

**MINUTES EAST CAROLINA UNIVERSITY RETIRED FACULTY ASSOCIATION  
EXECUTIVE BOARD COMMITTEE  
WILLIS BUILDING CONFERENCE ROOM  
MAY 16, 2019**

Members present: Smith, Tingelstad, Tschetter, Larsen, Engelke, Mansfield, Gilliland, Swinker

- Chris Mansfield discussed several topics
  - Assignment of a board member to the ECURFA webpage is on hold due to Ken Wilson's illness. Mike Cotter will be asked if he is willing to continue on an interim basis.
  - The use of Constant Contact software to manage ECURFA's email traffic was discussed. Use of the software will require its purchase by the Board. Review of the software and its purchase will be acted on in the upcoming month.
- The proposed new Board members will be presented at the upcoming annual business meeting. There was discussion of developing a protocol for vetting and the approval process for new board members.
- The Fall Social has been scheduled for the Heart Center
  - There were approximately 80 attendees last fall.
  - There will again be an entertainment program provided by students from the School of Theatre and Dance.
  - Provisions will again be provided by Aramark
- The Faculty Forum program will be continued
  - At last years' programs attendance averaged between 25 and 30 people
  - There will be 4 programs during the upcoming year
  - Potential topics and presenters are currently be identified.
  - Publicity of the Forums through social media needs to be addressed.
- The monthly Dutch Luncheon was discussed. There were nine held this past year at several locations. Measured by attendance, A'Tavola and Shogun showed the most response. The plan is continue the luncheons during the upcoming year.
- The revision of the organization's by-laws was discussed identifying several issues including duplication, clarity of membership requirements, attendance of board members at Board meetings, and scholarship requirements. An updated, revised by-laws will be a goal during the upcoming year. The need to develop a policy and procedures manual, referenced in the current by-laws, was also part of the discussion. Requirements.

The meeting adjourned at 3:45.