

**UWG Association of Retired Faculty and Staff (ARFS)**  
**In-Person Coordinating Council Meeting, March 11, 2022**

**Present:** Meg Cooper (presiding), Anne Richards, Kathryn Grams, Francie Taylor, Jimmy Drew, Ross Miller, Frank Pritchett, Sally Roberts, John von Eschenbach, Nancy Watkins, and Lauren Niedringhaus (HR Liaison and Ex-Officio council member).

**Absent:** Micheal Crafton, Anita Thomas, Alice Wesley, and Diane Williamson.

**Call to Order and Approval of Minutes:** Meg Cooper called the meeting to order at 10 am in Coliseum Skybox 3009 and asked those present to introduce themselves. A review of the minutes of the January 21 CC meeting resulted in one small edit to eliminate wordiness; a motion by Frank Pritchett with a second by Kathryn Grams to approve the minutes with the one correction passed by voice vote.

**HR Liaison Update:** Lauren Niedringhaus explained to the council the steps she has taken to provide retirees and potential retirees with the information needed to make the retirement process easier to handle. This includes a portfolio for retirees containing, among other items, copies of ARFS materials, a health benefits form, and steps on how to enroll in social security. The TRS retirement booklet of 30 pages is online but could be reprinted by special request of those without computer access. She indicated she is available to do video calls in her office with retirees who aren't comfortable with technology but need to speak with TRS staff.

Lauren suggested that members of the CC might want to serve as mentors to those with retiree questions, and Anne Richards pointed out that GA-HERO is working on a review of peer mentoring projects to identify those to be recommended for use by institutions in Georgia. Lauren then displayed her blue binder containing various information that answers retiree questions such as eligible HRA reimbursements, etc. For those without online access to this information, Lauren and Meg will direct those retirees to contact either of them to receive a printed copy; they will keep track of how many requests are made. When Lauren is not in the office, Beverly Dittmer will make every effort to provide responses to retiree questions when she is comfortable and familiar with the answer to the request but will defer to Lauren otherwise.

**2020-2021 Annual Report:** A discussion of the annual report resulted in three minor adjustments. A motion by John von Eschenbach with a second by Anne Richards to approve the report with those edits passed by voice vote. Meg will send copies to CC members, request that the report be posted on the website, and include a cover letter and hard copies to designated administrators.

**Update on *The Rejuvenator*:** Anne Richards indicated that the latest issue of the newsletter has been printed, paper copies will be mailed as needed, and HR will be responsible for payment to Printing Services.

**Participation with Center for Public History:** Meg Cooper and Micheal Crafton met with Dr. Ann McCleary and Keri Adams to review the role ARFS could play in soliciting information from retirees. They are interested in communicating with retirees in general but right now are emphasizing a grant-funded project specifically about the Black experience at UWG. The Center will provide an information sheet about the Center and this project to be published in the next issue of the ARFS newsletter. Some suggestions about specific people to contact were made, and Meg will pass on this information.

**Annual Reunion and Recognition of Retirees:** Planning at this time is minimal but will ramp up soon in order to confirm plans for an in-person reception, arrange for facilities and food based on date selected, determine the process for handling money paid by attendees other than the recognized retirees, and arrange for speaker(s) and photographer, etc. Due to the fact that non-active UWG persons do not have access to the systems which allow for various reservations, these details should be handled by an active employee. The CC members present indicated that they liked the idea of a Saturday morning breakfast which would coincide with an afternoon home football game. Meg and Francie will be contacting this year's new retirees; Anne and Kathryn volunteered to help if needed.

**Retiree Directory:** Printed copies of the campus directory, which contained a section on retirees, have not been available for several years, and the retiree section cannot be part of the current online directory. One option is a link through the regular campus directory or a link through the ARFS website. The alumni database does contain retirees, and with the next issue of the newsletter and through the listserv, we could indicate our plan for the retiree directory and ask those who do not want to be identified to opt out. A variety of options were discussed (e.g., pdf versus website, password protection). Plans for the directory will be reviewed for any legal liability which might exist. Meg will contact Annemarie Eades (UWG VP for ITS) and UWG legal counsel.

**Updating ARFS Website:** Frank Pritchett has done an initial review of the website and indicated that it is in need of an overhaul to be sure the information is up-to-date and that documents included are easy to read (currently many of the PDF's are of poor quality). Meg asked the CC members to review the website by April 1 and send comments to Frank. One suggestion was to determine the number of hits on the website, and another was to consider asking IT students for assistance in return for internship/service learning credit. Frank and Lauren will talk with Annemarie Eades regarding options.

**Bylaws Update:** Also in need of updating are the ARFS bylaws, particularly the sections that depict who is responsible for various tasks. Meg asked that CC members review the bylaws on the ARFS website under the Documents section by April 1 and identify areas for improvement, factual info to be added, and so forth.

**Next CC Meeting:** The CC will meet on May 20, 2022, at 10 am in a location to be determined.

**Other Business:** Anne Richards distributed copies of the League of Women Voters/Carroll County Chamber of Commerce 2022 political directory which identifies all current voting regulations as well as all currently elected national, state, city, and county elected officials and their contact information.

The meeting adjourned at 12 noon.

Respectfully submitted

Francie Taylor, Secretary