

20211001 Minutes

Center for Lifelong Learning

Minutes of 10-1-21 Board Meeting

Present: President Wayne Rickman, Immediate Past President Harriet Haynes, Vice President David Tavernier, Publicity Chair Jim Tisaranni, General Interest Curriculum Chair Steve Gordy, Technology Interest Committee Chair Raleigh Daniel, Webmaster Jim Brown, USCA Asst. Director of Ext. Programs Michael St. John, Secretary Ellen Wood.

Absent: Spiral Editor Doug Wilson,

- The meeting was called to order at 10:00 am by President Wayne Rickman.
- The minutes of the 9/3/21 Board meeting were approved.

Review of Semester Status: Wayne Rickman

- 255 people participating, total of 1283 classes; approximately 5 classes/member
- Class change notifications: must be timely and given right away to Jim B and Doug for posting. Need a structure to do this. Since Michael and Christi F. are the people in the office always involved with changes they will operate from a 'hit list' of procedures to follow. They will work this out with Jim B.
- Attendance: most people are showing up
- Minimal number of people report seeing TV ads
- Covid effects unknown at this point

Treasurer's Report: Michael St. John circulated the CLL report for October

General Interest Curriculum Committee: Steve Gordy

- Tentative spring curriculum includes 25 classes and 1 field trip
- Book fair has 48 authors confirmed. Volunteers are needed.

Technology Interest Committee Chair: Raleigh Daniel

- “Merger has been good for McGrath” – tech course participation has increased
- Notes a shift in popular interest as evidenced in cancellation of Excel course and increased interest in laptop and iPad courses

Publicity Committee Report: Jim Tisaranni

- Need to compile information to determine where class participants are coming from
- Need to develop new source of participants; many ideas mentioned
- Suggestion to advertise in Woodside and other Property Owners Association magazines

Review of Spring Catalogue Timeline

- Rough draft due in office 10/18
- Final draft 11/1
- To printers 11/15
- Distribution first week December
- Open House 1/6/22

Discussion about advertising in catalogue: who would sell? size and cost of ads? Michael will compile this information and send out a package for the Board to consider.

OLD BUSINESS: None

NEW BUSINESS

Christmas Party: Harriet and Wayne

- Harriet passed around a complete timeline
- **Thursday 12/02, from 2-4 PM**
- Decision to limit this as a special perk for members only; no spouses or friends
- Discussion of alcohol; decision to offer spiked and non-spiked punches. David will head the food and drink committee and work with Aramark.
- Chancellor and Provost to be invited as special guests

Kauffman Luncheon/Volunteer of the Year

- Harriet suggested **Thursday, April 21, 2022**; Board concurred
- Discussion of having more than one volunteer award. Harriet, Wayne and Raleigh will meet to work this out.

- Harriet and Wayne will meet with the Kaufman family to discuss possible additional award and other matters related to the luncheon.
- Note that luncheon is supported by an endowed fund given by the family in memory of Richard Kaufman who was a founder of the Lifelong Learning Academy.

Logo: Wayne asked if Board is satisfied. Consensus of ‘yes’. Michael will present some “mild adjustments” to logo at a future meeting.

Other Business: Harriet reported that a local equestrian instructor has offered to teach 4 classes with 3 equestrian trips, making a total of 7 classes. The question is whether the instructor could be paid for additional classes beyond our limit of 4 to 6. It was noted and agreed that the payment would be capped at \$450, the maximum our policy has allowed.

Meeting adjourned at 11:11 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, November 5.

Respectfully submitted,

Ellen Wood, Secretary