Texas State University
Retired Faculty and Staff Association
Advisory Board Meeting Minutes
February 10, 2016
Freeman Ranch Conference Room

Advisory Board members in attendance: Ed Burkhardt, Linda Burkhardt, Randy Cook, Margaret Dunn, Lloydene Eckley, Josie Garrott, Carole Greer, Debbie Heinsohn, Carmen Imel, Marian Loep, Rob Moerke, Kathie Patterson, Larry Patterson, Judy Row, T.Cay Rowe, Darlene Schmidt, Peggy Townes, Don Tuff, and RFSA University Liaison Debra Christian.

Not present was: Dorothy Evans

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

January 13, 2016, minutes – Debbie moved approval of the minutes, Ed seconded, and all voted to approve.

December treasurer’s report – Josie reported a petty cash balance of $308.68 and a university account balance of $6,106.31, which includes a Life-Long Learning account balance of $1,280. The scholarship money and estimated expenses for the annual meeting were encumbered and not included in the balance. Don moved approval of the report, Linda seconded and the motion passed.

Advisory Board discussion and action items:

1. Budget Committee annual report – Josie presented the Budget Committee report, reflecting a starting budget of $6,660, projected revenue of $7,480 and projected expenditures of $6,300 (Attachment A). Judy moved and Margaret seconded approval of the report, and the motion passed.

2. Progress report from Annual Meeting Committee – Planning for the annual meeting at Dick’s Classic Car Garage on April 14 is progressing. We will create “Did You Know” slides for the PowerPoint presentation and cards for the tables to tell guests what RFSA does. We need information for these cards by the March meeting. Send ideas to Marian and Darlene.

The board provides dessert for the meeting. Members were instructed to let Peggy know what each is bringing, keeping in mind that there is no refrigerator at the site.

Debra is sending save-the-date emails. An email will also go to all members closer to the event. We will include UFCU in the invitation. Marian will invite the scholars and David Willingham of UFCU.

Entertainment will be Darlene’s singing group, Austin Harmony of the Sweet Adelines. Ed made and Carol seconded a motion to pay the group an honorarium of $100; the motion passed.

We agreed to charge nonmembers the same price as members – $10.
a. **Nominating Committee Report** – Don presented a slate of members who have accepted nominations: Ed as president; Lloydean as vice president; Josie as treasurer; T.Cay as secretary; Margaret as ombudsman. This slate will be presented for vote at the annual meeting.

b. **Memorial PowerPoint presentation** – Debra will ask Human Resources to send a list of deceased faculty and staff to Judy with their departments by the end of March.

c. **Annual Events PowerPoint presentation** – Darlene needs pictures from the Christmas social; Judy will send some to her.

3. **Retirement Fair in March and Bobcat Pause in April** – The Retirement Fair is April 6 from 8 a.m. to 4 p.m. Rob, Margaret, Ed, Darlene and T.Cay volunteered to staff the RFSA booth.

   We will find out the date for Bobcat Pause.

   We discussed the status of associate members and whether we should have separate categories. We agreed to review Section 2, Article 3 of the constitution and RTA further discussion until May.

4. **PR opportunities** – News of LLL offerings has been in the Record and Rec Center newsletter. The Annual Meeting might provide an opportunity for PR.

5. **New members/ new retirees** – none

6. **Human Resources update** – No report

7. **Update of RFSA clubs & committees**

   A. **Program chairs report:**

   B. **Upcoming events**

      a. **Theater matinee (25th Annual Putnam County Spelling Bee) and lunch (Italian Garden) February 21** – Plans on track; 28 so far for the Italian Garden; 34 for the play.

      b. **Summer luncheon and speaker** – Josie reported that the luncheon is June 8, probably at Mamacita’s. It will be social only with no speaker.

   C. **Care Committee** – Linda reported no activity this month, which is good news!

   D. **Fall Social Committee** – The committee will meet in March.

   E. **Historical Committee** – No report.

   F. **Investment Club** – Rob reported that the club will meet March 1 and April 5 at 10 a.m. at the Price Center.
G. Life-Long Learning – Judy reported that the spring classes are doing well. Spanish has 7 registered; Bridge has 21; Drawing has 22; and the Art Appreciation class has 36 + drop-ins. Fred Day and others will offer a six-week course on the geography, culture, music and growth trends in the Hill Country beginning Thursday, March 31, at 10 a.m. in the Library. Judy reported no change in the LLL petty cash account. Current balance is $600.

Several “one-shot” lectures, in cooperation with the San Marcos Library and the city’s 50+ Program, are scheduled at the library, Thursdays, all at 1 p.m.:

Planning Initiatives in the City of San Marcos – February 18

Preventive Nutrition – February 25

Geological, Ecological, Cultural, Economic History & Future of San Marcos – March 3

Cha-do, the Japanese Tea Ceremony – March 10

Kitchen and Yard Wastes Composting – March 17

Probate Pitfalls and Options in Texas – March 24

Initiative to Reduce Childhood Obesity – March 31

Open Carry: Campus Carry, Who Can Carry? – April 7

Ed moved and Linda seconded a motion to accept the LLL report, and the motion passed.

H. Scholarship Committee – No report

I. Social Media/Website Update Committee – Debra reported that the university is revamping the website template, so things might change in the future.

a. Discuss hiring a student to assist with updating our website – We are up to date so do not need student help at this time.

8. Off agenda items

Marian asked if the MOU was finalized, and Debra said that it is being circulated for signatures. It is now in Financial Aid.

We may be back in the River House for our March 9 meeting.


Respectfully submitted,

T.Cay Rowe, secretary
Minutes Attachment A

Budget Committee Report - 2016 February Board Meeting

Committee met on Thursday, January 28, 2016

(These are "rounded amounts" based on Budget Sheets from 9/01/2014 - 12/01/2015.)

Revenue

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Social</td>
<td>$4,000 - $5,000</td>
<td>Only Fundraiser - amount raised varies</td>
</tr>
<tr>
<td>UFCU (this year)</td>
<td>$3,000</td>
<td>No guarantee it will continue or amount</td>
</tr>
<tr>
<td>Jim Bell</td>
<td>$480</td>
<td>($40 per month - only an estimate - may be less than one year)</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>$7,480</strong></td>
<td></td>
</tr>
</tbody>
</table>

Expenses

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of &quot;doing business&quot;</td>
<td>$1,000 +/-</td>
<td>(Letterhead, envelopes, postage, mkt., etc.)</td>
</tr>
<tr>
<td>Fall Social</td>
<td>$500 - $1,000</td>
<td>(Upfront costs - venue deposit, purchase knives, etc.) - Fall Social is &quot;self-funding&quot;)</td>
</tr>
<tr>
<td>Scholarships</td>
<td>$3,000 - $4,500</td>
<td>(# depends on Scholarship Committee - amt already approved for this year)</td>
</tr>
<tr>
<td>Annual Meeting</td>
<td>$800 - $1,000</td>
<td>(Venue ($350); Caterer; honorarium, etc.)</td>
</tr>
<tr>
<td>Holiday Luncheon</td>
<td>$800 - $900</td>
<td>(Depends of cost of meal IF facility is free.)</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$200 - $500</td>
<td>(Various items - plaques, gifts, etc.)</td>
</tr>
<tr>
<td>Day Trips</td>
<td>$0.00 - $400</td>
<td>(Program Committee makes recommendation)</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>$6,300</strong></td>
<td>(Does NOT include the Fall Social &quot;up front&quot; since it is a &quot;self-funding&quot; event.)</td>
</tr>
</tbody>
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Budget Committee's Report and Request for Approval:

1. Starting budget for FY 2016 (Reserves) $6,660.00 [$6,660.38]
2. Projected Revenue $7,480.00
3. Projected Expenditures $6,300.00
4. Projected Profit $1,180.00

1. The "amount carried forward from the previous year" be considered as "reserves" - similar to a savings account. If approved, recommend implementation being September 1, 2016.

2. To update our members on a regular basis with information how RFSA is "giving back" - $$$ donated for scholarships, offsetting cost of Holiday Luncheon, Annual meetings, etc.

Created on January 24, 2016