

**UWG ASSOCIATION OF RETIRED FACULTY AND STAFF (ARFS)
COORDINATING COUNCIL SPECIAL CALLED ZOOM MEETING
OCTOBER 18, 2021**

President Meg Cooper called a special meeting for the purpose of making final decisions with regard to the ARFS annual meeting and recognition of retirees. Those present for the 11:30 ZOOM meeting were the following: Meg Cooper, Kathryn Grams, Frank Pritchett, Anne Richards, Francie Taylor, John von Eschenbach, and Alice Wesley.

Discussion centered on various scenarios and concerns related to the format and timeline of the meeting. The main points are stated below:

- Whereas Alumni and Development essentially handled last year's video production, this year the bulk of the responsibility would be ours.
- Approval for Steven Broome to produce the video has been received from HR, but once that information is provided to Steven and he is able to start, creating the video will take approximately three weeks, well past the planned reunion date of November 6.
- UCM must approve the video, and how long that would take is unclear since it took approximately two weeks to approve the basic slide show of retirees.
- There is also an issue with printing services and the time frame for mailing invitations since Pub & Print is experiencing a staff shortage.

After discussion of these and other issues, the following decisions were made:

- The annual meeting/recognition of retirees will be held via ZOOM on November 6 at 11:00 am.
- Meg will ask the legacy scholarship recipient and a representative of the UWG Foundation to attend virtually and share comments.
- We will record the meeting through ZOOM so that it can be viewed at a later date on the ARFS website and provide verification that the annual meeting/election was held.
- Meg will ask UCM to provide the video statement from President Kelly so that it can be incorporated into the program. If this is not an option, Meg will welcome everyone on President Kelly's behalf.
- Anne will do further training on ZOOM meeting protocol in order to handle the various components such as split screens, etc.

- Meg will present the segment honoring this year's retirees, using the already-completed and UCM-approved powerpoint slide show.
- Francie will read the names of those "In Memoriam."
- Voting on the new members of the CC will be held by the raising of hands and/or vocal acclamation.
- There will be two versions of the invitation: one will go to those on the listserv and they will receive the link to the ZOOM meeting later via the listserv; the other will be a paper version to those who are not on the listserv, and they will be asked to contact Anne Richards if the link to the ZOOM meeting is needed.
- Additional information will accompany the invitations sent out to 2020-2021 retirees, indicating why the planned video is not an option. These invitations will be sent out immediately.

NOTE: Once the paper version of the invitation has been printed and address labels are available, CC members who can be available will be asked to help stuff envelopes and contribute to the price of stamps.

The meeting adjourned at 12:31 pm.

Respectfully submitted,

Francie Taylor, Secretary