**February 15, 2024, Meeting Notes**

In attendance: Marshelle Thobaben, Jeffery Borgeld, and Lou Ann Weiand

**Program Chair**:

Debriefing: Excellent presentation by Aldaron Laird. 35 attendees. Lunch orders went smoothly. Aldaron Laird will send his PowerPoint slides to Marshelle be sent to the ERFSA listserv members.

Presentation was not able to be taped; Request was made to several people. Consulted with Mark Latson who felt the recording would be of poor quality.

*Spring Program Presenters:*

 **March 14**: Tiana Williams-Claussen, Yurok tribal member and graduate student of Environmental Sciences: *Recent Release of California Condors on The North Coast.* Introduced by James Floss, ERFSA Communications Chair

**April 11**: Alison O'Dowd, Ph.D.: *Klamath Renewal Project*.

Introduced by Jeffery Borgeld, ERFSA, Membership Chair

**May 9**: Mark A. Johnson, Chief of Staff of the President's Office at Cal Poly Humboldt, will discuss his new duties.

Introduced by Susan Dobie, ERFSA Program Chair

Future Presenters: James previously suggested that the Arcata Playhouse possible presenters could be David Ferney or Jackie Dardeneau. Others?

**Membership Chair:** Jeff

Number of members: 40 active members

Will continue to follow-up with the "catalog" staff, Jenny Robinson, and find out how they plan to incorporate the newly approved Emeritus Status recipients.

Follow-up automatic renewal of membership possible?

**Treasurer's Report: Lou Ann**

|  |  |
| --- | --- |
|

|  |
| --- |
| ERFSA Funds Cal Poly Humboldt TV012 Account: $5,309HAF&WRCF Account: $51,678.64Former treasurer Fulgham’s ‘flash drive” archived information is on the ERFSA Google website.In-person meeting was held on Jan 29th with Lou Ann, Marshelle & Lindsey Zito, HAF Donor Relations. HAF will send the grant recipients’ checks to them by mail.Zoom Feb 5th Meeting with Lou Ann & Marshelle & Cal Poly Humboldt OAA Fiscal staff, Nathaniel D Cacciari Roy, discussed the process needed so vendors can be paid in a timely manner & clarified how the expenses would be paid to Septentrio Winery and Mothers Cooking for the ES Reception on March 28th. |

 |

Feb. 15 in-person meeting with Madison, Baywood Events Coordinator, regarding Baywood’s billing process.

**Communications Chair: James** No report

Monthly press releases to the media outlets

**New Discussion Items Marshelle**

**Emeritus Status**

The university senate will award emeritus status to worthy nominees after they go through the senate approved review process. Their names should be on the University Senate Agenda by March 5th. Marshelle recommended a timetable process for the necessary reviews to James Woglom, University Senate Chair, and the Provost for next fall.

**Small Grant Program**

Small Grant proposals will be due Thursday, March 28, 2024.

The total amount available for the grants will be $5,000-$6,000.

Marshelle in her Feb. 12th meeting with ASC Andrea reviewed the Grant Application process, including sending the applications as a group to the Exe Com Members on March 28th.

Exc. Com. will have a Zoom call on Thursday, April 4, 1pm, to select the grant recipients.

Jeff volunteered to notify the grant applicants via email with an attached letter of their status [received/did not receive a grant].

Need to decide who will attend the OAA reception for senate/faculty and grant recipients social & introduce the grant recipients and the title of the project.

**Septentrio Winery Emeritus Status Awardees and Membership Septentrio Winery Reception**:

March 28th, Thurs, 4:30-7pm. Contacts: Tynel**, Septentrio Winery** and Alby Alawoya, Mothers Cooking.

Invitations were sent to President Jackson, his Administrative Team and Provost Capps.

Marshelle will send an announcement to the ERFSA listserv only inviting ERFSA members and honored guests.

Jeff volunteered to register guests—with Lou Ann and other exe com members helping with the process. There will be name tags & special labels for new ES awardees.

Agreed on the program: Introduce Exe Com Members, ES awardees introduce themselves, and Guests of Honors: Jenn Capps, Frank, & Jim Woglom give remarks,

**Fundraiser**

Exe. Com. is still seeking an interested ERFSA member to be the Fundraiser Chair.

There may be a fundraiser this summer with ASC Andrea Bright’s assistance.

Fundraising templates are available under Exc. Com. on the ERFA website.

**Website**

Exc Com members will determine if there are additional templates needed for ERFSA responsibilities.

**Exc. Com. meetings** will be immediately following the luncheon presentations for March & April. For May a date needs to be selected.

**Currently Known Exe Com Vacations/out of area**

Jeff: March 19-26

Marshelle: April 12-May 14th

Lou Ann: March 31-April 8

Susan

James

**Andrea Bright, ERFSA ASC**

If you request anything of Andrea, please refer to her duties below and state your request as an action item & which responsibility. Andrea’s supervisor is Lauren Lynch and she approved Andrea’s ERFSA responsibilities listed below.

**Upload Documents to the ERFSA Website:**

Upload documents to the ERFA website, such as meeting minutes, updated templates, etc.

**Emeritus Status Process:**

Send the Emeritus Status flyer [template for it] to the campus community. In Dec and reminder in Jan and May and reminder in Aug: The ERFSA President sends it to ERFSA listserv. It has been more complicated this time due to the grant flyer template being on the ERFSA website's templates instead of the emeritus status template and then the link being broken. Hopefully, that will not be a problem in the future.

The links for the retiree's nominator needs to be correct for each cycle [Sept and Feb] and closed after the nomination deadline.

After the nominations are closed, send the nominations to you, etc.

After the nominees are approved by the Provost and others, send the nominations to Senate Chair, Provost and ERFSA President--after they approve the nominees to the senators.

Email letters to the ES awardees and rejection letters to those not approved so they know & have the opportunity to appeal the negative decision.

**Grant Program:**

Have the link active for employees to apply for a ERFA grant going to the correct address

Send the Grant Flyer [template for it] to campus community in March and a reminder in  April

Send the grant proposals to the Exc Com once the application process is closed

Possibly email the letters to the Grant recipients and rejection letters using the ERFSA template for the letters. Notify the grant recipients of the AA reception honoring them and the outstanding professors.

**AY Monthly Luncheon Program:**

To be determined if we use Zoom--need IT support and Zoom link--Mary send the link to the listserv. My understanding is that the monthly luncheon meetings are in person now.

**Year End Social honoring ES recipients and donors:**

To be determined This fall under the responsibility of planning and hosting the Senate reception in May. ERFSA generates talking points and executive committee members speak at the reception as outlined in the run-of-show.

**Biannual Fund Fundraiser:**Potentially email letters to potential donors and thank you's. I would need to better understand the timing of this, the need for Senate ASC involvement, and what it entails. Summer work potentially?

**Unknown**

Respectfully submitted: Marshelle Thobaben, February 15, 2024