

TSO COUNCIL MEETING MINUTES

Wednesday, January 21, 2015, Room 1118, 3:15-5:35 p.m.

Council members present: Virginia Binder, Jerry Harkleroad, Tim Hay, Ruth King, Mark Kiviat, Penny Rathbun, Kathy Shoemaker, Bev Vernon, Mona Zimerman

Council members absent/excused: None

Members of Administration present: Angela Young, TELOS Program Manager & TSO Faculty Advisor

Other TSO guests present: Edie Heppler, Chris Steele

The usual order of business was reversed at this meeting to discuss unfinished business first and council members' reports last. This structure was implemented to fully address items that have occasionally been postponed for lack of time. For the purpose of keeping the minutes of this meeting in the standard order and sequence, all sections will be reported in the typical order.

The meeting was called to order by the president, Mona Zimerman, at 3:15 p.m. No council members were absent.

The meeting agenda was approved by consensus.

The draft of the 12/10/14 TSO Council Meeting Minutes, as amended, was approved by consensus.

Officers' reports:

President – Mona Zimerman reported the following.

1. Mona, Ruth and Mark had met about establishing policies and procedures for the Treasurer's position.
2. The length of council meetings has become an issue.
 - a. All council members are asked to stay throughout the entire meetings, not to leave early.
 - b. The cut off time for meetings is 5:45 p.m.
 - c. Council officers need to make short reports.
 - d. New issues need to first be discussed in committee then presented to the council, e.g., suggesting a second door be cut into room 1125, etc.
 - e. Nora Lance wants to do another leadership workshop but on main campus. A date needs to be set, and we need to know if a fee will be charged.

Vice President – Tim Hay reported the following.

Chuck Kimbrough and Tim met with 35 senior league softball team players and gave them BCCE catalogs, which were well received. From this experience they learned how they might approach other such groups next time and are considering visiting women's volleyball, softball and soccer teams emphasizing that with ageing it's important to keep both body and mind active.

Secretary – Bev Vernon reported the following.

1. Our "Tabled Items" document has been renamed, "Action and Tabled Items from Council Meetings". Each item will be color coded, as follows: green = "completed", blue = "duplicated" (it may have been brought up at several meetings), yellow = "unsure of completion status", and white = "active/tailed". Red font is used for items copied from current minutes that are not yet approved.
2. Our confidential TSO Contact Roster has been revamped and expanded to include extra designations. A column has been added for expertise. We're awaiting obtainment of that data from members.
3. Bev thanked Virginia Binder for the many hats she is wearing, as follows: Alternate Secretary, Webmaster, Reservations Coordinator, Course Host Coordinator and Gmail database developer.
4. Bev requested that council members please submit promptly their edits/approval to the council meeting minutes' drafts so "action items" could be posted soon after the meetings and be of maximum help as reminders to all of us.
5. Bev reminded committee chairs to please approve and forward to her promptly all previous committee meeting minutes' documents so they may be posted to the TSO website quickly.

Treasurer – Ruth King

Reports provided by the BC finance office are dated from the beginning of the current fiscal year, 7/1/14, through 1/18/15, as follows:

Beginning balance, 7/1/2014, (rollover from previous fiscal year)		\$820.00
Revenue:		
	S&A allocation (July 2014)	\$4,500.00
	Other deposits from Events (undefined)	<u>\$2,475.00</u>
	Total revenue	<u>\$6,975.00</u>
	Total revenue & previous balance	\$7,795.00
Expenses:		
	Leadership training professional fees in June 2014; pd 10/20/14	\$542.51
	Park rental-picnic-8/2014; reimbursed Kathy Shoemaker; pd 7/25/2014	\$130.00
	Printing charges -Quick Copy-pd 7/25/14-\$48.75; 8/25/14-\$47.85; 9/25/14-\$227.00	\$323.60
	Reimbursements to Hristo Stoynov-pd 7/24/14-\$152.70; Tim Hay-9/17/14-\$121.52	\$274.22
	Alessandro Regio payment-pd 1/12/15	\$500.00
	Total expenses	<u>\$1,770.33</u>
Closing balance, 1/18/2015		<u>\$6,024.67</u>

Faculty Advisor's report – Angela Young, TELOS Program Manager

- Important spring quarter dates are as follows:
 - Feb. 20 – Angela submits final proof for spring courses to BC for publishing
 - Feb. 23 – Courses printed online
 - Mar. 9 – Printed catalogs available
 - Mar. 13 – “TELOS Course Preview”
 - Mar. 27 – Decision re which courses are go/no go
- Angela will send announcements in an attempt to re-educate students to register early. She will create a grid showing classes that have low registrations and give deadline dates by which low classes will be dropped.
- “Coffee and Wisdom” program – There is a waiting list for these lectures. Angela had a meeting with Faisal and was offered the use of the BC main campus auditorium plus access to two parking lots for these lectures and other activities that might need more space than is available on North Campus.
- Black Tie event – Angela suggested the TSO consider using the main campus auditorium and also its art gallery for special paid events the purpose of which might be benevolent, to raise money for BC student scholarships, not TELOS scholarships. If this is to be considered, we need to act on it quickly while the topic is imminent. She will take some TSO folks to the main campus to view this possibility. This type of event could constitute good will and earn respect for the TSO.
- “Year-up” program coming to North Campus; outside classroom space being sought for TELOS – This highly-respected, competitive outside program is coming to BC and will be housed at the north campus during the daytime, sharing space with TELOS, and other programs. Year-up is a skill training and on-the-job mentoring program for disadvantaged students, ages 18-24. Out of about 1000 applicants, 80 are selected, and BC will be making space for 40-80 of these students.
 - Meantime, Angela is looking for outside locations for future TELOS classes. She is inquiring at 50+ facilities. Council members suggested looking at the Liberty Northwest Center next door to the north campus, and the Bellettini Retirement Community. Comments included:
 - The forthcoming TELOS Survey Monkey might include a question about whether TELOS students would consider taking courses at other locations.

- ii. Might TELOS and the U of W Osher program merge?

Standing and Special Committee reports

Curriculum Committee – Chair Kathy Shoemaker referred to the drafted minutes of her 1/9/15 meeting, as follows:

1. Possible fall quarter course for Coffee and Wisdom lecture by representative from “Fix Democracy First” on subject of understanding corporate personhood and its impact on the political process – the way democracy functions and the problems experienced.
2. Survey Monkey to be developed/distributed to TELOS students by Angela might include: student course interests, willingness to pay activity fee of between \$2-5 for each course.
3. Status of consortium of TSO with Osher Lifelong Learning Institute at the U or W: Jim Maynard and Chris Steele are drafting letter to Osher re possible collaboration of TELOS with Osher. They are also inquiring about making future application for an Osher grant. Osher Director, Natalie Lecture, has expressed interest.
4. Electronic recording of meetings: Chuck Kimbrough is pursuing the legal parameters of this practice.
5. The current winter quarter: 36 courses are being held; 590 “enrollments” (not individual students).
6. Instructor recruitment and course topics: Eight members of the Committee have been actively recruiting instructor candidates. A myriad of potential instructors have been contacted representing a great number of new subjects.
7. A recruitment letter template was approved by Angela.
8. Access by one or two members of the Curriculum Committee to instructor email/telephone information: Chuck said that the U of W Law School Alumni Organization is allowed access to this information. He will check on this and report his findings.
9. Curriculum Committee meetings scheduled: second and fourth Fridays of each month, 10:30-12 noon.
10. Angela’s mass emails to TELOS students re final registration dates before course cancellation are not reaching many students. Her mass email capability is presenting challenges.
11. Room 1125 could benefit from having two projector screens: Kathy reported that the set-up in this big room is very wide, and she had received a complaint about people in the end zones not seeing the center screen.

Marketing Committee – Penny Rathbun, Chair, reported the following.

1. Penny will not be moving away after all and will remain on the marketing committee but not as chairperson after her current term expires.
2. Marketing ideas for TELOS:
 - a. Overlake Hospital’s Active Senior Fair at Westminster Chapel: Tim is checking on TSO renting space for a display table. It could cost up to \$1000. TELOS/TSO needs to obtain table drapes, banner, etc.
 - b. TELOS/TSO banners could be hung over pedestrian overpasses: Chuck Kimbrough is checking.
 - c. New brochures may be placed through the King County Library distribution system.
 - d. Coffee and Wisdom: Speaker Gerry Haines wants to come back and talk about Gaza. Ron Hobbs is scheduled for February.
 - e. Advertise to all TELOS students, not just those on the TSO distribution list.
 - f. Via Curriculum Committee, course hosts could place fliers in front of all students in their classes.
 - g. Chuck Kimbrough and Tim are advertising to South Sound Softball Men’s Association teams and possibly to other senior athletic leagues.
 - h. Radio, newspaper, instructor and student photos and stories in newsletter, and on TSO website.
3. Next year, the Marketing Committee itself may ask up front for a budget of \$1000/year for its various marketing expenses so the money would already be authorized and eliminate the need for the paperwork to petition for it.

Events Committee – Jerry Harkleroad, Chair, reported the following.

1. The Holiday Party, chaired by Susan Wilkins on December 11, was successful with 75-80 attendees. Poppinjay’s provided the food which was delicious and attractive. Three rooms were used and decorated. Reservations were coordinated by Virginia. Attendees were not charged for the event.
2. The Alessandro Regio Seminars, chaired by Jerry in December during winter break, were successful with 62 attending the Arab Spring section and 30 attending the Human Rights section. Reservations were coordinated by Virginia. The charge was \$20 apiece for each four-lecture seminar. Alessandro was paid \$500.
3. Museum of Flight tours, chaired by Jerry; reservations coordinated by Virginia:
 - a. Set for Fri., Jan. 23, beginning at 10:30 a.m., with two tours in the morning and two in the afternoon.
 - b. Each tour is 1-½ hours duration. Restaurant is available.
 - c. Ron Hobbs will conduct the Space Tour. A Museum docent will conduct the Historic Aircraft tour.
 - d. Transportation is everyone’s individual responsibility; no TSO sponsored carpooling.

- e. Cost is \$15 apiece to be collected at the door by Jerry who will purchase the tickets and distribute them to the 24 individuals who have signed-up.
4. Great Decisions Discussion Group, chaired by Jerry; reservations coordinated by Virginia:
 - a. One Thursday afternoon and one Friday morning section have been offered, with about 15 students in each. The program begins Feb. 12 and will run through May 2015.
 - b. Thirty students have paid the \$20 booklet fee.
 - c. Gwen Bevard will moderate one section; John Wise the other.
 - d. Booklets were distributed Jan. 12-14 in the building lobby by Lyn Thomas and Jerry.
5. Future events ideas include:
 - a. A March Spring Party, presentations by State Legislators, Ralph Monroe Institute, League of Women Voters, Pompeii Exhibit at the Seattle Center, UW Department of Environmental Sciences presentation on global warming, half or full-day speakers, Alessandro Regio back again, Bellevue Art Museum tour of "Knock on Wood" and Madeleine Albright's collection of jewelry pins, and possibly a two-week historic tour of Spain in the fall.

Student Fee Special Committee – Jim Maynard was not present. Mona read his report.

Jim reported that the \$4500 gift that the TSO received from Faisal in July 2014 was funded by student activity fees collected from credit-registered students, and we should not expect to receive such a boost again. Angela has approved the wording of a potential student activity fee question that will be asked in a survey to the TELOS retiree community. If the measure is approved, it would add a \$2-5 tuition fee for each TELOS course registration. The proposed survey has been sent to Kintea and Radhika for their approval. We need to wait to see the outcome of the student survey before deciding whether we need to look for another source of revenue for TELOS.

Historical Documents Archiving Special Committee – Bev Vernon, Chair

John Billington found that all boxes of TAG historical records are in a storage closet across from Bill Stephens' former office. This closet will soon be turned into office space and our records will be moved to a garage closet which may be damp and non-rodent-proof. Bev and John have an appointment with the Eastside Heritage Center on Mar. 10 or 12 to discuss giving these documents, plus possibly photo albums that were created by Bess Billington, to the facility. This project should be completed by May 2015.

Views of the News Special Committee – Kathy Shoemaker, TSO representative to the Council

No meetings have been held for some time, so nothing to report.

Unfinished Business

1. Procedures for changing standing rules: The issue has to do with making motions in meetings. No discussion or action occurred at this meeting.
2. Use of email to conduct some TSO business: Virginia introduced ideas for this mode of conducting business. A vote was taken and the issue was approved. Virginia was appointed and agreed to chair a special committee to address the matter.

Motion made to develop a plan for the acceptable use of email communication between council members and for votes that cannot be delayed until the following council meeting. This plan will be addressed by a special committee. Motion was seconded and approved unanimously.

3. ASG funding for the next fiscal year: Please see above report entitled, Student Fee Special Committee. Mona has reviewed the TSO treasury and thinks we should not need to ask for additional funds from the ASG. If the TSO is successful in the proposal to attach a \$2-5 tuition fee for each TELOS course registration, we are under the assumption that this revenue would go directly into the TSO treasury rather than to the general ASG fund.
4. Funding for flyers: There was some uncertainty about which flyers and publications were printed and being discussed for reimbursement via the usual process from the BCEE finance office. The list included the recent TELOSCOPE newsletter, flyers announcing the Flight Museum tours and other events, printing of a colored flyer about functions of the TSO committees, and cards announcing the new TSO website. Because the paperwork process for either requesting funds for these items beforehand or seeking reimbursement for them afterward is so lengthy and cumbersome, Jerry and Virginia have been paying for the materials out of pocket and not asking for reimbursement. No decision was reached on this matter.
5. Standing Rule for executive meetings: This issue consists of two matters, (a) who may attend, and (b) what may be talked about at executive meetings. Other related matters, however, make this issue controversial.

- a. Current TSO bylaws state that only the four “Executive Officers” plus one official member at large may attend executive meetings. Contrary to that rule, some Robert’s Rules of Order (RRO) and other outside directives say that “additional individuals” or “experts” may be invited to executive meetings. Because these words are not currently written in our bylaws, the validity of their inclusion is questioned until voted upon by a quorum of the entire TSO membership, not just a council vote.
- b. TSO bylaws currently state that executive meetings shall be called “to resolve confidential issues or other critical, special or unexpected issues.” The issue here is that outsiders may be making assumptions that more than the allowed “critical” subjects are being discussed, yet they have no way of knowing if that is the case.
- c. After a motion was made, a short period was given for discussion then a vote was taken.

It was moved and seconded that an executive session/meeting may be attended by the executive committee defined in the bylaws. In addition, guests may be invited, as needed, to assist with issues. With one abstention, the motion carried.

- d. Immediately following the above vote, the issue was challenged by Chris Steele, but the meeting continued without reconsidering the vote.
6. Standing Rule on defining absence: The current bylaw states, “If a Council member is unable to attend three consecutive meetings, that member shall be deemed to have resigned.” Discussion included, (1) “who” might decide what constitutes an excused absence, (2) which type of meetings count – council or council plus committee, and (3) a suggestion that the absentee notify the president or secretary why they will be absent.

It was moved by Jerry Harkleroad and seconded that in order for a council member to remain on the council, he/she may request an excused absence for three consecutive meetings. The type of meetings includes regular monthly council meetings and annual general meetings, whichever may fall during the period of the member’s absence. With a vote of 4 to 4, the motion failed.

7. Sign-in/contact sheet special committee: At the 8/20/14, 11/19/14 and 12/10/14 council meetings it was suggested that the sign-in sheet used at events would allow TSO students and instructors to list their skills and expertise. We want people to move quickly through the sign-in process at the door, however, so no hold-ups or lines develop. Another method of obtaining this information would be through a special request form sent via our Gmail communication base. Mona will appoint a special committee to resolve the matter; otherwise, the suggestion will be tabled.
8. Business cards: At the 8/20/14 council meeting, the Marketing Committee suggested printing TSO business cards, and the decision was to wait until the TSO website was ready so the website address could be added. The website has been in operation now since November 2014. The following questions arose. Separate cards for each committee? Individual’s name printed on the card? One exclusive TSO card with a line provided under it to print/write our name? Use existing BC templates? If it’s a TELOS card, could we use the TSO “tree of knowledge” symbol? Penny will consult with Sue Black re graphics and sort out the possibilities.
9. Instructor database of email/telephone information: Angela has the TELOS instructor database, but it is confidential per BC regulations. See Curriculum Committee report (above, item #8) regarding Chuck Kimbrough’s research concerning the U or W Law School Alumni directory information. Kathy, Chuck and Angela are working on this problem.
10. Person-to-person brochure to be developed by Marketing Committee for outreach: This idea was dropped in favor instead of a colorful brochure that was created by BC Marketing for TELOS of which 100 copies have already been received by Angela with more on order.
11. Coffee mugs as gifts for Coffee & Wisdom speakers: The purchase of 10 of these mugs not to exceed a total of \$100 was approved at the 12/10/14 council meeting. Do we want to order special mugs with the TSO “tree of knowledge” on them? It was agreed that for the remaining months through June 2014, we’d use BC mugs without the TSO symbol. Jim Cushing will buy them through BC and be reimbursed. Meanwhile, (1) Angela will check with BC about the possibility of using the TSO tree on the mugs; (2) Edie knows of a place that makes such items at a reasonable price and will report her findings to the Feb. 18 council meeting; and (3) the subject may be delayed for possible future implementation in the 2015-16 term by either our Marketing Committee or the new council.
12. Elections for 2015-16 TSO term: Jerry’s Event’s Committee is charged with responsibility for elections. He reported that Arnold Kern has agreed to chair the Election’s Special Committee with Kathy Shoemaker and Arlene LaTurner as helpers. They will be meeting soon. It was suggested that the Course Hosts be asked to spot potential candidates in their classes. Hosts may either approach such classmates themselves or ask

Arnold to have his committee members do so. Various council members expressed that their jobs were huge and have involved much time. Co-chairing roles was suggested. Prizes and promotional incentives were vetoed as low-class persuasive tactics. All of us should send names of potential candidates to Arnold.

New Business

None

Jerry Harkleroad moved that the meeting be adjourned. The motion was seconded and approved unanimously.

The meeting ended at 5:35 p.m.

The next council meeting will be held on Wed., 2/18/15, 3:15 p.m.

Respectfully submitted,
Bev Vernon, TSO Council Secretary