

## Senior College at Belfast Board of Trustees December 14, 2016, Approved Meeting Minutes

The President called the meeting to order at 9:03 a.m.

**Absent:** none

**Guest:** Martha Laitin

**Minutes of the November meeting:** The minutes of the November 9, 2016, meeting were approved.

**Treasurer's report:** The report, noting some time pressure to increase revenues, was discussed and accepted.

**Remarks by the President:** Larson reported that we now appear on the Chamber of Commerce website, but without our logo; he has conferred with our caterer(s) and we are in agreement as to our terms, but eventually a written contract is desirable; and he reviewed his response to the Maine Senior College Network query about whether/how we promote "value added" to our members: we emphasize our mission statement.

**Curriculum Committee:** Klie led a discussion of the concerns and questions previously raised concerning the purchase, by students, of texts and course materials. Points agreed: a) Course descriptions need to list books as *recommended* or *required*, and provide an ISBN if a specific edition is needed. The Instructors Guide and Handbook need to remove statement of provision of free text for the instructor; b) Arts & crafts course instructors must either stipulate in the course description the materials fee to be paid to the instructor (who will purchase the materials) or provide a list of required materials to be purchased by the student. Clarification of these options are needed in the IG and Handbook; c) There is still disagreement regarding photocopying and whether to consider it under "materials" to be purchased by students (and under what exact rules and procedure) or consider it as pedagogical aides for the instructor, to be paid for by Senior College. As no consensus had emerged Larson requested that even though the Curriculum Committee would not meet before our next board meeting, a written motion would be provided for inclusion in our next meeting agenda.

**Special Events Committee:** Martha Laitin reported as the new chair of the reconstituted committee that they have four members, twenty possible events to emphasize car pooling, and a next meeting at noontime on January 19.

**Finance Committee:** no report

**Community Service Committee:** no report

**Archives Committee:** no report, although Larson noted a need to confer with Al Arthur about how to best archive our online data.

**Memberships & Publicity Committee:** no report, although Larson noted there will be a postcard listing winterim courses sent to the membership.

**Festival of Arts:** no report

**Fundraising Committee:** no report

**Registrar:** Garrett reported 63 enrolled in winterim, 377 total members, and requested confirmation of the process for awarding scholarships for courses and, now, text purchases. [The President decides on requests for scholarships and we need to devise a written statement to include text purchases.]

**Unfinished Business:** none listed

**New Business:** Larson recommended that both our former book suppliers, the Left Bank Books Store proprietors, and our own book orderers, Ray & Dianne Smith, be formerly thanked for their long and valued service. Cathy Bradbury volunteered to draft the letters for the President's signature.

The meeting was adjourned at 11:05 a.m. **The next board meeting will be January 11, 2017.**

David Boyer, Secretary