

Senior College at Belfast Board Meeting Agenda

Wed, March 9, 2016 at 9:00 am

1. Approval of Minutes of Feb 10, 2016 board meeting (5)
2. Treasurer's Report (15)
3. Committee Reports (10)
4. Executive Cmte report – (5) Because of the time frame necessary for advertising the new semester offerings, the Exec Cmte deliberated and granted Lila Nation's request that non-members of SC be allowed to join the SC Chorale that she leads. It was agreed that this is an opportunity to attract new members who may become interested in classes once they are here to sing.
5. Progress on 10/15 goals for the year (5)
 - Problems with financial status of SC – formed Finance Committee to address specifics
 - Clarify Member scholarships policy – done
 - Revise policies regarding communications/advertising – done
 - Revise Handbook – several are completed; in progress – CSC, Nominating Cmte, Registrar; need to
 - review Treasurer, Office Set-up Procedures, Course registration procedures, perhaps others
 - Review Hutchinson Center/BSC relations – done on regular basis
 - Need for Public Relations/publicity person – 2 people are known as possibilities, the ad hoc Membership
 - Committee may have input
 - Review the process of nominating members to the Board – in progress, needs Nom Cmte approval before
 - submitting to the Board
 - Develop emergency procedures, determine which are a function of the Hutchinson Ctr – not completed
 - Decide whether to formally adopt Robert's Rules or other procedures for Board business – not done
6. Old Business
 - A. **Ad hoc Registrar Committee** report on Handbook policy revision (10) – Arlin
 - B. **Ad hoc Membership Committee** report of suggestions for standing committee – Cathy (30)
 - C. **Ad hoc Community Services Committee** report (10) – Barbara, Anne, Arlin
7. New Business
 - A. **Confirm instructor perks** (10) – The Handbook (p 39) grants that instructors receive a complimentary one-year SC membership in the year following that in which the course is taught.

There has been some confusion about this (including on the registration forms), as until recently instructors received the free membership and one free course for each one they taught, even though the Handbook has never mentioned a free course. This year in the fall, winter, and spring semesters 48 courses were offered by 39 different instructors. The cost to SC for perks for 39 instructors would be:

Free membership -	\$975
Free course -	1170
Both -	2145

There are mainly indirect costs for SC to give a free membership, though obviously SC income is affected. There are direct costs to giving a free course - snacks, text, copying, other materials. Giving a free membership appears to be a fairly painless way of saying thank you for the time and energy the devoted instructors give to SC.

- B. **Act on Curriculum Cmte's suggestion to discontinue the lunch provided for one-day courses.** (10) The cost has risen to \$12 per person for 1-day courses that run 9:30-3:00. These courses meet for 4-4.5 hours, compared with regular courses that meet from 8-12 hours over the course of 4 or 6 weeks. Shall we discontinue the lunch? Should we lower the cost from \$30 to \$25, given the difference in length that the class meets? Something else?
- C. **Handbook revision** (10) - volunteers are needed to review policies and meet with individuals or committees to discuss revisions. Treasurer (p 22), Office Manager and Office Set-up Procedures (p 33), Course Registration Procedures (p 35).