

# **Senior College at Belfast Board of Trustees Meeting**

**April 19<sup>th</sup> 2023 at Social Capital**

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

Present : Nancy Perkins, Martha Laitin, Sam Causon, Jim Owen, Marjorie Arnett, Doug Chamberlin, Mayo Bulloch, Denise Pendleton.

**Minutes of the March meeting** were approved with no corrections.

**Treasurer's Report** was sent out by email on April 13<sup>th</sup>.

In her summary report Beth highlighted that we have spent over \$18000 more this fiscal year than we have taken in. It was noted that not all of the Spring semester course fees had been recorded at the time of producing the report so the current figure of \$1,197.96 should increase.

Nancy reported that she would like to give a credit to two people who could not attend courses they had signed up for, this was agreed to be a good solution as Senior College does not give refunds.

It was decided that a donation jar for cookies and coffee would be put out on the following day of classes.

## **Old Business**

**Board of Trustees Retreat** - Martha reported that the location for this event will be the ClubHouse of Springbrook Hill Condominiums, the date will be June 1<sup>st</sup> with start time of 9am. Agenda items so far would be finances, hybrid classes, volunteer recruitment and instructor support, other possible agenda items were discussed. We are still looking for a facilitator and Nancy is waiting to hear back from Craig Watson.

**The Healing Power of Laughter Event** – Marjorie handed out a update report on the Healing Power of Laughter event. Mayo reported that 100 small event posters have been printed and examples of these were passed around together with a budget showing the current list of donations totaling \$2,250 and the expected expenses totaling \$2,745.

Doug will put a copy of the event poster on the Senior College website.

It was agreed that in the last class of Spring Semester a representative of Senior College in each class will use the poster to inform the attendees of the upcoming event.

The committee will discuss volunteer organization at its next meeting.

**Curriculum committee :** The summer mosaic program for July & August is being put together, including an art class likely to be taught at Waterfall Arts, a class on making tote bags and a class on Monarchs & Milkweeds. Ideas for fall semester are being investigated and ideas for courses or for people who might teach should be sent to the curriculum committee (curriculum @belfastseniorcollege.org)

**Nominating committee:** Jim reported that the committee is still looking for someone to fill the role of President when Nancy's term ends in September this year. At the recent committee meeting it was decided that Jim would contact previous president Pete Riley to see if he would be interested, failing that we still need a volunteer with previous senior college board experience. It was suggested that the board could use more information on what exactly the role of President entails and so Nancy will write up a description of the role as it applies currently.

We are still short of two members for the 2024 Board of Trustees and the committee welcomes any and all suggestions of likely candidates. Nancy has some suggestions that she will follow up on.

Denise has drafted a satisfaction survey document for class attendees and will add a question about interest in becoming a board member to that.

**Operations Committee -** Doug reported that the new website and registrations are working well. He will be showing the Curriculum Committee how to enter course info onto the Wild Apricot system. At the end of the Spring Semester Doug will be traveling and so will need to coordinate with Denise about sending out the new course evaluation survey.

**Communications committee** – Denise reported that the committee met on April 7<sup>th</sup> and they discussed a time line of events which resulted in a press release and newsletter about the water treatment plant tour and brown bag lunch events. Going forward they aim to have a task list to discuss at each meeting. The current focus is on graphics and photos for the website and a poster.

A graphic design professional might be available to help the committee design a new logo.

A budget for communications will be required and numbers are being put together for this.

**The meeting was adjourned at 11.19am.**

