

East Carolina University Retired Faculty Association
Minutes of the Board of Directors Meeting
November 21, 2019

3:30 – 5:00 PM Willis Building, Small conference room.

Present: Smith, Mansfield, Cunningham, Muller, Larsen, Sweet, Tingelstad, Gilliland, Swinker

1. Minutes of board meeting August 22, 2019 were not available for consideration for review by the board. Approval of minutes was postponed until next meeting of the board.
2. Treasurer's report was made by RFA treasurer, Lars Larson. A detailed report was handed out by the treasurer.
3. Constant Contact – Chris Mansfield gave a briefing on the capabilities of the software program, Constant Contact. This program provides e-mail messages to association members as well as the capability to conduct surveys and polls of the membership.
4. Marian Swinker – Provided an update on the Faculty Forum. She indicated the last forum had approximately 30 persons attending.
5. Office telephone and linked dedicated association e-mail account. Information was provided on the construction and operation of the RFA office telephone recently completed. The RFA has a dedicated telephone number in the Willis Building. That number is: 252-328-4370. This number provides voice mail recordings to be transmitted to the RFA dedicated e-mail account in the event no one is available to answer the telephone call. The dedicated e-mail account is: HER@ecu.edu. This account can receive e-mail messages from anyone but currently only the RFA president and Constant Contact master can access the account to listen to the voice mail transmissions. This system is undergoing testing and discussions as to e-mail operational access is planned for future board consideration.
6. Scholarship funds: Discussions relating to funding available for graduate and undergraduate RFA scholarships for 2020-2021 were held. The RFA vice-president, Jon T., was to contact appropriate sources at ECU to determine available funds. It is anticipated (hoped) that the RFA will be able to fund at least five (5) scholarships for year 2020-2021 in the amount of \$1000 each.
7. Memorial fund: Discussions relating to the participation of the RFA in the planning and contributing to a memorial fund to honor former board member, Ken Wilson. The RFA's participation in funds for tree plantings somewhere in Greenville was discussed. Also was the possibility of participation in contributions to the organization, PanCan. Chris Mansfield will explore the options and report back to the board.
8. Next meeting – Meeting date not scheduled as of this date but will most likely be in late January or early February.
9. Meeting adjourned at 5:00 PM

(information from notes of RFA president, Archie Smith)