

SENIOR COLLEGE AT BELFAST
Board Minutes—January 20, 2016
Approved 2/10/16

The meeting was called to order by the president at 9:00 AM.

Absent: None

Minutes of the previous meeting: The minutes of the December 9, 2015 meeting were unanimously approved.

Office of the Treasurer: Rendle Jones resignation was accepted and James S. Taber was unanimously elected as the new treasurer to fill out Rendle's term.

Treasurer's Report: The new treasurer submitted his report and discussed his approach and recommendations for future reports. He will be meeting with the accounting firm to resolve details of our arrangements with them.

- **A motion was made to dissolve the ad hoc Finance Committee.**

The motion was unanimously approved.

- **A motion was made to establish a standing Finance Committee.**

The motion was unanimously approved. The committee will consist of four members with the treasurer as chair and their first duty will be to propose a list of duties and functions. This will be presented to the membership for a final vote at the next annual meeting.

The report of the ad hoc committee was referred to the new standing committee for their review and action as appropriate.

Curriculum Committee: reported a **room assignment problem** that is in conflict with our contract. The committee chair will meeting with the Hutchinson Center Director for discussion and resolution.

Membership Committee:

- It is the Board's wish for Jon Cheston to come to the next meeting and report on his ad hoc committees efforts.

- It is the Board's wish for Cathy Bradbury (who volunteered for the job) to draft a document outlining duties and responsibilities for a standing committee whose function will be to increase membership and promote Belfast Senior College.

Special Events Committee: The committee chair reported on two upcoming trips (Performance of Gilbert & Sullivan's "Patience" at the Grand Theater in Ellsworth on February 14th and a visit to the Penobscot Marine Museum & Northeast Historic Film for presentations on March 16th). David also reported that one can sign up for special events on-line as well as by downloading forms and submitting manually as we now do for courses. Forms are also available at the office.

Old Business

Ad Hoc Committee on the Position of the Registrar:

- The Committee chair submitted their report.
- A **motion was made to revise the handbook** to add the **list of recommended duties (bulleted items in report) of the registrar**. The motion was unanimously approved. Arlin will prepare the final wording.
- In addition, it was agreed that the committee would take responsibility for advertising the need for a new registrar.
- **The Committee proposal to review the position of the Office Manager will be discussed at the February meeting of the Board.**

Communtiy Services Committee: Duties and functions of this committee will be discussed at the February meeting of the Board.

New Business

A proposal from the Festival of Arts Committee was withdrawn.

BSC Handbook: Elisabeth Pollock volunteered to edit the Handbook. The Board voiced its approval.

The meeting was adjourned at 11:00 AM.

Harry Kaiserian
Secretary