

Senior College at Belfast Board Meeting Agenda

Wed, Dec 9, 2015 at 9:00 am

1. Approval of Minutes of Nov 4, 2015 meeting (5)
2. Treasurer's Report – Rendle Jones (5)
3. Committee Reports (Curriculum, Speaker's, Special Events) (10)

Arts Festival

Cathy Bradbury reports that plans for the festival are moving forward. She needs clarification from the Board about SC's financial support this year. Last year at the 11/6/14 Board Meeting, the motion passed for "Senior College to be willing to support the Festival of Arts up to \$1000, including the Hieronymous Fund, to cover expenses in excess of the revenue generated." Will the Board again approve that amount? Can \$300 for the speaker be taken from the Golden Rule Fund? The \$300 would be part of the \$1000, not in addition.

Archives

The Archives Committee met on Nov. 11 to review files and to decide on the disposition of the remaining files received from Mary Frenning. While most were detailed accounts of committees on which she had served, two were of special interest. We decided to retain "as found" one notebook extensively detailing the early years during the deliberations leading up to the founding and another, a sort of scrapbook, devoted solely to publicity -- newspaper clippings, photos, memorabilia also collected during those years.

Judy Beebe has turned over her "Secretary's Notebook" which picks up where Elizabeth Hieronymous' notes left off and ends with September, 2015. These notebooks give a complete accounting of Senior College activities, which include notes for board of trustees and executive board meetings, handbooks and updates, and by-laws and updates. The committee decided to discard all loose files now in file boxes that duplicate holdings in the notebooks. The Archives Files will supplement the notebooks by collecting Newsletters and print-outs of E-Newsletters, Course Catalogs, and selected documents relating to Special Events.

In process is a revised directory to the archives collection which will incorporate the above changes and, when completed, will be made available to board members.
Submitted by Shirley Jarvella, Dec. 2, 2015

Community Service

The Community Service Committee is expanding the participation of Senior College for the March *Read Across America* program, which puts an extra focus on reading with community participation in our nation's schools. Last year 12 SC members read to primary aged children at Captain Albert Stevens Elementary in Belfast. This year we've expanded to an additional school in Belfast and to schools in Monroe, Brooks, Swanville, Searsport, and Lincolnville. Although about 16 SC members are already committed, more volunteers are needed for this exciting initiative for one or more sites. (Wendy Kasten)

4. Old Business

A. Ad hoc Finance Committee report (20)

B. Proposed policy on internal and external communication (30) (see Appendix B in 11/4/15 Board Agenda, attached to this email) – complete the review of the proposal, vote on acceptance.

5. New Business

A Registrar position (20)– discussion of how to address change in situation regarding the registrar. Due to several time- and energy-consuming developments in Robin's life, she has decided not to continue as registrar after the Winterim session. Al Arthur has volunteered to do the work of the registrar at no added cost to SC. There are many tasks that Al would not be performing (see Manual p31). How do we want to proceed – seek another volunteer, have Al take on the job of primarily data entry, take other action? We need more information about the details of the position, whether more than one person needs to be involved, etc. Shall we appoint an ad hoc committee to research this issue and offer a solution?

B. Proposed policy revision for the Nominating Committee – (10) discuss and vote on acceptance. Please read the policy addition, which will be sent separate from this by Sara Shute.

C. Community Services Committee – (15) discussion of their responsibilities according to the Bylaws (p9) and policy manual (p25). The following, excerpted from an email Dave Boyer sent Board members several weeks ago, may be used as a starting point. After a brief discussion to get a sense of member's preferences, shall we form an ad hoc committee to revise the policy?

{The professed goal of the Community Services Committee (CSC) this year, "to develop a website area that would list the wide array of volunteer needs in all the regions which members represent", is a proposal that was unanimously voted down in our May 7, 2015, board meeting. The reason for that vote was that the committee did not provide **criteria** for inclusion/exclusion of agencies to be on the list.

The goal of the CSC, as stated in the Bylaws (p.9), is: *"The CSC shall be responsible for receiving, evaluating and implementing requests for Senior College volunteers to work with other non-profit organizations in the community."*

This excerpted statement was authored by a previous board; it is part of our Bylaws. The goal of the committee is to *receive, evaluate, and implement **requests** for Senior College volunteers.*

The "responsibilities" section in the committee description (p. 25), however, was not authorized by the board: *"Although these requests usually come from the community, CSC members are also encouraged to identify the volunteer needs of the community and to think of ways in which our members can be of assistance, especially with the programs and projects, which serve seniors, children and families. We have as an ongoing responsibility the continuance of working to build our list of community service minded College members, utilizing the SC Newsletter, telephone and in-person contacts."*

These excerpted statements were authored by a previous committee and never vetted by the board. This occurred in a recent effort to update the handbook in which the committee chairs were asked to submit descriptions of what their committee did. This was then added to the handbook.

This, it seems to me, reveals two further problems. First, however well-intentioned the committee members were, they engaged in "mission creep", the incremental and unauthorized addition of tasks, duties, and responsibilities that individuals put forth because they are "good things to do". In this case, the "good thing to do" clearly exceeds the approved goal of the committee, unnecessarily complicates the activities of the committee, and makes finding future replacements for current members much less likely to succeed. Second, the board obviously needs to review *all* of the committee descriptions and formally approve of them or revise them. To ignore this task is to invite more "mission creep" to occur.

I must point out an irony of the expression "charity begins at home": we have outsourced our web development and a major part of the office of the treasurer because we could not find volunteers within our own organization to continue to do those jobs. We cannot find a volunteer to be the "external public relations" person. And we have not found the requisite number of volunteers to fill the required committee slots for the Archives Committee and the CSC.}

Dave Boyer (excerpted)

D. Agenda items suggested for Jan 13 meeting. (5)