

East Carolina University Retired Faculty Association
Minutes of the Board of Directors Meeting
August 22, 2019

3:00 PM – Call to order by President Smith.

Present: Smith, Larsen, Engelke, Muller, Swinker, Cunningham, Tingelstad, Gilliland, Tschetter

The minutes of the annual meeting held on June 10, 2019 were approved.

Reports

Treasurer

Larsen provided a quarterly report of the Association accounts (summary page attached). There is a discrepancy in the accounts related to scholarships. The intent was to give \$2000 for Undergraduate Scholarships (only \$1500 was given) and \$3000 for Graduate Scholarships (only \$1500 was given). Tingelstad will follow up with Melanie Bryan. Muller raised a concern that the on-line donation form needs to be revised to make it possible to donate to the operating fund. Smith will discuss this with Mansfield when he returns.

Secretary

Engelke reported on the use of Sharepoint as a repository for Board documents. The site can be accessed with an ECU email address. Several members have accessed the site.

Review of Annual Meeting

Smith will continue to work on updating the email list with Mansfield. The Board members expressed thanks to Swinker for arranging the publicity related to the scholarships in the Daily Reflector. Next year the scholarships will be presented at the social hour rather than the business meeting which will result in broader recognition.

Unfinished Business

Bylaws

Discussion of the Revised Bylaw Draft. Several suggestions were made. Engelke will revise and post Draft 4 at the Sharepoint site.

Fall Social

Larsen reported that the event will be held October 10, 2019 at the ECU Heart Center. Students in the Department of Theater and Dance will perform. Costs related to the event have increased. A decision was made to increase the charge for the event as follows: \$10/person (sustaining members and guests) \$15/person (non-sustaining members and guests). Alternatively, attendees can pay \$35 to become a sustaining member and pay \$10/person. The estimated attendance is 75 people and Smith will arrange to have spirits at the event.

Constant Contact

Smith will work with Mansfield to determine if the program can be used to obtain contributions for scholarships and operating funds. The plan is be able to create an accurate master list of members as well as sub-lists for specific events/issues.

Faculty Forum

Swinker reported that Faculty Forums have been scheduled in 2610C in the Family Medicine Building on October 15, Nov 19, Feb 18, March 17 from 3:00-4:30. The October Meeting will be on *Recycling: The Big Picture*. Someone from the state office will present and local issues will be discussed.

Dutch Treat Lunches

Cunningham reported that the lunches will occur on the 1st Thursday of every month from September through May. The venues will be Kickback Jack's, A Tovola, and Shogun.

RFA website

Smith and Muller have taken the 3-hour training but couldn't access the VPN for the tutorials. Smith has resolved the issue and they will continue to work on the website.

New Business

Policy and Procedure Manual

All board officers and committee chairs should send materials to Gilliland that needs to be included in the policy and procedure manual. She will prepare a draft. The final copy will be posted on Sharepoint.

Member Discounts

Discussed as a potential mechanism to increase membership and funding. Smith to explore this further.

Microsoft 365

Smith is working with the Provost so that all members of the Board can get Microsoft 365 Office Suite. This will give the RFA a stronger linkage to the University. Approved by Provost waiting on computer department approval.

Scholarship Committee

Tingelstad will chair the committee. Engelke, Muller, and Cunningham agreed to serve on the committee.

Other Business

Brief discussion about obtaining a One Card for all members. Smith will follow up.

The next Executive Committee will be held in January 2020.

Adjournment

The meeting adjourned at 4:50 pm.

1001 BSA-2019

as of 8/31/2019

Balance	\$ 5,145.40	Assets (Fund available)	\$ 124.09	Gifts	\$ 5.00
Beginning Balance 7/1/2019:	\$ 5,051.40	Payroll	\$ 130.44		
	\$ 100.00	BB Capital Contribution	\$ 100.00		
	\$	Payroll	\$ 588.00		
	\$	BB Capital	\$ 120.00		
	\$ (5.00)		\$ 25.00		
	\$	Total \$	<u>1,173.53</u>		<u>5.00</u>
Total \$	<u>5,145.40</u>				

1001 BSA

as of 8/31/2019

Beginning Balance 7/1/2019:	\$ 24,664.15	BB Capital	\$ 488.85		\$ 44.65
Net Change	\$ 27,133.51	BB Capital	\$ 102.68		\$ 41.85
Net Change	\$ 3,896.50	BB Capital	\$ 1,956.50		
Net Change	\$	BB Capital	\$ 300.00		
Net Change	\$		\$ 488.85		
Net Change	\$ (992.09)		\$		
Net Change	\$	Total \$	<u>488.85</u>		<u>44.65</u>
Total \$	<u>24,664.15</u>				

1001 BSA

as of 8/31/2019

Beginning Balance 7/1/2019:	\$ 10,228.17	BB Capital	\$ 1,381.80		\$ 505.00
Net Change	\$ 14,521.89	BB Capital	\$ 1,125.71		\$ 505.00
Net Change	\$	BB Capital	\$ 1,722.09		
Net Change	\$	BB Capital	\$ (1,500.00)		
Net Change	\$ 347.57		\$		
Net Change	\$ 11,228.17		\$		
Total \$	<u>11,228.17</u>		<u>1,381.80</u>		<u>505.00</u>