

TSO COUNCIL MEETING MINUTES

Wednesday, April 15, 2015, Room 1118, 3:19-5:35 p.m.

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

Council members absent/excused: Kathy Shoemaker

Not present: Angela Young, TELOS Program Manager & TSO Faculty Advisor

Other TSO guests present: Edie Heppler, Chris Steele

The meeting was called to order by the president, Mona Zimmerman, at 3:19 p.m. One council member and the faculty advisor were absent/excused.

The minutes of the 3/15/15 Council Meeting were approved by consensus.

Officers' reports:

President – Mona Zimmerman

1. Mona had filled out and submitted a form to the ASG requesting another subsidizing financial boost for the academic year July 2015-June 2016. She included the projected TSO budget. As a result, the TSO will be awarded another \$4500 gift from the ASG. Included in the report were questions/answers, as follows:
 - a. **Mission:** Support TELOS making it the best lifelong learning opportunity in the Puget Sound region, and provide a desired social component to enhance the educational experience.
 - b. **Goals:** Attract new students/instructors/diversity, assist the TELOS Program Manager, offer TSO sponsored smaller educational opportunities, and offer non-academic events to promote fellowship.
 - c. **Accomplishments over the past year:** Created an infrastructure including three standing committees, additional standing rules, and adopting Robert's Rules of Order.
 - i. Curriculum Committee – Since July 2014, working with the TELOS Program Manager, the TSO has recommended three new instructors and one new course.
 - ii. Events Committee – Very active social and educational program consisting of a picnic and holiday party with 70 attendees at the latter, field trips to Boeing Museum of Flight, the Bellevue Arts Museum, BC's planetarium, two inter-quarter lectures attended by approximately 90 enrollees, and two Great Decisions discussion groups.
 - iii. Marketing Committee – Started a speaker program, Coffee and Wisdom, which presents the first Friday of each month and is always a full-house, developed a TSO website with constantly updated news, and we will enter an Active Senior Fair in May to market and recruit new students.
 - d. **Number of individuals reached by the TSO over past couple of years:** 2013-14 = 160; 2014-15 = 360; and through the TELOS database, 800.
 - e. **Fund raising activities during the past and upcoming months:** Two 4-day seminars between quarters netted approximately \$1200. Another 2-day seminar is scheduled that may raise another \$500-750. There will be a minimal charge for the holiday party and Great Decisions group.
 - f. **Amount of funds requested for next year:** Same as last year, \$4500.
2. Mona reminded the council that because Angela's time is so limited, only four individuals are authorized to confer with her, the president and the three standing committee chairs.
3. Making changes to the bylaws should be rare. They were created to provide infrastructure to the organization.
4. The new Judiciary Committee will be responsible for reviewing all proposed changes to the bylaws, standing rules and Robert's Rules of Order and determining whether they should or should not be presented to the council for consideration as is or as amended. Additionally, the Committee may review issues that are of an infrastructure or administrative nature that arise but have not been presented as a standing rule, bylaw or Robert's Rule of Order.

Vice President – Tim Hay – No report.

Secretary – Bev Vernon – No report.

Treasurer – Mona gave the following report for Ruth King.

Beginning balance, 3/1/2015		\$4803.90
Revenue:		
	No revenue	\$.00
Total revenue & previous balance		\$4,803.90
Expenses:		
	Harkleroad-Great Decisions Bks	\$583.59
	Harkleroad-Printing	45.00
	Harkleroad-pens, paper, Dec.	<u>10.74</u>
Total expense		(\$639.33)
Closing balance, 4/1/2015		<u>\$4164.57</u>

Pending payments	BC-CE-TELOS	Mktng Fund
Marketing Fund Allocation		\$1000.00
	Cushing-Coffee & Wisdom cups	\$ 100.00
	Marketing Fund designation	1000.00
	Business cards	\$ 50.00
	Future mugs for C&W	200.00
	T.Hay-reimburse for wood	150.00
	Total outstanding expense	\$ <u>1,100.00</u> <u>\$400.00</u>

Faculty Advisor's report – In Angela Young's absence Virginia Binder reported the following.

1. All items needed for the May 16 Overlake Hospital Active Senior Fair have been ordered and should arrive in time for the event. Ordered were the following: vertical banner, banner stand with water base for windy conditions (holds up to 6 gallons of water), runner with logo, grocery totes with logo.
2. The Kotis Company will reimburse for a tablecloth that was inadequate.
3. Hollis has moved to an office down the hall. Angela will now be able to conduct more meetings in her office.

Standing and Special Committee reports

Curriculum Committee – In Kathy Shoemaker's absence, Chris Steele reported the following.

1. Chris and Kathy met on Friday, 4/3 with representatives from CRI-Edmonds Community College, and LLC-Seattle/Lake City to review similarities and differences between these programs and TELOS and found that the differences are great but all three programs are willing to share information. LLC is not as academically oriented as is TELOS. LLC is looking for a new director.
2. Results of the recent SurveyMonkey have not yet been shared with the Curriculum Committee's point of contact, Jim Maynard.
3. Activities regarding the consortium with Osher are on hold at this time.
4. ADA awareness training was offered to TELOS instructors. Some interesting issues/challenges surfaced as a result of the information provided. These items are being addressed on an individual basis.
5. Friday, May 15 is the deadline for new courses/instructors for Fall Quarter 2015.
6. Tentatively, the following 2-day mini seminars may be offered.
 - a. On 6/17 and another day, Brian Sontag, Washington Coalition for Open Government and also, former WA State Auditor.
 - b. Dates to be decided, Geoff Garrett, to speak on estate planning/elder law. No self-advertising.
7. A retirement event at the UW will be held on Mon., May 11 involving the Jackson School of International Studies, Dan Evans School of Public Affairs, and the College of Arts and Sciences. Jim Maynard may attend and perhaps obtain references.

Marketing Committee – Virginia Binder reported for Penny Rathbun.

1. Overlake Hospital Senior Fair will be held at Westminster Chapel of Bellevue on Sat., 5/16, from 10 a.m. to 3 p.m. The TSO will participate.
2. TSO business cards – Chris has ordered with the tree logo on the front; name and contact information on back.
3. TSO tagline – BCCE Marketing does not like the term "Boomers and Senior's". The TSO Marketing Committee will revisit this later.
4. The extra lectures, discussion events, field trips and parties have been highly successful; for instance, reservations fill within 48 hours for the Coffee and Wisdom sessions, and waiting lists are created. Each of

these activities is currently being sponsored by one of our three committees and could be “branded” separately by that committee, or maybe branding is not necessary. Tim will get the chairs together to determine how to clearly/correctly define each committee’s responsibility for the various activities. Currently, the suggested division of labor between the committees regarding these events is as follows:

- a. Single session lectures, (Coffee and Wisdom), are the responsibility of the Marketing Committee.
 - b. Mini-Seminars, (two or more sessions which take place between quarters) are the responsibility of the Curriculum Committee.
 - c. Other events and regularly scheduled meeting events (Book Club, Movie Club, Great Decisions) are the responsibility of the Events Committee.
5. Telephone Tree – Tim Hay has agreed to chair this function and phone all TSO members who do not have email access.
 6. Marketing Positioning Paper – Jim Cushing will work with BCCE Marketing to co-develop a positioning paper with the TSO Marketing Committee that will serve as a template for future marketing activities.
 - a. Promotional items could include a thumb drive and/or lanyard with TELOS logo.
 7. Posters – Sue Black has designed a poster for TSO events that is to be delivered to 50 locations (cafes, restaurants, libraries, coffee shops) on the Eastside: Bellevue, Kirkland, Mercer Island, Issaquah, Crossroads, Lake Hills, Redmond. TELOS will pay for these posters. Jerry added that the BC Print Shop would print for us inexpensively. Sue asked for more lead time for some events.

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

1. Bellevue Arts Museum – “Read My Pins”, Madeleine Albright collection, will be held on Fri., 4/17, 11:15 a.m., \$7 apiece. Two groups of 15 each will be taken on the 30 minute tour with docent, Laura Dillaway; 28 reservations have been received.
2. Events Committee meeting – Rescheduled to Thurs., 5/14 (conflict on usual meeting day, 5/15).
3. BC Planetarium – “The New Horizons” tour, will be held on Fri. 5/15, 10:30-11:30 a.m., free of charge for attendees. Everyone must arrive by 10:15 a.m.; the doors will be closed/locked at 10:30 a.m. The TSO will be charged \$150 for the BC facility. Ron Hobbs will facilitate the discussion. Maximum number of tickets available is 60.
4. Summer Picnic – Cindy Coopersmith is coordinating the event which will be held at the Bellevue Botanical Gardens on Wed., 8/6, from 11 a.m. to 2 p.m. We’ll need the facility from 10 a.m. to 3 p.m.; rental fee is \$35/hour; holds 30-150 people; tables and chairs provided. Rather than making this a brown bag event, it will be a “real picnic”, with hamburgers/hot dogs provided; Jerry will take a barbeque pit; refrigerator available. Five docents will be available for tours of the acreage. For about 100 attendees, overhead should be about \$400.
5. Seattle Art Museum – Tour to be held Thursday, Dec. 3, transportation pending.
6. Holiday Party – To be held the second week of December 2015, at the Unitarian Church, or if unavailable, at BC North Campus.
7. Tour of Legislature, Washington State Capitol Building, Olympia – Thursday, March 3, 2016.
8. Jerry recently attended the annual BC Foundation luncheon at the Meydenbauer Center, one purpose of which is to raise money for BC scholarships. There was no mention of TELOS. He will see that the TELOS program is on the agenda for next year’s luncheon regarding scholarships.
9. Elections Special Committee – Arnold Kern, Chair, is doing a great job.
 - a. Candidates’ photos and biographies are posted on the TSO website.
 - b. Meet the Candidates sessions are scheduled for Tue., 4/28, 11-11:30 a.m. and 1-1:30 p.m.
 - c. Manned ballot box acceptance of completed ballots will be available Mon.-Thurs., 5/18-21, during two ½ hour periods per day, 11-11:30 a.m. and 1-1:30 p.m.
10. Great Decisions Discussion Group – Jerry read aloud an email received from Gwen Bevard, facilitator of one of the groups. The current status of the discussion topics was challenged. The guidebooks are printed some while before they are used for the discussions and are outdated.

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

Historical Documents Archiving Special Committee – Bev Vernon, Chair

Chris Steele helped Bev identify and remove the boxes of TAG materials from the storage closet near Angela’s office. Bev delivered them to Sarah Frederick, Collections Manager, Eastside Heritage Center. The Billingtons decided not to part with their five albums at this time. They are still enjoying them with friends. When the time is right, they will donate them the Center. This project is now completed, and the special committee may be discontinued.

Using E-mail for TSO Business Special Committee – Virginia Binder, Chair. No current action; no report.

Announcements

After Chris Steele's extensive perusal of all storage closets used by the TSO at North Campus, and the photos she took so everyone could see what we own, Jerry disposed of all expired cans of soft drinks, Chuck Kimbrough took all books and will be trying to sell them at Half-Priced Books, and Hollis will be asked to do something with a couple of boxes of specially bound art books that belonged to Bill Stephens, but he did not want them. Bev reminded Jerry that there are a huge number of paper plates, napkins, cups, plastic eating utensils, tablecloths and other items that should be used for the next several summer picnics.

Old Business

1. **Views of the News Special Committee** -- Edie Heppler reported that the committee members met with Carl Ellis, Interim VP, Economic & Workforce Development, and Chris Ma, Executive Director of Operations and that they are pleased and endorse the way the TELOS program is functioning. Barring unforeseen circumstances, they acknowledged that there should be no increase in tuition over the next year, the greater printing needs for some courses should not result in a \$10 increase in tuition for those courses, Angela should have discretion over the minimum number of students to hold a class, TELOS may be able to use more than four classrooms per day, TELOS is growing but should be able to remain at North Campus through next year, TELOS should stay in regular communication with the Administration – another meeting is projected for June. Increasing parking problems will continue.
2. **Mugs to be given as gifts to visiting speakers** – They need to be microwavable and bright reds and oranges should be avoided because of chromium poisons.
3. No more information on the outcome of the **Survey Monkey** except that there was not a very big response to it, but the votes were 3 to 1 in favor of initiating a student activity fee that would be added to tuition.
4. Potential new instructors who would need to drive across the bridge from Seattle are reluctant to sign on with TELOS because of the traffic and **bridge tolls**. BC will not help instructors with tolls. If the TSO wants to help subsidize TELOS instructors, it will need to receive approval from BCCE.
5. The purpose of the **new Judiciary Committee** that was approved at the March TSO meeting was questioned. Will it be a Standing Committee or a Special Committee? While it may not need to meet regularly, it is intended to have one chairperson for the year. It will handle questions related to bylaws, standing rules, Robert's Rules of Order, email usage for communication and decisions, etc. Three people who have been asked to chair the committee have declined (Virginia, Chuck, and Mona). Mona asked the council to advise her by sending suggestions for chairs for this committee.

New Business

Motions proposed by Tim Hay related to the TSO Bylaws that were **not passed or were withdrawn**.

Article III. Membership, A. Members – Any current student or instructor who has COMPLETED AT LEAST ONE TELOS COURSE WITHIN ~~been a student~~ in the past two calendar years is eligible to be a member. Motion failed.

Article V. Meetings, A. At all meetings, 8. All meetings, except the executive meetings, shall have minutes taken and shall be reported to the Council NO MINUTES OR A RECORDING OF ANY TYPE SHALL BE ALLOWED AT EXECUTIVE MEETINGS. Motion was withdrawn.

Article VI. Elections, Terms of Office and Vacancies, B. Terms of Office, 2. Any Council member who serves for three consecutive terms must step down for one year. SERVICE LONGER THAN SIX (7) MONTHS SHALL BE DEEMED TO CONSTITUTE A YEAR'S SERVICE. Motion was withdrawn, but verbiage in caps to be presented as a standing rule.

Article VIII. Amendments and Addendum, A. Any TSO member can present an amendment or addendum to the Council, which shall be referred to a Special Committee which ~~may~~ SHALL refer it back to the Council for consideration. Motion was withdrawn.

Motions presented by Tim Hay that were **amended and passed**:

Motion as presented:

Article IV. The Council, C. Members and Specific Duties of Council Members, 1. President: Chairs all COUNCIL meetings, sets meeting agenda. Serves as liaison between the TSO and Bellevue College. Orients new Council members, and serves as spokesperson for TSO. Appoints NON-STANDING committee chairs in consultation with the Council. The President may delegate these PREVIOUS functions to others to perform. THE PRESIDENT APPOINTS NON-STANDING COMMITTEE CHAIRS IN CONSULTATION WITH THE COUNCIL. THE CHAIRPERSON PREFERENCE FOR EACH STANDING COMMITTEE WILL BE SUGGESTED BY THE PRESIDENT NO LATER THAN JULY 10TH. APPROVAL OF EACH PROPOSED CHAIRPERSON WILL BE BY MAJORITY VOTE OF THE COUNCIL MEMBERSHIP IN ATTENDANCE AT THE JULY COUNCIL MEETING. IF NO STANDING COMMITTEE CHAIRPERSON IS APPROVED BY THE COUNCIL IN ITS JULY MEETING, THE COUNCIL SHALL ELECT (AN) INTERIM CHAIRPERSON(S) FROM THE MEMBERS-AT-LARGE DURING THE JULY MEETING. Appoints committee chairs in consultation with the Council. Verbiage in caps to be presented as a standing rule, after being cleaned up.

Motion as amended:

Motion that Article IV.C. 1 is amended to say that the President recommends committee chairs with the approval of the Council. The second to the last sentence of the current bylaw will be replaced by this motion. Motion passed.

If passed at the Annual General Meeting, it would read:

1. **President:** Chairs all meetings, sets meeting agenda. Serves as liaison between the TSO and Bellevue College. Orients new Council members, and serves as spokesperson for TSO. Recommends committee chairs with approval of the Council. The President may delegate these functions to others to perform.

Motion was made and seconded that the Annual General Meeting be changed from June 2015 to the Summer Picnic in August. Passed.

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

The meeting ended at 5:35 p.m.

The next council meeting will be held on Wed., 5/20/15, 3:15 p.m.

Respectfully submitted,
Bev Vernon, TSO Council Secretary