Contact Information
1. You may send group e-mail messages to all Board members at this address: ERFA_exbd@yahoogroups.com.
2. You may send group e-mail messages to almost all SJSU ERFA members at this address: SJSU_ERFA@yahoogroups.com *(Must be ERFA related content)*
3. Our website, which includes copies of Minutes of Board meetings, Newsletters, members’ biographies, statements about the history and purpose of SJSU ERFA, and links to numerous other relevant sources of information is: www.sjsu.edu/emeritusfaculty/
4. Our campus office is located in 438D McQuarrie Hall. The telephone number there is: 924-2478.

Information About Monthly Board Meetings
• The Board meets at 10:00 a.m. – noon the first Monday of each of the following months: September, October, November, December, February, March, April, and May. In addition, the organization’s annual business meeting occurs as part of the spring luncheon, usually during the early part of May.
• If the first Monday of the month is a holiday, the meeting for that month will occur the following Monday.
• Meeting place: Duncan Hall 249, unless members are notified otherwise.
• The organization’s President will send members an e-mail Agenda a week or so before each meeting as a reminder of when and where meetings will occur and establishing a basic outline of topics to be discussed.
• These meetings are extremely informal, as much social gatherings as they are opportunities to tend to SJSU ERFA business. Coffee is served, and Board members take turns volunteering, via a signup sheet distributed at the first Board meeting in Fall, to bring simple refreshments: pastries, fruit, etc.
• The Board’s Secretary distributes e-mail Minutes of each meeting to all the other Board members within a week or so of each meeting.

The Business of the Board
• The Board basically establishes the policies and coordinates activities for SJSU ERFA, following the organization’s Constitution and By-Laws, which can be found on the organization’s website: http://www.sjsu.edu/emeritusfaculty/about/
• In the past, activities the Board has organized have been Fall and Spring luncheons at local restaurants for SJSU ERFA members, including some form of entertainment; a Holiday Celebration each December; and a Spring Excursion to some place of interest in the Bay Area.
• The Board also publishes an annual Directory with contact information for SJSU ERFA members, 4 or 5 Newsletters, and maintains the ERFA website: http://www.sjsu.edu/emeritusfaculty/

• Board members help coordinate small group activities for interested SJSU ERFA members (a movie club, etc.) and send letters of consolation/encouragement to members suffering personal loses, illness, etc.

• Board members do what they can to encourage newly retired faculty to join SJSU ERFA, and seek advice from the general membership regarding activities they would like to see the organization promote.

• Board President will be required to attend graduation ceremonies on Memorial Day weekend.

Parking: Board members are entitled to receive a free, annual campus-parking permit. If you have not received a permit by midsummer, contact the Board’s President and ask him/her to arrange for the SJSU President’s Office to send you a permit.