

Senior College at Belfast Board of Trustees Meeting

March 15 2023 via zoom

Call to order : Nancy Perkins called the meeting to order at 9.30am.

Present : Nancy Perkins, Martha Laitin, Beth Sterner, Sam Causon, Jim Owen, Richard Koralek,, Marjorie Arnett, Doug Chamberlin, Mayo Bulloch, Ron Jarvella, Monica Morris, Denise Pendleton, Mike Ray.

Minutes of the February meeting were approved with no corrections.

Treasurer's Report was sent out by email on March 15th but for some reason was not received by most people & will be resent.

A spring session quote from the Hutchinson Center was recently received for \$5,325 which together with food costs will most likely result in a failure to break even. We need to firm up a contract with the Hutchinson center in order to get the facility costs reduced.

It appears that we are currently not charging a high enough course fee to cover the room costs, registration costs and refreshments (currently \$3.50 per person per week so \$21 per person total). We currently charge \$37 per class.

Denise suggested that we put out a jar for donations for freshments, everyone agreed that this was a good idea.

Beth requested that we change the Bangor Savings Bank signatories to Elizabeth Sterner, Nancy Perkins and Samantha Causon (who will be taking over as Treasurer in September 2023). A motion to approve this change was seconded and unanimously approved.

New Business

Board of Trustees Retreat - Nancy announced that Martha will be organizing a retreat for the Board of Trustees, Monica volunteered to assist with this. Marjorie suggested that we could use this event to review changes to the Bylaws and a date of Thursday 1st June at 9am at the Springbrook Apartments Club House was agreed on. Martha and Monica will look into finding a facilitator.

Operations Committee - Doug reported that the new website is up and running and we have new email addresses through google, he will look into the issue with the Trustees group email possibly not working correctly.

Course storm registrations are coming in and the count as of yesterday was shared, this shows that we are running short on a few of the classes.

Once Spring semester is underway Doug will move the membership list from Course storm to Wild Apricot & will send an email to members explaining the change and asking them to go in and change their password to secure their logins. Course storm will be left intact until the end of Spring semester.

Doug will be preparing some instructional videos to walk volunteers through the process of making changes to the website, entering an event or course and sending a mass email.

Now is the time to look for volunteers to take care of specific tasks on Wild Apricot eg updating the news blog. Monica suggested sending out an email to prospective volunteers with a list of such tasks.

Curriculum committee : Mayo reported that the committee has some good ideas for summer classes and plans to have a list of these ready for the June 10th event. Alternative venues to the Hutchinson center are being looked into for these summer classes. It was suggested that we look into holding some outdoor classes too.

Nominating committee: Jim reported that the Committee held a meeting on Feb 21st and now that Kristin Frangoulis has joined there are three non board members. A new application form is now on the website and Trudy Miller has submitted an application. At the last meeting there were eight names suggested and the process of contacting these people is ongoing.

As before, any suggestions of names from the board for possible candidates are welcome.

Communications committee – Richard reported that a press release was sent out last week about the upcoming semester with a link for registrations. Next week there will be a press release with a list of the classes, the following week Mikey Sirota will be interviewing Arlin Larson about his upcoming course and this will be included in another press release.

Denise has agreed to chair the committee going forward and is also looking for communications experts in the community to join it. She will be putting together a timeline of what needs to be done before the fall semester, including a publicity plan to be in place by mid August. There will be a committee meeting in the next three weeks. Bob Restino has volunteered to help Denise run a focus group.

Nancy has been posting to Facebook with a feature on each of the classes. Denise suggested putting together a poster to display in various places around town and Monica volunteered to do this.

Gilda's Place Update – Marjorie & Mayo reported that there are donations coming in for the event on June 10th but that more are needed to meet the speaker fee.

Mayo has a contact who has agreed to produce a promotional poster which will be displayed in hospitals etc.

The event tag line is 'Healing Through Laughter – a celebration of life'. There will be a table where local organizations, including Senior College, can have their promotional materials on display. The Band (Ezra and Jessica) will play from 9.30 to 10.15 when the speaker will give his talk.

Doug will be updating the website to promote the event

Nancy will be sending out an informational and fundraising letter for the event.

Donations can now be made on the website, the reference field can be used to specify that the donation is for the Cancer Event. Checks should be made out to Senior College with a note in the description line as to the purpose of the donation.

A motion was made that Senior College donate a further amount of up to \$500 if it is needed to meet event costs after fundraising efforts in the coming month. This motion was seconded and unanimously approved.

The meeting was adjourned at 11.06am.