McIntyre reported that ERFSA has an In Memoriam column in the CSU ERFSA Reporter. John W. McGhee (Mathematics) from CSUN was listed. Ron will ask for information about John McGhee for the ARF newsletter.
5. **Newsletter Editor:** Ann Perkins said that the deadline for the inputs to the January 2024 ARF NOTES newsletter is December 15, 2023.

6. **Historian:** Karen Robinette contacted the CSUN Library to get permission to add material to the Archives. She needs a form and has not yet been able to get it from the library. Michael Barrett offered to help get this fixed. Michael said Karen needed to talk to Ellen Jarosz in the Library.

7. **Webmaster:** Gene Turner. No report.

8. **Faculty Senate Report** Cynthia Rawitch sent a written report. She suggested that we read the Cozen O'Connor report on CSU's compliance with Title IX, referenced in Cynthia's Senate Report.

9. **ERFSA Report:** (Tim Fox) ERFSA asked ARF to send ERFSA information about ARF. Ron McIntyre will take care of this.

Adjournment

There being no further items on the agenda, the meeting was adjourned shortly before 12:00 p.m.

Next ARF Board Meeting: Friday, January 12, 2024

Respectfully submitted,

Diane Schwartz (for Pat Nichelson, ARF Secretary)