

Senior College at Belfast Board Meeting November 13, 2019, Approved Minutes

Call to order: The president called the meeting to order at 9:32 a.m.

Absent: Perkins **Guest:** Sara Shute

Approval of minutes: The minutes of the October 9, 2019, meeting were approved.

Treasurer's report: Our October statements show we remain in the black and in line with our annual budget. Report accepted.

Other Reports

President: The president pointed out that our monthly financial statements posted online can appear irregular, if there are time lags in reporting from the accountant. Following a discussion of proper procedure a motion was made to discontinue monthly online posting of financial reports. Motion passed.

Curriculum Committee: We have approved fourteen four-week classes and two one-day classes for the winter term. Related to both the Curriculum Committee and the Publicity Committee, Sara Shute brought three proposals for changes to our handbook; one a by-law change making the Publicity Committee a two member subcommittee of the Curriculum Committee, focused on promoting our courses within our service area; and two proposals for clarifying language in our policies and procedures sections on, separately, duties of the E-news editor and the duties of the external and internal website managers (written proposal attached). Motions to adopt the changes to the by-laws and to the policy section of the handbook made and approved.

Special Events Committee: Following the success of two October events, the committee is planning events for the spring term and hoping to expand the idea of "behind the scenes in Belfast", looking at local organizations facilities and operations. Additional volunteers to the committee would be welcomed.

Finance Committee: A candidate for succeeding Jim Taber as treasurer has been invited to attend the board meetings and Finance Committee meetings in order to mutually assess the fit of person to position. The committee will also recommend budget reporting changes. A transfer of funds from our checking account was used to create five CDs with variable month maturity.

Archives Committee: In order to better achieve archiving of printed materials and online/digital materials, Larson requested purchase of a monochrome laser printer and an external Blu-Ray drive for archival quality ceramic discs. Motion to authorize up to \$500 for those purchases made and approved.

Publicity Committee: Volunteers for the new committee structure (see above and attachment) are Diane & Bill Gatti.

Festival of Arts: Two new members have joined the committee; organization for the 2020 show begins in December.

Fundraising Committee: \$1000 has been raised so far and the committee is sending thank you notes to each donor.

Nominating Committee: No report

Registrar: Because the vast majority of registration is done online, discussion of whether the Registrar's position needs to be maintained or the duties parceled out to other volunteers began, but no decision was reached.

Unfinished Business

Grants Policy: Larson distributed a proposal from the ad hoc committee (Reilly, Larson, Taber, J., Boyer) to establish a grants policy (proposal attached). Following a discussion a motion to approve the policy passed.

New Business

Community Service: Greeley proposed establishing a process to identify volunteer opportunities for our members to consider. Following a discussion, formal action on the request was deferred until a "partnering policy" with other organizations can be developed.

2020 Vision for Maine Senior Colleges conference: Keynote speaker(s) TBD; final program will reflect consortium survey results.

UM Foundation: Sarah McPartland-Good of the UMaine Foundation will attend the December 11 board meeting to review our funds.

Belfast Senior College Survey: Sydney Taber and Jim Owen volunteered to help with revising the original survey. Final decision on how to best distribute it TBD. Once completed and compiled, the board will convene a strategy session to decide on needed actions.

Senior College at Belfast Handbook. As the updated handbook is maintained online only one copy will be printed for the secretary.

The meeting was adjourned at 11:02 a.m. **The next meeting is December 11, 2019, at 9:30 a.m.**

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David Boyer, Secretary