

## **Minutes [Approved 12/9/15]**

Senior College Board of Trustees

November 4, 2015, 9:00 a.m.

Present: Dave Boyer, Anne Dolbashian, Barbara Klie, David Ruberti, Debbie Bailly (President), Elisabeth Pollock, Joe Veilleux, John Bettler, Rendle Jones, Dick Topping, Sandy Cirillo, Sara Shute (substitute recorder), Sharon Romanow.

Absent: Cathy Bradbury, Harry Kaiserian

1. Treasurer's report was postponed until information from accountant Mike Nickerson was received. It was tentatively agreed to change the meeting week of the board from the first Wednesday to the second, in order for Nickerson to have time to get the report to Rendle.

Ad hoc finance committee report was also postponed.

Rendle reported that in future we should expect Mike Nickerson's bill to be approximately \$180 per month, as per the agreement in April, but that the bill was higher this summer because of transition costs.

2. **MOVED AND SECONDED:** The ad hoc finance committee present at the next board meeting regular financial procedures with a view to creating a permanent finance committee.

In favor: unanimous.

3. **MOVED AND SECONDED:** approval of minutes of October 7, 2015, with the correction of David Ruberti's name from 'Rupert' to 'Ruberti.'

4. Ad hoc Scholarship Committee:

**MOVED AND SECONDED:** The following will replace the policies and procedures for scholarships on p. 42 of the handbook:

Senior College welcomes persons who may not be able to join and attend classes due to limited funds by offering a number of scholarships. The SC web site will advertise the availability of scholarships from the Rediker Funds.

Requests may be made by phone, by email, in writing, or in person to the Board President or designee. The Office Manager will maintain a file of scholarship recipients, which will be shared with the Registrar and the Treasurer. The name of those who receive scholarships will be kept confidential by anyone who has access to the records for management purposes.

*Note: The Maine Association of Retirees provides membership fee refunds for its members who are currently receiving a pension check from the state as a teacher, school staff, or district/municipality employee.*

In favor: 10

5. Ad hoc Communications Committee: two motions:

a. **MOVED AND SECONDED:** The following two paragraphs replace p. 29 of the Handbook:

1. Internal website manager. (This is in addition to the "external," paid web manager.) Oversees the Senior College website, making sure the external web manager keeps information and advertising complete, accurate, and up to date. This includes information about courses and special events, names of instructors, board members, committee chairs, etc., and includes making sure handbooks are up to date.

2. E-news editor. Contacts committee chairs and board president each month to find out news and events, and sends out a monthly e-newsletter to the membership via MailChimp. Sends out broadcast emails to membership in accord with the Broadcast Email Policy (see below)\*.

\*Note that we didn't have time to vote on the Broadcast Email Policy.

In favor: unanimous.

b. **MOVED AND SECONDED:** The website be amended to change "Organization" to "Board of Trustees," and to include agendas and minutes in the pull-down menu. The item "Committee Chairs" to be moved under "Committees," and "Volunteering" to be given its own menu item, and the volunteer form put under this item.

In favor: unanimous.

Meeting adjourned at 11:10 a.m.