

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

### **July 17 2023 at Social Capital**

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

Present : Nancy Perkins, Beth Sterner, Martha Laitin, Sam Causon, Jim Owen, Doug Chamberlin, Mayo Bulloch, Marjorie Arnett, Ron Jarvella, Mike Ray, Monica Morris, Karen Gleeson, Trudy Miller.

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

**Treasurer's Report** was sent out by email on July 14th and approved by the board.

Beth pointed out that our 4<sup>th</sup> quarter endowment earnings are not included in the report as they won't be received until 30-45 days after the end of June 2023. Also due to the cash basis accounting system there will be some course fees for the summer semester 2023 that have not been included in the accounts for the year ending June 30 2023, but there will have been some fees from summer 2022 received after June 30 2022 that were recorded in the current year.

We will be cashing out one of our CDs today, approx \$13k, to cover upcoming insurance premiums and other immediate expenses associated with our move out of the Hutchinson Center.

Nancy & Beth agreed that we should take the insurance offered by the storage facility for the items we will have in our storage container.

Beth noted that the Healing with Laughter event raised enough money to cover it's costs so that no additional funds from Senior College were needed.

### **Old Business**

**Poetry Pop Up event** – Marjorie talked about the upcoming August 12<sup>th</sup> Senior College Poetry Pop Up event at the United Farmers Market. Jim & Marjorie noted that it would be worthwhile to invest in some more plastic sandwich boards (we currently have only one) to be used at such events and at our new class venues. Marjorie has asked Denise to advertise

this event in local newspapers and has also contacted the poetry workshops so that they can spread the word about the event.

Mayo noted that we should have a list of our fall semester courses available at this event.

**Facilities Committee report** – Karen reported that we have venues arranged for classes at Social Capital, St Margaret’s, The Belfast Library, Waterfall Arts & Penobscot Shores. Classes will begin on Thursday September 21<sup>st</sup> and will also now be held on Monday, Tuesday and Wednesday which means that there will be opportunities for people to take more classes if they wish.

### **Committee reports**

**Finance committee:** Beth reiterated the need for Committee heads to pass on any expected financial expenditure for the coming year to Sam so that we can start to develop a useful financial budget.

**Curriculum committee :** Karen reported that the curriculum for fall is almost finalized and she will be confirming with venues and instructors within a week. Minimum numbers for classes were briefly discussed and it was agreed that it should remain at 5.

**Nominating committee :** Jim reported that he had spoken with Van Bankston who is interested in becoming a board member and will be filling out the online application. Marjorie has decided to remain on the board and new board member nominations are Karen, Trudy and Van. Nancy noted that the names of the prospective board members need to be advertised 6 weeks prior to the Annual meeting. Jim acknowledged the contribution of the non board members of the nominating committee(Paul Sheridan, Barney Lutsk & Kristin Frangoulis) in this year’s efforts.

**Communications committee :** Mike reported that Denise will be back soon..

### **New Business**

**Move from the Hutchinson Center** – Nancy has rented a storage unit opposite the Hutchinson Center. It was agreed that Doug will take temporary possession of the office electronics until they are able to be installed in the new office space on Sept 1<sup>st</sup>. A date for the move will be decided and volunteers from the board will move the office contents to the storage unit.

There was a general discussion on when and how to staff the new office with details yet to be decided. Established and publicized office hours will be important going forward.

**Annual Meeting** – a venue for the annual meeting on September 14<sup>th</sup> needs to be decided on. The idea of promotional gifts for attendees was discussed.

**The meeting was adjourned at 10.47am.**