

**Senior College at Belfast Board Meeting Agenda**  
**Wed, June 8, 2016 at 9:00 am**

1. Vote on nomination of Sue Garrett to replace Joe Veilleux as a member of the Board of Directors. Joe has resigned due to serious health concerns.

2. Approval of Minutes of May 11, 2016 board meeting

3. Treasurer's Report

4. Committee Reports

**Ad hoc Membership/Public Relations Committee report** – from Nancy Hauswald

Three members of the committee met on May 21. We discussed what this committee should be called and what its tasks should be, but thought we'd like to wait until we had a larger number of people present before we wrote anything in stone. That being said, we're going with the working title of "Membership/Public Relations Committee," whose key tasks will be to:

--welcome new members (specific ways to do this to come)

--give SC a broader presence in area media (e.g., print articles about classes, faculty, "special" students)

--create a welcoming/"non-intimidating" environment (establish SC "Ambassadors" to seek out new members during class breaks and in classrooms to help them feel less alone)

--create a "New Member" orientation (not sure that's the right word) "special coffee" break session for the first one or two classes (that is. . .have an Ambassador invite all new members to join him/her in one section of the Atrium for a special meet-and-greet)

-- have ongoing communication with comm chairs as appropriate to discuss what we can do to help outreach in the community (e.g., Curr. Committee -- what can we do to promote classes with you; are there any specific classes that lend themselves to "special" media coverage?)

4. Old Business

A. **'16/17 Budget proposal** discussion – Jim Taber

B. **Handbook Revision** – Elisabeth Pollock

Elisabeth hopes to get the revised version of the handbook out to us soon, so that we'll have plenty of time to ask questions or offer suggestions before the Aug 10 meeting when it will be discussed in detail.

C. **Executive Cmte Mtg report** re Community Services Committee request for creating Facebook page

D. **Vote on revision of Communication Policy** – Sara Shute

PROBLEM: The CSC will be able to continue to advertise Habitat for Humanity, Window Dressers, etc., in the June, July, and August E-news, without any evidence of direct involvement. (Currently, they've been given until the end of the summer to explain their direct involvement.) And it may be that they do not understand "direct involvement." In the spring of 2015, ads from CSC for Habitat for Humanity were read in classes. That was over a year ago, and since that time there has been no evidence of "direct involvement"

of the CSC with Habitat for Humanity, except to advertise it. And an ad for Window Dressers was displayed on the food table last semester, without any mention in the ad of SC or the CSC. Lastly, in the May E-news, there were ads from the CSC for both Habitat for Humanity and Window Dressers, but it is not clear how or whether CSC is directly involved with either of these organizations.

SOLUTION: If we clarify "direct involvement" in the policy (as was done in the rationale, see below\*, but was not published, because I thought it was too informal), then this will help the CSC, and others, to understand the policy.

**MOTION:**

SUGGESTED POLICY REVISION: Include the second paragraph as part of the Advertising Policy.

*[The following paragraph is the current policy, minus the boldface and parenthetical remark.]* The purpose of SC advertising or announcements, including but not limited to the website, E-news, or classroom announcements, is to promote Senior College, and to inform the membership and the community of courses, special events, speakers, or projects that Senior College is **directly involved** with. Volunteer opportunities and other community events that Senior College (including the Community Service Committee) is not directly involved with (see following paragraph) are beyond the scope and purpose of the website, E-news, and classroom announcements, or any other advertisements, and are not permitted.

*[Suggested additional paragraph.]* A Senior College committee or group is **directly involved** with a non-profit group or community event when the members of that committee or group have agreed, for some specified period of time (e.g., for the upcoming year, for a certain month, or for a particular date), that its members will participate in a particular non-profit or community event, at a specified time and place. If an SC committee or group merely urges (by mentioning or advertising) the SC membership at large to support a non-profit, or to attend a community event, then that does not count as "direct involvement" by the committee or group. To count as "direct involvement," the committee or group members themselves must have committed to participate in some specific event (for a non-profit organization or in a community event). Given they have done this, if they also wish to invite members of the SC community at large to participate in that specific event, then that is permissible.

\*[Note that this footnote was part of the original rationale, and was not intended for inclusion in the handbook.] When the chair of a committee organizes members of SC to make phone calls for a non-profit at a particular time for a particular occasion, this would count as direct involvement. So would an event scheduled by Senior College on a particular day to have members travel to schools to read to grade school children. What would not count are general suggestions to give money or books, etc., to particular non-profit organizations, or, for example, suggestions that SC members volunteer at the Y, Habitat for Humanity, the "Window Dressers," etc.

5. New Business

A. **Robert's Rules of Order** – discussion whether to formally adopt use of Robert's or any other management tool – Arlin Larson

B. **Rides to SC through WCAP** – discussion of advising membership of this thru our advertising media – Barbara Klie

C. **One-day class snack arrangements** – discussion of whether to provide our own coffee (buy coffee pots) and snacks or to pay a vendor – Sue Garrett (costs for each, who would be responsible for purchasing snacks, set-up, & clean-up)

6. Agenda items for 8/10/16