**Executive Committee Meeting Minutes corrected 3.14.19**

Thursday, **February 14, 2019**

Time: **12:45 PM to 2:45 PM**

Place: **SA 110**

Present: P. Brier, S. Burstein, M. Cates, J. Cleman, S. Felszeghy, A. Gonzalez, D. Keane, M. Huld, D. Margaziotis, K. Reilly, B. Sinclair, W. Taylor

Absent: J. Fisher-Hoult, N. Hunt, J. Kirchner, E. Roberts, F. Stahl, M. Zepeda

1. Announcements

 1.1 Stan announced again the resignations of S. Cash, D. Klein, D. Schaeffer.

 1.2 John Cleman volunteered to be the interim program chair to organize the Spring

 luncheon.

 1.3 Stan reported that volunteers for the sociology class on “Older Adults’ Life

 Stories” were no longer needed.

2.0 Approval of Agenda

 2.1. M/S/P approved as written with date corrected for previous minutes

3.0       Approval of the Minutes

3.1. M/S/P approved Executive Committee Meeting Minutes of January 10, 2019.

3.2. In response to a question it was noted that there is a paper file of all the Minutes

 dating back to 1982 at the university president’s office. To digitize them would take considerable time and work.

 See Web Master report.

4.0       Officer and Committee Reports and Recommendations

4.1 Life Long Learning: Peter Brier

 4.1.1. It was M/S/ unanimously Passed to accept Peter’s motion:

 “The Executive Committee looks with favor at the intention of the

 Board of Directors of Lifelong Learning to arrange a celebration of its

 fifteen year history in the fall of 2019.” The purpose of this event was

 described as: 1) To recognize the contribution of emeriti and faculty as

 presenters in the program; 2) To thank the activities directors and managers

 of the various retirement homes and community centers involved in the

 program; 3) To inform all emeriti and key University officers about the

 Lifelong Learning program

 4.1.2. Discussion ensued about suggested dates; it was decided that the

 Lifelong Learning Board should plan and arrange the event and report back

 to the committee.

 4.1.3. Peter referred members to the upcoming programs: February 20, 7:00 p.m.

 Timothy Steele’s Poetry Readings at Villa Gardens; February 22, 10:30

 a.m. Andrew Winnick at South Pasadena Senior Center on the 2018

 election.

4.2       Treasurer: Marshall Cates

 4.2.1. Marshall reported there was little activity for the month; the accounts

 were as follows: $7,928.85 in the credit union, $5895.87 in UAS, and

 $20,050.75 in the FCU savings. The Life-Long Learning balance is

 $6,402.14. $600 payment for *Emeritimes* is pending. There were 10 donors.

4.3 Fiscal Policy Chair: Marshall Cates

 4.3.1. Marshall announced that the Foundation was not paying dividends as it lost

 money. So we will have $7,000 for the fellowships (Mathy is still $2,000).

 If we had not received the recent gift, we would have qualified for dividends

 on the money from the past.

 4.3 2. It was M/S/Passed unanimously to explore how to spend judiciously

 from the reserves $20,000 to increase membership and increase

 participation of current members. Steve volunteered to Chair a committee

 to explore options.

 4.3.3. It was M/S Passed unanimously to offer a free future luncheon to newly

 appointed Emeriti.

 4.3.4. It was M/S/ unanimously passed to set the price for the Spring luncheon

 at $40. In the past we have lost money on the luncheons. Since the contract

 for the caterer for Spring may have already been signed, Barbara

 volunteered to talk to the caterer to see if the price could be adjusted.

 4.3.5. It was M/S/P to accept the committee recommendation to increase the fee

 for the *Emeritimes* Editor from $600 to $650 and to increase the stipend for the graphic designer by 8%.

 4.3.6. Dorothy inquired about the availability of the Luckman Art Gallery

 as a venue for an extra event. She will be the Chair of a

 subcommittee to explore this and Stan will appoint 2 others.

 4.4 Fellowship Chair: Alfredo Gonzalez

 4.4.1. Alfredo presented his report. The scholarship/fellowship calendar for

 2 is: March 5-April 8: Student application period; April 8: Deadline for

 letters of reference; April 9: Application pools available to selection

 committees; June 3: Deadline to notify Scholarship Coordinator of

 fellowship recipients.

 4.4.2. The process for organizing the scholarship application readers includes

 obtaining 4-5 teams of two to read 40-50 application each. Alfredo would

 like to pair previous readers with a new reader. He requested that members

 speak to potential new readers and submit names to him by the next

 Executive Committee meeting.

 4.4.3. The reader orientation meeting will be held April 4; Reviews will be held

 April 9-May 10. May 16 the teams will meet to determine final award

 recipients and recipients of the named Emeriti Fund Fellowships. On May

 24 the Scholarship Director will be notified of the award recipients.

 4.4.4. There will be extensive outreach to the Deans, Associate Deans,

 Department Chairs to ask them to talk up the fellowship opportunities,

 Inform them if there is one for a certain department.

 4.4.5. There was a committee action to consider raising the amount of the

 fellowships for this year only, but that was dismissed as the amount

 available was not increased.

 4.4.6 At a future meeting the committee will propose a procedure for deciding

 whether or not the Association will manage endowed scholarships.

 4.5 Website: Dimitri Margaziotis

 4.5.1. Dimitri reported he has updated the fellowship page to reflect the new

 eligibility criterion (classified graduate standing instead of 500 level class)

 4.5.2. The minutes from 2004 to date are on the web; if we want to digitize prior

 to that it will take much time and work.

 4.5.3. It was M/S/P to digitize the minutes from 1982-2004 and find a way

 to implement it. It was suggested that a student intern might be hired.

 4.5.4. All minutes posted on the website are in .doc format and, therefore,

 searchable. Minutes to be digitized not currently on the website will have to

 be scanned into a searchable pdf format.

 4.6 Academic Senate: John Cleman

 4.6.1. John report that the emeriti presentation by Bill Taylor at the Senate Emeriti

 Recognition on February 12 went very well. Several Senators also

 responded to Peter’s call for participation in the Lifelong Learning program.

 It was suggested that perhaps next year’s presentation could include more

 visual information, such as a power point with pictures of fellowship

 recipients.

**1:30: Time Certain: W. Taylor: Committee Recruitment and Retreat** **Constitutional Changes**

 After extensive discussion, it was M/S/Passed unanimously to establish a subcommittee to work now to plan a retreat for the fall to propose future constitutional changes, especially with regard to the appointment and duties of members at large. It was M/S/P to authorize the Secretary to proceed with the necessary steps to notify association members of proposed changes approved by the committee last Spring. These could then be voted on by the general membership at this Spring’s luncheon. If the notification is to be via an insert in the *Emeritimes, the deadline for copy is March 5 for the Spring edition which precedes the annual meeting*

5.0 New Business

 5.1. Len Plaque

 5.1.1 Bill Taylor will be asked to see if we can arrange a reception to be held

 when the plaque is hung in the Senate conference room.

 5.2. Empty offices: Historian/Archivist, Editorial Board, Programs, Database

 5.2.1. M/S/P to change the word “Offices” to “positions”. M/S/P to

 remove Database manager (no longer empty)

 5.1.2 M/S/P to make suggestions to Ellen for invited articles.

 5.3. Scheduling of lunches

 5.3.1 M/S/P to remove this item as discussed in previous meetings.

6.0 Old Business -all three items will remain on agenda but no time to discuss

6.1 Measures to stimulate interest in the Emeriti Biographies Project

6.2 Emeriti Involvement in Campus Address to Student Homelessness and Undernourishment

6.3 Fellowship Criteria

7.0 Adjournment

 7.1. M/S/P to adjourn at 2:50 p.m.

submitted by Kathy Reilly