

**East Carolina University Retired Faculty Association  
Minutes of the Board of Directors Meeting  
March 31,2021**

**Present:** Smith, Engelke, Swinker, Gilliland, Corbin, Sweet, Mansfield

The meeting was called to order by President Smith.

The minutes of August 22, 2019 and November 21, 2019 were approved. The Review of Status report of February 21, 2021 was approved.

**Treasurer Report**

Interim Treasurer Mansfield presented the Quarterly Report of the RFA accounts (attached). The Board discussed several questions related to finances. A portion of the Vice Chancellors allocation (\$588) was used to renew our Constant Contact Agreement. There are also funds remaining in the Southern Bank Account (\$3,544.01) and the ECU Foundation Account (\$5,152.03). Smith will investigate if there are restrictions on these accounts and how they might be used to fund a Fall Social and to ensure that there is adequate money for scholarships next year. This will be discussed at the next Board meeting. A decision was made by the Board that we would not send out a call for dues payment until we return to a more pre-pandemic mode of operation.

**RFA Scholarship Committee**

Swinker reported that 3 Undergraduate Scholarship and 3 Graduate Scholarships were awarded to very qualified students at ECU who were either children or grandchildren of ECU Faculty. Each scholarship was for \$1000. The recipients were:

Retired Faculty Association Graduate Recipients:

Jamie Chamberlin -Entering Medical school summer 2021. Completion May 2025.Current status-Undergraduate degrees, Chemistry & Biochemistry-May 2021.

Kaylie Sargent -Master's degree in Clinical Counseling-graduation May 2022.

Laura Cline -Master's degree in Nursing-graduation May 2022.

Retired Faculty Association Undergraduate Recipients:

Emma Greene-\$ -Political Science major-graduation December 2021.

McKaleigh Manning -Nursing major-graduation December 2023.

Hannah Roberson-Engineering major (concentration in Biomedical)-graduation May 2022.

**Faculty Forum**

Swinker reported that 2 programs were offered. One was on Genealogy and the other was on nutrition supplements. Both presentations were well attended with approximately 50 people at each meeting. Feedback was very positive. The presentations were recorded and are available at the website. Suggestions for future programs were discussed. Swinker and Mansfield will develop a questionnaire to ask Board members and the membership for potential topics to be addressed in future programs.

### **Revision of Bylaws**

Engelke presented the proposed bylaws including the suggestions from the attorney. One amendment was suggested on page 8, Article VI: Revision of Bylaws. This section was revised to say:

Board-proposed amendments to the By-Laws shall be submitted to all members of the Association at least 30 days prior to the time when action on the amendments is to take place. Approval of the amendments shall require the positive vote of two-thirds of the members responding.

The amendment was accepted. Sweet moved that the Bylaws be approved by the Board and sent to the membership. Swinker seconded. The motion was approved. Mansfield will send a copy of the Bylaws to all members for approval.

### **Sharepoint/Website**

The Sharepoint site has not provided easy access to Association documents for members. Engelke presented a template for revising the Website so that documents (minutes, Bylaws, programs, etc,) could be posted at the Website. Joy Williams at ECU is willing to help revise the Website. Board members were asked to review the template and make suggestions. Engelke will contact Ms. Williams about the revisions and will post documents at the website.

### **Policy and Procedure Manual**

Gilliland discussed current information about the Manual and the need for the Manual to reflect the Bylaws. Engelke will send the amended bylaws to Gilliland so that the policy and procedure manual reflects the new Bylaws.

### **Board Member and Officer Composition**

Several Board members (Larson, Reiser, Tingelstad, Tschetter, Woodruff) have either resigned or are no longer participating on the Board. Engelke's term has expired. Under normal circumstances, we would elect a President and Secretary this year, but the positions of Treasurer and Vice President are also open. The board discussed an interim plan to continue the work of the Association until we can have an in-person meeting.

President-Smith agreed to serve one additional year.

Vice-President-Swinker will serve as VP and Chair of the Scholarship Committee for one year.

Secretary-Smith will ask Mueller to assume the role of Secretary.

Treasurer/Social Committee-Mansfield is interim treasurer but there is a need to recruit a permanent Treasurer. Sweet and Corbin will take responsibility for organizing the Fall social which is usually done by the Treasurer.

Mansfield will develop a welcome letter to new retirees and ask for volunteers to serve on the Board. All current Board members are asked to identify and recruit additional Board members.

The Meeting adjourned at 2pm.

**ET3332 - ECU Retired Faculty**

FY19 as of 6/30/19		FY20 as of 6/30/20		FY21 as of 3/2/21		FY19 Expenses	
Fund Balance:	\$ 5,051.40	Fund Balance:	\$ 5,009.53	Fund Balance:	\$ 5,009.53	Archie Smith (food products)	\$ (124.09)
Beginning Balance 7/1/2018:	\$ 5,383.43	Beginning Balance 7/1/2019:	\$ 5,051.40	Beginning Balance 7/1/2020:	\$ 5,009.53	Aramark	\$ (190.44)
Gifts	\$ 815.00	Gifts	\$ 415.00	Gifts	\$ 150.00	Paypal Arohe	\$ (100.00)
Dues	\$ -	Dues	\$ -	Dues	\$ -	EIG Constantcontact.com	\$ (588.00)
Ticket Sales to Social	\$ -	Ticket Sales to Social	\$ 680.00	Ticket Sales to Social	\$ (1,116.12)	Paypal Arohe	\$ (120.00)
Expenses	\$ (1,147.03)	Expenses	\$ (1,116.12)	Expenses	\$ (20.75)	Gift Fees	\$ (24.50)
Gift Fees	\$ -	Gift Fees	\$ (20.75)	Gift Fees	\$ (7.50)	Total	\$ (1,147.03)
Total	\$ 5,051.40	Total	\$ 5,009.53	Total	\$ 5,152.03		

**ECU Retired Faculty Undergraduate Scholarship**

EC4486 Corpus		EE4486 Expendable Fund		EU4486 Bridge/Underwater Fund	
FY21 as of 3/2/21	\$ 31,523.41	FY21 as of 3/2/21	\$ 11,596.48	FY21 as of 3/2/21	\$ 1,138.81
Beginning Balance 7/1/2020:	\$ 31,523.41	Beginning Balance 7/1/2020:	\$ 14,039.91	Beginning Balance 7/1/2020:	\$ 143.81
Gifts	\$ -	Spending Distribution	\$ (1,861.66)	Gifts	\$ 1,035.00
	\$ -	Investment Income	\$ -	Scholarships	\$ (40.00)
	\$ (1,147.03)	Realized Gain on Sale of Investment:	\$ -		
	\$ -	Unrealized Gain on Investment	\$ -		
	\$ -	Endowment Fee	\$ (581.77)		
	\$ -	Gift Fee	\$ -	Total	\$ 1,138.81
Total	\$ 31,523.41	Total	\$ 11,596.48	Total	\$ 1,862.26

\$ 1,862.26 Spending distribution to be posted to FY21/22

**ECU Retired Faculty Graduate Scholarship**

EC4489 Corpus		EE4489 Expendable Fund		EU4489 Bridge/Underwater Fund	
FY21 as of 3/2/21	\$ 30,455.20	FY21 as of 3/2/21	\$ 9,412.36	FY21 as of 3/2/21	\$ 1,285.00
Beginning Balance 7/1/2020:	\$ 30,255.20	Beginning Balance 7/1/2020:	\$ 11,669.86	Beginning Balance 7/1/2020:	\$ 1,006.00
Gifts	\$ 200.00	Spending Distribution	\$ -	Gifts	\$ 1,285.00
	\$ -	Investment Income	\$ -	Scholarships	\$ (1,006.00)
	\$ -	Realized Gain on Sale of Investment:	\$ -		
	\$ -	Unrealized Gain on Investment	\$ -		
	\$ -	Endowment Fee	\$ (535.12)		
	\$ -	Gift Fee	\$ (10.00)	Total	\$ 1,285.00
	\$ -	Spending Distribution	\$ (1,712.38)		
Total	\$ 30,455.20	Total	\$ 9,412.36	Total	\$ 1,715.61

\$ 1,715.61 Spending distribution to be posted to FY21/22

\* Allocation of investment earnings for FY20 will not be posted until 6/30/21

**ECU RETIRED FACULTY ASSOCIATION  
TREASURER'S QUARTERLY REPORT TO THE BOARD**

**Date of the Quarterly ECU RFA Board Meeting: March 18, 2021**

**Checking Account (Southern Bank # 6501014092)**

Balance as of 2-28-21 **\$ 3,544.01**

**Provost's Allocation**

Allocation for Academic Year 2020 —2021 \$ 1,300

Expenditures (Constant Contact renewal) 588

Balance of Provost's Allocation as of 3/18/21 **\$ 712**

**ECU Foundation Account (ET3332)** Balance as of 3/02/21. **\$ 5,152.03**

**ECU RFA Undergraduate Scholarship Fund (ECU Foundation Account EC4486)**

Balances as of 03/02/21

Corpus (Acct # EC4486) \$ 31,523.41

Restricted Earnings (Acct # ER4486) \$ 11,596.40

Expendable Fund (Acct # EE4486) \$ 1.66

Bridge/Underwater Fund (Acct # EU4486) \$ 1,138.81

Notes:

Funds in Bridge/Underwater Fund are expendable for scholarships and don't contribute to the Corpus or add to Restricted Earnings.

Gifts to Bridge/Underwater Fund totaling \$1,035 were received in 2020.

2021 Scholarships will be taken from Expendable (\$1,861.66) and Bridge/Underwater (\$1,035)

**ECU RFA Graduate Scholarship Fund (ECU Foundation Account EC4489)**

Balances as of 03/02/21

Corpus (Acct # EC4489) \$ 30,455.20

Restricted Earnings (Acct # ER4489) \$ 9,412.36

Expendable Fund (Acct # EE4489) \$ 0.18

Bridge/Underwater Fund (Acct # EU4489) \$ 1,285.00

Notes:

Funds in Bridge/Underwater Fund are expendable for scholarships and don't contribute to the Corpus or add to Restricted Earnings.

Gifts to Bridge/Underwater Fund totaling \$1,285 were received in 2020.

2021 Scholarships will be taken from Expendable (\$1,712.38) and Bridge/Underwater (\$1,285)

Attached is a copy of the report prepared by the ECU Foundation showing withdrawals and deposits from this account as well as balances for all three Foundation accounts.

Respectfully submitted: Chris Mansfield, Interim Treasurer, March 18, 2021