

**Oakland Community College
Association of Retired Personnel
OCCARP Board Minutes
September 8, 2017**

Present: Diane Fisher, Barb Frey, Sally Hanna, Dan Jenuwine, Cheryl Kozell, Cathy Raffle, Debbie Schmidt, Bill Stuart, Judi Yerkes, Bob Zemke

1. Chair Bob Zemke, called the meeting to order at 10:05 a.m.
2. There were no substitutes seated.
3. The minutes of August 4, 2017 were approved.
4. Reports:
 - A. Chair Bob Zemke plans on contacting Vivian Anderson regarding her Professional Development thank you letter to the board.
Bob passed around a card for the board to sign for Casandra Palareios, who works at the OCC Foundation, but will be leaving soon, for her excellent service to the OCCARP Board. A \$25 gift certificate will be enclosed in the envelope for her.
 - B. Cheryl Kozell, Treasurer, reported that we have \$3,686.73 in the treasury. That amount includes 33 renewals, and a possible 25 more people joining.
 - C. Bill Stuart, Membership Coordinator, said there are 33 renewals, with the possibility of 25 more members joining. Bill suggested that we take new retirees out lunch so they can meet us, and explain to them what our group is all about. Bill will contact the board to go to lunch as a group to recruit new members.
5. Other Business:
 - A. Dan Jenuwine suggested having seminars for people retiring, and let them know the advantages of joining OCCARP.
 - B. The board had a discussion regarding old documents. Judy Yerkes talked to Susan Williams, H.R. regarding the web site and documents. Debbie Schmidt, will give recent minutes to Susan to post on the website.
 - C. The Election of OCCARP Board officers was done the end of August 2017, with five seats to be filled. All board members remain the same for this year, with some of their board job assignments changing.

Bob Zemke, Chair
Barb Frey, Vice Chair
Cheryl Kozell, Treasurer
Debbie Schmidt, Secretary

Bill Stuart, Membership Coordinator
Judi Yerkes, Website Coordinator
Sally Hanna, Activities Coordinator
Diane Fisher, Newsletter Coordinator
Cathy Raffle, Board Member

- D. Diane Fisher will continue to send out sympathy cards to member families.
Diane discussed the upcoming Tiger Game, and the number of tickets that have been sold so far.
- E. Susan Williams will work with Graphics Dept. to put the OCCARP Handbook on the website, minus member addresses.
Susan asked if we would consider doing the election ballots electronically next year.
Dan Jenuwine, mentioned that Survey Monkey is free, and may work for doing electronic ballots.
- F. Judi Yerkes wants to change the picture on the website, and would like a link for our group.
Dan Jenuwine, will speak to Jan Roberts about getting a quick link on the website.
- G. Chery Kozell suggested that we call the list of members that Susan sends the Monthly Newsletter too, and ask them if they have a personal website set up. That would eliminate Susan from doing, and sending the Monthly Newsletter.
- H. The board briefly went over the format for the December 7, 2017, Annual Meeting.
- Print new Professional Development Guidelines and Form
 - Last year minutes of Annual Meeting
 - Passages of Deceased Members
 - Have Chancellor say a few words.
 - Have Dan Jenuwine on behalf of the OCC Foundation say a few words.
- I. Dan Jenuwine said the Scholarship Luncheon is March 22, 2018. Dan will get information on a Pistons tour and attending a game. He passed out cards that have restaurant events at Orchard Ridge.

The meeting adjourned at 11:35 a.m.

Respectfully submitted, Debbie Schmidt/OCCARP Secretary

Next meeting: Friday, October 6, 2017, 10:00 a.m., Kaiser Room-DO

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