

TSO COUNCIL MEETING MINUTES
Wednesday, March 15, 2017 at 1:30 p.m., Room V1120

The meeting was called to order by Edie, President at 1:30 p.m.

Present: Edie Heppler, Arlene LaTurner, Jordan McCabe, Steve Denison, Bryan Leyton, Jim Cushing, Virginia Binder, Raj Patel, Joanne Gainen, Jerry Harkleroad, Chris Steele

Absent: Diane Kester, Nellie Spruch, Chuck Kimbrough

Guests: Carla Barnes, Alexa Munoz, Sandi Mendendorp, Kathy Shoemaker

Minutes of the February 15, 2017 meeting approved by consensus.

REPORTS FROM OFFICERS

1. President, Edie Heppler
 - a. Update on Telos; BC, BCCE: Chris Steele has temporarily been hired by BCCE and has picked up Laurie Philips' position. The current goal is to replace Laurie's position with a fulltime person.
2. Vice President Chuck Kimbrough, No report (absent)
3. Secretary Jordan McCabe, No report
4. Treasurer Arlene LaTurner
 - a. Balance as of 2/27/2017 = \$11,939.17
 1. This reflects payment of a \$2,600.30 catering bill (holiday party)
 2. It also includes \$1,980.00 collected for this quarter's student fees.
 - b. Arlene is working on late payment problem. It appears the best way is to just follow up often. Under \$25 can be paid by Mike (the cashier) at the front desk at BCCE.
 - c. Info form for reimbursement: Can use old forms; Just add a signature line
 - d. Forms are in Arlene's TSO mail folder, at the front desk.
 - i. **Action:** Virginia will put the form on the website.
5. Faculty Advisor Report by Chris Steele
 - a. Chris: Ben Meredith says no new hires for summer quarter.
 - b. We can hire those already on the books, so we have enough for the summer quarter. We can hire new instructors for fall. Chris does not currently have access to the BCCE system. Melissa says registration is going well. Virginia: We're getting close to 600.

Eight student minimum is the cut off for classes this spring. We need more art rooms; we have waitlists for art classes.

East Side History class at the Boys & Girls club has 14 people. The other two B&G Club classes have just a couple, and will likely be cancelled.

1. REPORTS FROM COMMITTEES

2. Curriculum – Chris Steele, Chair
 - a. There will be no C&W for either April or May; Plans for upcoming seminars are going well. The cut-off for summer seminar proposals is May 15.
 - b. There are 40 signed up for the Alessandro Reggio’s seminar: The monies will be collected (\$30 for both classes) at the door on day one.
 - i. **Action:** Jordan will remind folks it’s a fund-raiser.
3. Marketing – Joanne Gainen, Chair
 - a. Crossroads table: No crowds, but lots of handouts and one on one conversation seemed to yield results.
 - b. Chris: We can e-mail the TELOS catalog and recipients can pass it along. Raj: a link is better. Virginia: It’s on the TELOS website
 - c. Report on Senior Fair outreach 170-180 catalogs disbursed; several sign up cards were distributed — Strong selling point: Classes without tests, reading or homework. Big Thanks to Bill Greaver for his work on the Senior Fair.
 - d. Jerry Harkleroad: can we can include bulletpoin in the catalog to highlight non-credit, no exams, no home-work, optional class attendance. Also include a map on the back of the TELOS catalog? Look into this with Gayle Solberg.
 - e. With instructor’s permission, registered students can bring a guest for one class toward the end of the quarter.
 - i. **Action:** Marketing committee will organize this. Class hosts should be notified; Chris & Joanne will collaborate on guidelines.
4. Events – Jerry Harkleroad
 - a. Caterers have finally been paid including Susan (the caterer); the worry is that she will be reluctant to do work for us in the future; Jerry is working on a commitment.
 - b. The Events Committee will send out a letter, regarding running for election, for open council positions to the TSO membership.
5. Strategic Planning Special Committee – Jim Cushing, Chair
 - a. BCCE collaboration: There might be some interest. Other Eastside schools are already giving classes in Bellevue and Sammamish.
6. Website Committee – Virginia Binder; Raj Patel
 - a. This week, we’ll switch to a new menu system. Raj is going to convert the roster to Excel.
 - b. RAJ wants to get a TSO account on the BC server to more efficiently facilitate blasting out of TSO notices.
 - c. **Action:** Talk to Faisal about BC server account

7. TELOScope: Sandi Medendorp Spring edition was just released; spare copies are at the front desk. The next edition will be out in 2-3 months; deadline for suggestions/articles is the end of March. Sandi is the new addition to the Telescope, assisting Sue Black.

OLD BUSINESS

- a) Chris Steele reported on the status of the two-sided business card.
- b) Report by Edie Heppler and Jerry Bunce on the Instructor Appreciation Event on March 14. Over 30 instructors attended and everybody was invited; some instructors were teaching because March 14 was a class make-up day. Lots of interactions; goodtime was had by all. Instructors were very appreciative. The gift was a 2 gig thumb drive with TSO logo on both sides. (There were 100 of these ordered to be used for lecture and C & W appreciation thank yous as well. Fairwinds charged \$350 and did an excellent presentation. Parking limitations keep the maximum number at 45. This was a four-hour meeting, so we could serve a meal.

NEW BUSINESS

- a) Limiting number of consecutive C & W's members may attend – tabled from last meeting. Tabled again. Weeding the Roster: not currently feasible.
- b) Carla Barnes, Alexa Munoz, Kathy Shoemaker and Sandi Medendorp will run for council

Class host appreciation event: Tabled

Open house March 16: Virginia, Chris, Bob Barnes, Edie, Jerry Bunce plus an additional 6 instructors will be there.

Meeting adjourned at 2:35 p.m.

Next meeting, April 19, 3:30 p.m., Room V1120.

Respectfully submitted,
Jordan McCabe, Secretary