

Association of Retired Faculty and Staff (ARFS)
University of West Georgia
Coordinating Council Meeting, July 15, 2016, 10:00 am - 11:40 am
Conference Room, Alumni House
MINUTES

Present: Mitch Clifton, Annelle Colevins, Jimmy Drew, Frances Jackson, Bryce Lyon, Wanda McGukin, Debbie Novak, Glenn Novak, Anne Richards, Jan Ruskell, Martha Ann Saunders, Karen Smith, Kevin Hemphill. **Not present:** Tom Carrere, Mary Erickson, Patty Jiles, Burdett Wantland, Shirley Wantland.

1. Glenn **called the meeting to order** at 10:05 am.
2. The **minutes** for the meeting held 5-13-16 had been distributed online in advance of today's meeting. MOTION (Ruskell/McGukin): to approve them as distributed. Passed on a voice vote.
3. Glenn **summarized the purpose of today's meeting** and **shared information** about issues related to the change in personnel at Alumni Relations.
 - a. He summarized the focus of today's meeting as having to do with our upcoming reunion and how our bylaws can guide us through this year's nomination process. He also suggested we consider whether or not we want to meet one more time in August, before our annual reunion in September.
 - b. He mentioned the luncheon held to honor Meredith's service to ARFS and celebrate her pregnancy, noting it was good to see her again and to know she is doing well in her new job at the Newnan Center.
 - c. He explained that a meeting had been held with Dave Fraboni to better understand the personnel departures that recently took place in Alumni Relations and to figure out how we can coordinate with remaining personnel and move forward with the projects we have undertaken as a group. Those in attendance at this meeting were Debby and Glenn Novak, Mitch Clifton, Anne Richards, Kevin Hemphill and Danielle Tackett. Danielle has agreed to assist Kevin with ARFS special event planning. Glenn complimented Kevin, now the Assistant Director of Alumni Relations, on his promotion, and the group thanked him for agreeing to take on responsibilities previously shared by Frank Pritchett, Meredith Ledbetter, and himself in supporting our current projects and activities. He assured us that he is committed to doing everything he can to insure we have a successful group and a successful reunion. In addition, he said he will continue to handle our website.

Kevin reported that, by next week, both Meredith's and Frank's positions are expected to be posted. A national search will be launched for Frank's position. Another Assistant Director position (to assume responsibilities Meredith formerly handled) will likely be filled first. Jami Bower, Associate VP for University Communications and Marketing, will chair the national search. In the meantime, Kevin said that any questions or communications about anything connected to ARFS operations should be directed to his attention. Once new personnel are in place, decisions will be made about who will serve as our more permanent liaison with the university. In the meantime, temporary employees have been housed in Frank's former office as they assist in the migration of over 300 websites on campus to a look that is more compatible and consistent with that of the recently-revised campus website.

Glenn mentioned that, considering all the work Kevin now has on his plate, we will seek to be understanding in our requests for his support.

Bruce Lyon asked for clarification about the organizational structure that will result from planned personnel changes. Kevin explained that there will be two Assistant Directors who will report to the Director of Alumni Relations. The Director of Alumni Relations will, in turn, report to Dave Fraboni.

Glenn asked about the status of the work being done to get another copy of the *Rejuvenator* out to the ARFS membership. Kevin reported that he has scheduled time on Tuesday of next week to create the draft copy for this publication and to set up electronic registration for the reunion. Once the *Rejuvenator* is printed, West Georgia Mailing service will be asked to send it out. Glenn asked Kevin to delete information about the July travel program from the copy already sent to him since it will have taken place before the next issue comes out. Kevin mentioned that he plans to attend that program and take photos there.

4. Upcoming Reunion Planning

a. Anne distributed a list of **38 retirees to be honored** at this year's retiree reunion/reception. She explained some of the last-minute changes she had received in this regard and the present status of copy needed for the commemorative booklet. She also mentioned to Kevin that the previously-submitted list of retiree honorees for the forthcoming issue of the *Rejuvenator* is now inaccurate. She agreed to send an official and final listing to him by the beginning of next week.

b. Kevin mentioned that we have 80 **medallions** left. Once we distribute medallions to this year's honorees, he will place an order to replenish the supply.

c. Given the large number of retirees, Bruce suggested we rethink the invitation to retirees to make **comments after receiving their medallions**. It was agreed, however, that most retirees choose not to speak and several are not able to attend the event, so it's likely we will not have a significant problem if some choose to speak.

d. Kevin reported that Danielle Tackett has been in contact with the Country Club and will likely arrange for the same **menu** as last year for this event (the "Thanksgiving Buffet").

e. Kevin distributed for review **draft copies of the Invitation to the Reunion/Reception, the Save-the-Date card, the cover of the Tribute booklet, and the copy to be used on the website**. He called attention to the list of Coordinating Council members and asked if anyone had been left off of it. Anne mentioned that Karen Smith's name did not appear on the back of the front cover of last year's Tribute Booklet.

f. A discussion took place about the availability of background **music** for this event. In the past, Bernie Wong has provided this. Alternatives considered were arranging for a student or for Don Rice to play. It was agreed, however, to invite Bernie once again. Debbie volunteered to check on his availability.

g. Glenn asked if volunteers might be needed to help with **check-in** at the reunion. Kevin reported that the Blue Coats will be there to greet folks as they come in the door, but the presence of retirees at the check-in table would be appreciated. Martha Ann and Wanda volunteered to help with check-in.

h. Glenn mentioned that stick-on **name tags** will be needed and guests will be asked to print their own names on them. Kevin reported that **printed badges** with ribbons on them will be provided for all honorees.

i. Glenn reminded the group that he and Debby will be out of state at the time the reunion is scheduled but that Mitch, Anne, Kevin, Dave Fraboni, and President Marrero will be there.

j. The **schedule for the program itself** was reviewed. Using last year's schedule as a guide, it was agreed that attendees would socialize between 11:30 am and 12 noon. Mitch will then be given 5 minutes to welcome the group and introduce Dave Fraboni. Fraboni, in turn, will then be given 5 minutes to address the group and introduce President Marrero. President Marrero will then be given 10 minutes to address the group. At this point, it will be 12:20 pm and Mitch will introduce Anita Wilson who will handle the "Call for Lunch."

Lunch will take place between 12:20 and 1:00 pm. It was agreed that those who have speaking assignments following lunch should be at a head table and be among the first to eat lunch. Attendees should be encouraged/reminded to go back for dessert.

At 1:00 pm, Anne will spend about 10 minutes discussing "Who We Are/ARFS background."

At 1:10 pm, Mitch will preside over the General Membership Meeting. This will involve

(1) Presentation of the slate for officers and members of the Coordinating Council for 2016-2018, copies of which will be available on all tables;

(2) A Treasurer's report from Karen Smith - describing the Legacy Scholarship, indicating the amount raised thus far, and encouraging contributions from the group - will be made. Kevin agreed to provide all tables with envelopes for contributions and/or pledges. Mitch will recognize Karen for this report.

At approximately 1:20 pm, the presentation of medallions will occur. It was agreed that Anne will ask all honorees to come up to the front of the room and be seated together near the podium. Arrangements will have to be made with the Country Club for this seating. This will not only avoid taking up time with honorees walking back and forth in relation to where they were originally seated. It will also make it far more convenient to get a group photo of honorees. Kevin agreed to affix name signs to individual chairs. Anne will read the names of honorees, Mitch and President Marrero will make the presentations. Photos of honorees will be taken.

At approximately 1:45 pm, it is expected that this portion of the program will be over.

Mitch will then provide closing remarks (including what the Coordinating Council does and inviting other retirees to become members of the Council).

k. Kevin agreed to make arrangements for a campus **photographer** to be present at this event.

l. The **slate** for this year's officers and Coordinating Council members was then reviewed.

Names of persons who have served in past years, but are not planning to do so in the future, were as follows: Tom Carrere, Annelle Colevins, Mary Erickson, Burdett and Shirley Wantland.

This leaves the slate as follows:

President: Mitch Clifton (2016-2018)

Vice President:

Past President: Glenn Novak (2016-2018)

Secretary: Anne Richards (2015-2017)

Treasurer: Karen Smith (2015-2017)

At Large Members:

Jimmy Drew (2016-2018)

Frances Jackson (2015-2017)

Bruce Lyon (2015-2017) - Chair, Nominating Committee

Wanda McGukin (2015-2017) - UWG Director, GA-HERO

Debbie Novak (2015-2017) - Scholarship Committee

Jan Ruskell (2015-2017) - Scholarship Committee, Coordinator, Travel Program

Martha Ann Saunders (2015-2017) - Programs/Events Committee

Linda Wagner (2015-2017) - Chair, Widows/Widower/Surviving Partner Committee

It was agreed to leave the position of Vice President vacant if we are unable to find a suitable candidate for that position before the meeting takes place, but Mitch suggested we do everything possible to have a candidate for Vice President on the slate to present to the General Meeting. Persons on the Coordinating Council were encouraged to consider taking the position because of their prior experience on the Steering Committee and Council. Jimmy Drew was thanked for his attendance at today's meeting and his interest in becoming a member of the Coordinating Council.

Since Roberts Rules of Order require a request be made when any slate is presented to see if members in attendance at a given meeting wish to make additional nominations from the floor, Mitch will ask for additional nominations at the General Membership meeting for all positions on the Council, but call attention to the VP vacancy if it exists at the time of the meeting.

Glenn agreed to prepare a revised version of the slate for the upcoming meeting and send it to Kevin and all others present to be sure it is accurate.

m. Kevin announced that retiree Helen Delores Moore, formerly employed at the Registrar's Office, recently passed away and should be added to the "In Memoriam" section of the commemorative Tribute Booklet.

5. Kevin announced that the amount raised thus far for the ARFS **Legacy Scholarship** is \$15,655.00. Debbie reminded the group that an anonymous donor has agreed to match all donations made for this scholarship, up to a total of \$1,000.

6. It was agreed to **schedule a tentative meeting** for 10 am on Thursday, August 4, 2016 (in the Alumni House Conference Room) in the event we have matters needing attention before our reunion/reception on September 10, 2016.

7. A discussion took place regarding the wording in Article 9, Section 1 (re: Amendment of Bylaws). Because confusion existed regarding the second sentence of this section at a prior meeting, Bruce recommended a clarifying revision in language. MOTION (Lyon/Richards): that we amend Article 9, Section 1 to read: "A two-thirds majority vote of the Coordinating Council's total membership is required for amending the bylaws." Passed on a voice vote.

Adjournment: The meeting was adjourned at 11:30 a.m.

Respectfully submitted,

Anne C. Richards
Secretary