

20210903 Minutes

Center for Lifelong Learning

Minutes of 9-3-21 Board Meeting

Present: President Wayne Rickman, Immediate Past President Harriet Haynes, Publicity Chair Jim Tisaranni, General Interest Curriculum Chair Steve Gordy, Spiral Editor Doug Wilson, Webmaster Jim Brown (by remote), Michael St. John, USCA Asst. Director of Ext. Programs.

Absent: Secretary Ellen Wood. Vice President David Tavernier, Technology Interest Committee Chair Raleigh Daniel,

- The meeting was called to order at 10:00 am by President Wayne Rickman.
- The minutes of the 8/6/21 Board meeting were approved.

Treasurer's Report: Michael St. John

- Registration fees have been added to general account.
- 255 students as of today. Registrants averaged about 5 classes per student.
- Partnership accounts are in good standing.
- Security Federal account needs to be verified by an authorized signatory. Harriet will do so.
- When changes to classes are made, email is sent to all of the students in the class. Changes are to be sent to the webmaster and to the Spiral editor at the same time.

General Interest Curriculum Committee: Steve Gordy

- Steve will give a talk to a civic group on November 8 to tell them about CLL.
- Committee discussed ways to increase number/variety of instructors for classes.
- Outreach to retirement home under consideration as public service.
- Paul Crook is now the faculty member to get notes out to faculty to see if any are interested in doing classes for CLL.

- Book fair has 40 authors signed up. Request will be made for Attendees to make a \$5 contribution. Refreshments are being considered.

Technology Interest Committee Chair: Raleigh Daniel

- No report

Publicity Committee Report: Jim Tisaranni

- Raleigh has monthly articles lined up for Prime Living Magazine thru the end of the year.
- Harriet continues to write CLL articles for the above magazine.
- Jim B. has the website completed and is keeping up with any changes made for the classes.
- Doug has issued the September issue of the Spiral. He is posting class changes, as well.

OLD BUSINESS

Catalog Status:

All information for inclusion in spring catalog is due to Michael by **October 15.**

Verification of Benefits : Michael St. John

- Most benefits still valid, even if member is younger than 60.
- The benefit of free audited classes will be removed from benefits list since it is not available to younger members.

Approval of Bylaw VI members addition:

- Board previously approved adding two additional voting members from the public at large. Donna Wesby was the first public member chosen and approved by board.

NEW BUSINESS

Open House proposals: Harriet Haynes

- Committee chairs will need to provide written list of volunteers to office.
- A preprinted instruction sheet for registrants should be furnished to clarify instructions.
- Numbers should be used instead of sign-in sheet to call registrants to registration station when it's their turn.
- Other ideas will be solicited and compiled and used for next open house day.

Changes to Policies and Procedures :

1. A new Item 4 will be added to the Policies and Procedures and it will be called Center Course Policies.
2. Current Policies and Procedures Item 4 will become new Item 5. Under the new Item 5, a new committee will be added called Volunteer Committee. Nancy Hughes was selected as chair.
3. Current Policies and Procedures Item 5 will become new Item 6.
4. Current Policies and Procedures Item 6 will become new Item 7.

Meeting adjourned at 11:02 am.

Regular Board meetings for the fall semester 2021 will be on the first Friday of each month, August through November, at 10:00 am in room 102.

The next Board meeting will be Friday, October 1.