Advisory Board members in attendance: Ed Burkhardt, Linda Burkhardt, Randy Cook, Margaret Dunn, Lloydean Eckley, Dorothy Evans, Josie Garrott, Carole Greer, Debbie Heinsohn, Carmen Imel, Marian Loep, Rob Moerke, Judy Row, T.Cay Rowe, Darlene Schmidt, Don Tuff, RFSA University Liaison Debra Christian, and Marianne Reese on the phone.

Not present were Kathie Patterson, Larry Patterson and Peggy Townes.

Marian called the meeting to order at 10 a.m.

September 9, 2015, minutes – Don moved approval of the minutes, Linda seconded, and all voted to approve.

October treasurer’s report – Josie reported a petty cash balance of $330.33, a university account balance of $13,297.38 and a Life-Long Learning account balance of $3,232.53, as of October 2. There is also $19.87 remaining on the HEB gift card. Darlene moved approval of the report, Carmen seconded and the motion passed.

Advisory Board discussion and action items:

1. Fall Social followup – Our net profit was $5,933.95, an increase of $1,798.60 over last year. We heard wonderful comments about the food and auction and the fun everyone had.

2. President’s Retiree Reception during Homecoming – The event will be 5-6:30 p.m. November 3, the Tuesday of Homecoming week. There has been no word from the President’s Office on whether it desires our help in encouraging attendance. Debra will ask. If Marian gets a list of retirees from the President’s Office, she will forward it to the board for us to call those people we know and encourage them to attend.

3. Petty cash for LLL – LLL needs ready funds on hand to pay expenses that come up connected with the courses, such as copying and office supplies. This would be in lieu of a separate checking account for LLL. Dorothy made a motion, and Carole seconded, that Marian request $1,000 from RFSA’s LLL account for this petty cash fund, and that Marianne monitor expenses from it ($450 will go to Becky Reese for services already rendered). The motion passed.

Marianne will draft guidelines for use of the petty cash fund, get the committee’s approval and forward the draft to the board. It is understood that petty cash will not pay course directors. Directors of courses at the library will not be paid, and directors of courses held in partnership with the city at other sites will get 80% of the course registration fees. Judy volunteered to come up with ideas for thank-you gifts to course directors.

4. Review and update committees – See attached revised roster of committees.
5. **PR opportunities** – Our LLL courses received notice in the San Marcos and Austin papers. The photo of our scholarship winners was in the *San Marcos Record*, and T.Cay has sent the *Record* a photo of Kimberly Garrett and Marian taken at the Fall Social that has not yet been published. Josie will work with the Pattersons to set up a photo of our Veterans Day riders. T.Cay will take that photo.

Valerie Anderson, who takes care of our web page, has also been keeping up with our Facebook page and wants to hand off that duty. Lloydean volunteered to take the FB page. Thank you, Lloydean!

6. **New member/new retirees** – Jane Hughson from the Computer Resource Center is a new member.

7. **Staff Council, Faculty Senate & Human Resources** – Nothing to report. We discussed keeping this item on the agenda and decided to keep only Human Resources on it; Don will monitor HR.

8. **Update of RFSA clubs & committees**
   
   A. **Program chairs report:**
   
   B. **Upcoming events**
      
      a. **Veteran’s Day parade** – We are taking a publicity photo. All is set for the parade with Ollie Maier, George Carruthers, and Dan Flaherty riding.
      
      b. **Gruene Hall event** – Wednesday, November 4, 5-10 p.m. Ed and Linda reported that the Gristmill does not take reservations, but they will “work with us” so we still need a number.
      
      c. **Holiday luncheon December 9** – Josie has secured the Garland Warren Room, with the rental fee waived. Dagar’s Catering is providing the food at a cost of $25.18 per plate. Margaret moved and Don seconded a motion that guests be charged $15 each to come and RFSA pick up the cost difference. The motion passed. We will let guests know that RFSA is subsidizing the costs. We will put wording in the invitation that explains parking.
      
      d. **Theater matinee and lunch February 21** – Plans on track.
      
   C. **Care Committee** – Linda reported that we sent a card to the family of Mary-Agnes Taylor and provided transportation to the doctor for Karen Julian. Sheila Fling has health issues that may require us to help her with transportation to doctor’s appointments also.
   
   D. **Fall Social Committee** – In addition to the above report, Randy said that we collected quite a bit of stuff for Hospice at the event, and he took it there. They were very appreciative. Randy says he has receipt forms.

   E. **Historical Committee** – Darlene has purchased long-term document folders for our important documents. She is collecting newspaper articles for our scrapbook. She will convene her group in the near future to review the scrapbooks, information board and to select photos for the PowerPoint presentation in April.
F. Investment Club – Rob reported that the club changed the meeting scheduled for November 3 to November 10.

G. Life-Long Learning – Marianne reported that all of the classes are doing well as far as attendance. Sheila Fling had to cancel the tea ceremony class for health reasons.

H. Scholarship Committee – Debra updated the application on the scholarship website.

I. Social Media/Website Update Committee – Lloydean will take over the Facebook page.

9. Off agenda items

A. Bill Liddle Memorial Plaque
   RFSA bought a plaque for the Memorial Garden for Bill Liddle, but we have not seen it. Debra will investigate.

B. Annual Board Christmas Party
   Ed and Linda will host the board Christmas party and white elephant exchange at their home on December 10. Marian and James Loep will co-host.

C. Thompson & Associates
   Margaret reported that she and Dennis took advantage of a meeting with a financial advisor, an opportunity available through the university. They found it quite helpful. The adviser, Vince McElligott, representative of Thompson & Associates, offered to come to a meeting of the board to tell us what his company provides. We will invite him to a spring meeting.

D. 50th Anniversary of the Signing of the Higher Education Act
   T.Cay reported that the university is commemorating the 50th anniversary of the signing of the Higher Education Act on our campus. Part of the celebration is an afternoon of speakers on November 4 in the Alkek Teaching Theatre from 1 to 5 p.m. Of particular interest to retirees is a panel at 3:45 that includes Lillian Dees and Light Cummings, who witnessed the signing, along with Mel Ferrari and Ron Johnson who were personally impacted by the Act. Also that afternoon are talks by Philo Hutcheson, professor at the University of Alabama, on the impact of the Act at 1 p.m., and a Policy Issue Panel at 2. A reception follows at 5.

E. Women’s Shelter Thank You Letter
   Marian received a thank-you letter from the Women’s Shelter.

10. Adjournment – The meeting adjourned at 11:35.

Respectfully submitted,

T.Cay Rowe, secretary