

TSO COUNCIL MEETING MINUTES

Wednesday, February 18, 2015, Room 1118, 3:20-5:49 p.m.

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

Council members absent/excused: Virginia Binder, Ruth King

Faculty Advisor absent/excused: Angela Young, TELOS Program Manager & TSO Faculty Advisor

Other TSO guests present: Edie Hepler, Bob de Michele, Art Morrill, Chris Steele

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

The meeting was called to order by the president, Mona Zimerman, at 3:20 p.m. Excused absences included the members noted above.

The meeting agenda was approved by consensus.

Approval of the previous meeting's minutes: The 1/21/15 TSO meeting minutes were drafted by the secretary and forwarded to council members for corrections. Edits were received. The president rewrote the draft to provide a comparison between two writing styles. A discussion about the two styles of TSO meeting minutes is recorded under New Business, #1.

The Secretary's draft of the 1/21/15 TSO Council Meeting Minutes, as edited by most of the council members, was approved by consensus.

Officers' reports:

President – Mona Zimerman – No report.

Vice President – Tim Hay – Report is covered under the Marketing Committee report and Old Business.

Secretary – Bev Vernon reported that Virginia Binder had consented to be the Gmail database coordinator. Virginia will continue sending and responding to all communication. Bev Vernon, Secretary, will provide back-up help.

Treasurer – Mark Kiviat reported for Ruth King.

Beginning balance, 1/1/2015		\$6,524.67
Revenue:		
	Undefined	\$ 20.00
Total revenue & previous balance		\$6,544.67
Expenses:		
	Undefined	\$ -
Total expense		\$ -
Closing balance, 2/1/2015		\$6,544.67
Pending payments		
	Alessandro Regio	\$ 500.00
	Coffee & Wisdom cup gifts	\$ 100.00
	Business cards	\$ 50.00
	Books for Great Decisions	\$ 587.45
	Poppinjay's holiday party caterer	\$ 1,880.10
	Total outstanding expense	\$3,117.55

Faculty Advisor's report – Angela Young, TELOS Program Manager, was not present. No report.

Standing and Special Committee reports

Curriculum Committee – Kathy Shoemaker, Chair, reported from the Committee’s 2/6 meeting minutes, as follows:

1. Angela appointed Chris Steele and Kathy to serve as BC-TELOS liaisons with CRI (Creative Retirement Institute) of Edmond’s Community College, and the LLC (Lifetime Learning Center) an independent Seattle based program located in Lake City.
2. Checking validity of BC’s minimum requirement of 12 students to hold a course.
3. TELOS is allotted four classrooms per day in the building; three classes per day per classroom; four days per week. This makes a total of 48 potential classes per week. Sometimes a few might spill over into Friday.
4. Policies are in place to handle instructor performance issues -- class management, following course description, and subject expertise.
5. Spring Quarter Course Preview – scheduled for Friday, 3/13, 1-3 p.m.
6. Survey Monkey – to have been emailed by TELOS office to all TELOS students on Mon., 2/9. It includes course subject preferences and requests approval for a \$5 student activity fee to be assessed on the first class a student registers for in each quarter. The fee will be used to support various student activities.
7. The committee responsible for the various mini seminars:
 - a. Marketing Committee -- Coffee and Wisdom events to promote TELOS instructors; single, one-day lectures.
 - b. Events Committee -- parties, tours, Great Decisions, elections; (In Dec. 2014, this committee handled the Alessandro Regio lecture event.)
 - c. Curriculum Committee -- events that are more than one day in length.
 - i. A new Inter-Quarter Seminar Series Plan is scheduled to commence by or before Sept. 2015.
8. Electronic recording of meetings – TSO meetings are considered public and may be recorded by anyone. There is no current Standing Rule outlining procedures for electronic recording. Recommend that the council and all committees exercise their own policies. (More information under Old Business, #2.)

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

1. To reserve a TELOS table at the Active Senior’s Fair, scheduled in May 2015, held at the Westminster Church in Bellevue. Tim Hay reported that the cost would be close to \$800 for a table covering and materials for him to build the structure for a 3 ½’ X 6’ banner to be mounted behind the table. Differing estimates were suggested by Chuck Kimbrough and Edie Heppler.
2. Penny will ask council to approve a budget of up to \$1000 for the Marketing Committee. It will soon need \$400 for a table covering, \$100 for coffee mug gifts, and \$200 for business cards. (See New Business, #5.)
3. An additional type of banner was suggested that would be hung across a road; cost \$850-900.
4. It was suggested that we hire an outside service to post flyers for us, at \$2/per each placement.
5. The TELOS office has approved our use of the TELOS tree logo on business cards.
6. By consensus, the Marketing Committee decided on “Boomers and Seniors” as our label for targeting demographics. Council members discouraged differentiating between two different age groups in our title suggesting instead the generic, “Retirees”.

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

1. The Museum of Flight tour on Fri., 1/23, lasted six hours, and was successful with 22 attending. TELOS instructor, Ron Hobbs, and another gentleman from the Museum were docents.
2. Future events include:
 - a. Two tours of the Bellevue Art Museum: “Knock on Wood”, and Madeleine Albright’s collection of jewelry pins.
 - b. “Indigenous Beauty”, American Indian art, exhibiting at the Seattle Art Museum between 2/12 and 5/17.
 - c. “Pompeii: The Exhibition”, self-guided tour, at the Pacific Science Center between 2/7 and 5/25.
3. Event flyers will be designed by Sue Black and run off by the BC printing office, at \$.04 apiece.
4. The Election Committee will be chaired by Arnold Kern, and a meeting will be arranged soon.

Student Fee Special Committee – Jim Maynard, Chair, was not present. No report.

Historical Documents Archiving Special Committee – Bev Vernon, Chair

An appointment with the Eastside Heritage Center executive director or collections manager has been scheduled for March 10 or 12. John and Bess Billington and Bev will meet there. Boxes of TAG historical records that are currently in a storage closet across from Bill Stephens’ former office will be taken to the museum along with historical photo albums that were created by Bess.

Views of the News Special Committee – Kathy Shoemaker, TSO representative to the Council. No report.

Email Communication Special Committee – Virginia Binder, Chair

Virginia has asked Bev Vernon to be a member of the committee and will be asking a third person. Committee action commencement is on hold until Virginia recovers from a virus.

Old Business

1. Coffee mugs as gifts for TSO guest speakers: Edie Heppler found a good price at www.branders.com. The selected mugs are 16 oz. size.

Motion was made by Bev Vernon, and seconded, to purchase 36 mugs from Branders, www.branders.com. Edie Heppler, project chair, will make a decision on color, tree logo, and the wording, "TELOS Student Organization". Motion was seconded and carried unanimously.

2. Electronic recording of meetings: The following points were discussed.
 - a. Because TSO council meetings are public, and by law, public meetings are open, anyone may record them for personal use. Therefore, there should be no need for a ruling/provision by the TSO.
 - b. TSO committees should be able to determine their own policies regarding electronic recording. The Curriculum Committee occasionally has confidential discussions.
 - c. Attendees should be informed at the beginning of the meeting if electronic recording is occurring. It could be inhibiting to leaders and participants.
 - d. This type of issue could be discussed in a future Policy and Procedure Committee.

Motion was made by Kathy Shoemaker that the council and committees may determine their own policies regarding electronic recording of their sessions. Possible choices would be: (1) No recording permitted, (2) Unofficial (personal) recording allowed as default, or (3) Official recording (Secretary) optional. Motion failed.

Amended motion was made by Tim Hay that the TSO council chooses to have its minutes recorded and published in the traditional method by the secretary and that any digital recordings would be for personal use. One vote was for, four votes against, one abstention. Motion failed.

3. Procedures for changing standing rules: Tim Hay suggested that it was time for a Bylaws and Standing Rules Committee to be formed to consider changes needed for next year's council. No discussion; no action.
4. Sign-in sheet special committee: Tim Hay agreed to chair this special committee.

New Business

1. Council minutes: The length and complexity of council meeting minutes has been challenged. The following points were made and discussed.
 - a. Minutes should not be a transcription of the meeting but a summary of the discussion or bulleted main points.
 - b. Online reference materials about the recommended formatting for meeting minutes may be found on both sides of the issue – supporting brief expression of only the decisions, or, supporting greater detail of the issues, points of discussion and decisions. Both methods are acceptable.
 - c. The current Secretary's minutes provide brief bulleted points of discussion, the reason for the issue, motions and decisions. Editing of the draft is requested prior to the next meeting so approval at the meeting is expedited.
 - d. The President's re-write of the 1/21/15 council minutes provided brief report summaries, motions and decisions. Names were omitted. The re-write was forwarded to council members for comparison and consideration.
 - e. Conclusion: The Secretary's style of minutes was preferred over the President's style.
2. Parliamentary Committee: Mona reported that Faisal suggested the TSO might want to consider establishing a parliamentary committee, as does the ASG. *At this point, the president asked for the council meeting to transition into a "Committee of the Whole", which means that a period of time would be spent in informal discussion. Because the president continued to preside during this session, it was actually a "Quasi Committee of the Whole". The informal discussion consisted of the following questions, requests and points.*
 - a. *What type of issues, new and old, would go to the parliamentary committee before they would be introduced to the council? (Coffee mugs would not; whereas, electronic recording, standing rules, sign-in committee, minutes, and business email would.)*

- b. *Before establishing this new committee, we should see how it works in the ASG on main campus. Mona was asked to obtain from Faisal a written plan about the way this is handled by the ASG.*
 - c. *Could we call this a Policies and Procedures Committee? It's difficult to recruit people for a bylaws committee.*
 - d. *Who would run this committee? Penny considers that she is the current parliamentarian and would chair the committee if the council wanted her to do so.*
 - e. *It's too late in the year to start another committee.*
 - f. *The Quasi Committee of the Whole ended by tabling the matter until a future time.*
3. Inter-Quarter Seminar Series Plan: Bob de Michele read aloud this plan that had been submitted by a sub-committee of the Curriculum Committee. As background, representatives from the three TSO Standing Committees (Curriculum, Marketing, Events) met in December 2014 to determine the best way to combine or separate their overlapping responsibilities. It was concluded that the Curriculum Committee would handle academic offerings and the Events Committee social activities, the latter consisting of parties, tours, etc. Examples of Marketing responsibilities were not reported. Following were some of the points of discussion.
- a. Jerry suggested that the Events Committee may however also offer non-academic, one-time public interest workshops, e.g., estate planning, gardening, service dog training, etc. This idea was challenged, however, in order to keep TSO offerings "academic" and not duplicate public interest workshops that are commonly offered by senior centers.
 - b. Mona expressed concerns over honorarium fees charged to students, wanted to ask Nora Lance for administrative guidance, and suggested amending the motion.

Motion was made and seconded that the TSO establish an Inter-Quarter Seminar Series managed by the TSO Curriculum Committee according to the plan elements submitted to the council. The motion passed unanimously.

- 4. Non-TSO events posted on the TSO website: Items posted in the "Other Events of Interest" section of the website have been entrusted to the website committee members to approve. At this time, there are no official guidelines for making these choices. It was agreed that there should be a set of official guidelines for this committee. No one was appointed for this task.
- 5. Budget for Marketing Committee: After functioning now for two years, it is clear that the Marketing Committee's needs for advertising materials are frequently abrupt and funds needed immediately. It is not feasible to go through the required sequential steps and delays for approval from the Student Activity Office. This imminent requirement needs to be expedited on main campus.

Motion was made and seconded that the Council approve up to \$1000 for the Marketing Committee to spend as approved by the Committee's members. The motion passed unanimously.

A motion was made, seconded and approved to adjourn the meeting.

The meeting ended at 5:49 p.m.

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

Respectfully submitted,
Bev Vernon, TSO Council Secretary