



ASSOCIATION BOARD MEETING MINUTES

BOARD MEMBERS PRESENT [X]: ABSENT [-]

President: Daniel Mitchell [x] President-Elect: Betty Chang [x] Past President: Stephen Cederbaum [x]

Recording Secretary: Barbara Lippe [X] Newsletter Chair: Jean Aroeste [x] Welfare Chair/CUCEA Rep: David Lopez [-]

Archivist: Ralph Johnson [††] Book Exchange Chair: Toshi Ashikaga [x] Membership Chair: Anna Taylor [x] Treasurer: Jane

Permaul [x] Biobib Survery Chair: Charles Berst [x] Faculty Center Rep: Bruce Miller [x] Faculty Women's Club representative

Rochelle Caballero [-]: ERRC Representatives : Regini Gill [x] Arts/Crafts Chair: Noel Carterette [x]

Program Chair: Judith Smith [x] Hospitality Chair: Gloria Turner [x] Corresponding Secretary: Diane Childs [x]

Auditor and UCLARA Representative Maaza Woldemusie [x] Member-at-Large: Barbara Sinclair [x] Guest: John McDonald [-]

[††] deceased Guests: Arline Zuckerman, Heather Briston, Nora Jones, Charlotte Brown

DATE: 6/3/2015

LOCATION Murphy Hall Room 2121 1:30 PM- 3:30 PM

1. Minutes of the Meetings: Minutes of Meeting 5/6/2015 Lippe
 - a. **ACTION:** After correction in spelling of Arline Zuckerman was made to minutes, minutes were approved.
2. Presidents Report: Mitchell
 - a. Carterette will make her report on Arts and Crafts show in September
 - b. The next Arts and Crafts show will be Tuesday May 17th, 2016
 - c. There are issues occurring with respect to the Faculty Center nomination process and these were discussed and resolution is pending
 - d. The Faculty Association held a meeting in the Faculty Center. Of note was that regular faculty members were not in attendance but others were and there was some active participation in discussions.
3. New Business
 - a. Introduction/discussion with Heather Briston University Archivist, Chang Arline Zuckerman who assisted EA after passing of Ralph Johnson, Charlotte Brown the University Archivist up to 2014 and archivist/librarian Nora Jones.
 - b. Briston emphasized that the EA is one of several groups on campus that, while University related, do not have records that are "Official Records of the University" where all designated content must be archived. Thus, what she is

able to take is discretionary and based on resources [space, time, people, and budget]. There are no rules as to what the University needs to keep for a group like EA but once the University accepts the materials, they are then indexed, kept and made available to anyone with a photo ID.

- i. At this time paper is preferred to digital records; it costs more money, time, and effort to digitize and store and take care of digital data so while that may be the mode of the future, and they will accept digital data, they prefer paper at this time.
- ii. The Southern Regional Library Facility can no longer [as of 2014] accept any more documents for lack of space and where documents will go in the future is still not clear.
- iii. Our current archived EA files occupy 0.4 feet of space. Zuckerman has the guide to our EA files at the ERRC and they are all archived and ready to go. There are also EA files in the YRL collection which is mostly those of CUCEA documents (one box).
- iv. **ACTION:** Briston agreed to help the EA develop a Documentation Plan that should separate EA documents into those we want to archive when space becomes available [ie: Annual reports, Bylaws, Constitution, Major Decisions or changes in operations, Surveys] and what we want to keep for ourselves in our own "space" [ie: committee annual reports, membership and plans for future action, minutes, budgets, etc] and what we want to discard. She will meet with Arline to initiate this plan.

c. Who brings the cookies?

Lippe

i. **ACTION: Gill agreed to bring "cookies"**

d. Calendar for meetings for 2015-2016 **ACTION:** dates chosen

- i. 2015 September 9th, October 7th, November 4th, December 2nd
- ii. 2016 Jan 6th, Feb 3rd, March 2nd, April 6th, May 4th, June 9

4. Committee Reports/Consent Calendar

a. Treasurer

Permaul

- i. Correction to last Budget Report; balance as of should be dated April 30th
- ii. Present report attached dated May 31st
- iii. Permaul noted that the bill from Faculty Club for Arts and Crafts show was higher this year and Lippe suggested checking with Noel although one of the charge categories that had in past been taken by ERRC was assumed by Arts/Crafts and there was also an increase in prices at FC.

b. Membership

Taylor

- i. No new members were processed since last count
- ii. Total to date is 583 EA members and 196 spouses-779
- iii. 19 new members + 3 spouses joined [did not have to pay first year]
- iv. ~150 old members did not renew
- v. There were several that paid twice as a result of membership form included in the past newsletter
- vi. Membership forms usually go out in August
- vii. Ideas for increasing membership included continuation of email blasts, review of list of all retirees and a plan for reaching out to them to be developed

- viii. Betty wants to create a task force to assist Anna with recruitment; Gil has a commitment to get a list of all new academic retirees which can be used to contact new potential members. Bates is working on a process of what to communicate to retirees and will develop an opt-out for communications.
- c. Smith/Turner
 - i. Logo development will begin with September semester
 - ii. There was discussion about the awards event and who introduces which awards and when [before and/or after dinner]. We need to developed a plan for who presents which awards and when in the meeting. The plan should include clarifying which awards are given by the Vice Chancellor Academic Affairs.
- d. Faculty Women's Club Caballero
 - i. In Caballero's absence, Lippe announced that Carol Betti will be incoming FWC president and will attend the EA meetings starting in September
- e. Corresponding Secretary: Childs
 - i. Thanked the Board for her Service Award
 - ii. Final report for April-June was reviewed (final report is attached)
- f. Arts and Crafts Carterette
 - i. Report will be given in September
- g. ERRC Gil
 - i. Monday, October 12th the Chancellor hosts the recently retired faculty and staff at his residence [staff and faculty retired within the last two years will be invited]. Gil will try to get a commitment for an every year event.
 - ii. UCLA is hosting the CUCEA/CUCRA conference Spring 2016-April 27 and 28. A planning committee will be established.
 - iii. ERRC is planning new fiscal year calendar
 - iv. Direct all request to Gil (director) so she can learn about EAs requests and provide appropriate resources to ERRC staff
 - v. Wanted some input on the picnic which did not occur last year. More retirees attend than emeriti.
 - vi. Gil visited USC Emeriti Center that will be closing end of June –funding was lost
 - vii. Membership
- h. Awards and Nominations Chang/Cederbaum

The New President, Chang was formally presented the committee. The new Awards committee of past president and president-elect will begin working on the awards for the next academic year.
- i. News Letter- Aroeste
 - i. Dates for submissions will be given at the September board meeting
 - ii. Diane Child's has agreed to be Associate Editor of the News Letter
- j. Archives Committee Report- see 3 a,b
- k. Bibliographic Survey Berst
 - i. The survey is in new hands and is gearing up
- l. Book Exchange Ashikaga

i. In her absence it was reported that Ashikaga will stay on for next year, and continue with help from Ludmer, Paul Sheets, and Fermin Carranza will join her, with Cederbaum volunteering to continue to help as well. Culling will take place later in month.

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| m. Faculty Center -see 2c | Miller |
| n. Joint Committee on Emeriti/Retiree Housing | Berst |
| o. University and Public Relations | Berst |
| p. EAC (Emeriti Affairs Committee) | Lopez |
| q. CUCEA | Mitchell |
| r. Auditor and UCLARA representative | Woldemusie |

Meeting adjourned at 3:30 pm