

TSO COUNCIL MEETING MINUTES

Wednesday, June 17, 2015, Room 1118, 1:30-3:10 p.m.

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

Council members absent/excused: Ruth King, Penny Rathbun (resignation at previous meeting; moved to Texas)

TELOS Program Manager/TSO Faculty Advisor present: Angela Young

Other TSO guests present: Carol DeCoursey, Edie Heppler, Chris Steele, Alex Sytman

- The meeting was called to order by the president, Mona Zimmerman, at 1:30 p.m. Individuals who were present/absent are noted above.
- The secretary announced that she was recording the meeting on her smartphone, that she had recorded the previous two council meetings as well and inadvertently not announced at the beginning of those meetings that she was doing so. She said that earlier research by some of our members had confirmed it was legal for public meetings to be recorded, and that she found it helpful in supporting the accuracy of her notes. She asked if there were any objections. Chris Steele expressed that recording may inhibit spontaneous behavior and contributions. Tim Hay expressed that if the recording made it easier for the secretary to transcribe her notes and it provided greater confidence in the accuracy of issues, she should continue to use the recorder. Bev agreed that it would be a good idea to delete the recordings following approval of the written minutes.

The minutes of the 5/20/15 Council Meeting were approved by consensus.

Officers' reports:

President – Mona Zimmerman reported the following.

1. Penny notified Mona that her move back to Texas went smoothly.
2. Mona expressed her appreciation for all working members of the council and committees.
3. Lessons learned:
 - a. Distributing jobs to committees was successful but needed better coordination. Committees need to be more accountable to council. Smaller infrastructure worked well but we need to define each committee's territory and responsibilities to better meet objectives.
 - b. The TSO did much this past year. Some suggestions or projects had unreasonable timeframes. This is a living organization. The past year's accomplishments will continue under the new council. Unfinished business may be resumed. The council might want to meet more frequently.
 - c. Because only one person sees a crisis doesn't mean there is a crisis.
4. Mona asked the incoming president, Edie Heppler, to preview her plans. Edie mentioned the following.
 - a. Move forward with the current main ideas. Send jobs to committees and sub-committees of 3 or 4 individuals to spread the work around. Council is hub of the wheel.
 - b. Both TELOS and the TSO are growing programs. The challenge will be to receive approval for our goals, use marketing finances wisely, get many people involved, and have fun working together.

Vice President – Tim Hay

Tim thanked Mona and the council for the opportunity to serve over the past year. It was a learning experience for him, and he hoped that some of his contributions were of value. He supported Edie in further empowering the committees during the next term and advised that Bev continue recording the meetings if it helped her.

Secretary – Bev Vernon reported the following.

As secretary it has been a good year and learning experience with Mona having conducted the meetings under the guidelines of Roberts Rules of Order. Council members should be able to obtain from the secretary the organization's structural documents – Bylaws, Mission/Vision Statement, BC program procedures, council standing rules, the status of council meeting motions, action/tabled/completed items, a roster of TSO membership and contact information, separate committee membership rosters, minutes of council meetings, record of elections, and some of the various special meetings and training sessions. Many of these documents are also posted or archived on the TSO website.

Treasurer – Mark Kiviat reported the following for Ruth King.

TSO Beginning balance, 5/1/2015		\$3993.57
Revenue:		
	No revenue	\$.00
Total revenue & previous balance		\$3993.57
Expenses:		
	Cushing-Coffee & Wisdom cups	\$ 80.09
Total expense		(\$80.09)
TSO Closing balance, 5/1/2015		\$3913.48
Payments pending		
	Summer picnic Botanical	
Proposed expense	Garden Park	\$ 140.00
Proposed expense	Summer picnic, food/drink	400.00
Total payments pending		\$540.00

TSO Marketing Committee Fund	Expenses	TSO Mktng Fund
Marketing Fund Allocation		\$1000.00
Proposed expense	Mugs for future C&W-EHepler	200.00
TSO proposed Marketing Fund Bal.		\$200.00

Faculty Advisor's report – Angela Young reported the following.

1. Summer quarter courses are always more limited in number than in the other three quarters. As of today, 22 courses have a total of 312 registration enrollments, and there are 4 new instructors. We've doubled our goal for last summer. Currently 3 of the 22 courses are at risk, but we have one strong week left for registrations. Virginia sent a message to the TSO after which there were 6 additional enrollments. Angela will now send a reminder to all TELOS participants on record.
2. Fall quarter will consist of 53 courses, 7 new instructors, and 2 courses will be offered on Fridays. Angela is trying to not schedule the most popular courses at the same times. She would like to have a way to announce TELOS courses well prior to receipt of the catalog and possibly depend on the TSO to do this.
3. She wants to schedule a Fall Instructor Appreciation Luncheon on campus and solicited our help. We need a big enough space. Fall instructors should be invited to the TSO picnic in August.
4. She wants to purchase nice TELOS gifts to give instructors and store a stash of them for future uses.
5. Mona expressed appreciation to Angela in her first year at BC. Applause followed.

Announcements – No announcements

Standing and Special Committee reports

Curriculum Committee – Kathy Shoemaker, Chair, reported the following report.

1. **Seminars:** Carol DeCoursey was thanked for having done an outstanding job organizing and presenting two seminars, both of which were conducted on two separate days each from 10:30-11:30 noon and were well-attended.
 - a. Geoff Garrett, Estate Planning/Elder Law, on Tue., 6/9 with topic, "Basic Estate Planning" and on Thurs., 6/11 with topic, "Long-term Care and Asset Protection".
 - b. Brian Sonntag, former five-term Washington State Auditor, and currently with Washington Coalition for Open Government, on Wed., 6/17 and Tue., 6/23 who spoke on "The Role of the Auditor in Keeping Government Accountable to the People".
2. **Potential courses:** Fred Fredrickson is recruiting possible presentations from lawyers affiliated with WSBA Senior Lawyers on the topics of the "New Marijuana Law", and "Sentencing Reform" the latter of which is related to prison populations.
3. **Alessandro Regio:** Chris Steele discussed the following three special lectures to be offered in July.
 - a. Week of July 13 – "ISIS and Extremism"
 - b. Week of July 20 – "Can You Hear Me Now? Cyber-security and Cyber-warfare"
 - c. Week of July 27 – "American Foreign Policy 2: Now and Beyond"

- d. Classrooms are being arranged through Hollis Rendleman, but our biggest room, 1125, is needed by the Year Up program during July. Angela is negotiating.
 - e. The ASG encourages the TSO to sponsor fundraisers.
 - f. The charge for Alessandro's lectures will be \$25 per series for each of the three separate topics regardless whether attendees can make it to all five sessions each week or fewer.
 - g. Pre-payment for the lectures will be accepted on July 6, 7, and 8, 11-11:30 a.m. in the building.
 - h. Tim suggested holding some future TSO special lectures at the Bellevue Botanical Gardens in order to accommodate greater numbers of attendees. This would alleviate the problem of having to turn folks away because of space limitations at North Campus. It was suggested that the Curriculum Committee look into this possibility for the Alessandro Regio lectures and others.
4. CRI (Creative Retirement Institute, Edmonds Community College), and LLC (Lifetime Learning Center, an independent Seattle based program located in Lake City) – These academic entities are happy to collaborate with TELOS. Walt Black is working with them to establish a connection.
 5. Teachers' Unions – Kathy is connecting with these organizations to recruit retired teachers for instructors.

Marketing Committee – Edie Heppler, Interim Chair, asked Chris Steele to report.

1. Joanne Gainen is working on minutes of the June 10th Marketing Committee meeting.
2. The TSO exhibit at the Senior Fair that took place at the Westminster Chapel of Bellevue on Sat., 5/16, 10 a.m. to 3 p.m., was successful. Having learned some lessons this year, it was recommended that we participate again next year.
3. Coffee & Wisdom presentations continue to be of interest and attract capacity attendees.
4. We need to work on partnerships and diversity using City Hall and Senior Services for references and find ways to reach out to neighbors. For promotional purposes, we need to pursue the financing of a flyer and will talk with Angela about it. We should post TSO and TELOS' calendars and course schedules. Edie volunteered to make a list of all the places to post the flyers.
5. Paul Maffeo contacted the Bellevue Reporter and Chris met with a sales associate there. We just need to compose our announcements within the paper's guidelines, request Angela's approval, and submit them. The BC CE Marketing Director, Gayle Solberg, has spoken with Angela about it. Apparently, BC will be having an ongoing generic announcement in the Bellevue Reporter. There is a button to push stating where the reader heard about BC. Angela is looking into simplifying this button response.
6. Digital presence – Jay Balakrishnan will be talking with Randy Buehler, Joanne Gainen and Chris Steele about using Facebook and other social media to promote TELOS.
7. TSO Survey – Virginia Binder created a survey that was sent to all 400+ TSO individuals and received 73 responses which is 18 ½ % of the database.
8. Marketing would like to receive permission from many of the local senior and retirement centers to run routine announcements in their individual newsletters (for example, Emerald Heights, Providence Point, Trilogy, Timber Ridge, etc.) assuming that most of the centers have their own newsletters. We would like to use new methods and wording rather than our previous type of ads. Edie has a list of particularly computer savvy TSO members who could make this happen.
9. Angela reported that TELOS continues to come up with new course emphases in science, history, arts and literature, climate change, etc.

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

Summer picnic – It is scheduled for Thursday, August 6, 11 a.m. to 2 p.m. at the Bellevue Botanical Garden Visitor's Center. Jerry and Cindy Coopersmith are co-chairing the event. Three rooms in the building can be opened into one big space; we are setting up for 100 attendees. Menu and supplies include barbecued hamburgers and hotdogs, buns, condiments, vegetable platters, fruit, watermelon, lemonade and water, floral paper plates and napkins. Five docents will be available to give garden tours until 3 p.m. Facility rental is \$35/hour; we will rent the building for five hours. Instructors who may not be in the TSO database will be invited. Angela will help with addresses. Emailed RSVPs will be requested. Grand total for food, rental, and advertisement will require a budget of \$500-600. It was decided that \$5/person would be charged at the door. A donation jar was discouraged because proceeds would be auditable by BC. Cindy's grandson's three-piece jazz group had been suggested for background music which would cost \$200. It was determined that most seniors have trouble hearing when there is background music and noise, that the band would make the casual picnic too much of a formal affair and that it would increase the overhead. A motion was made, discussed and then amended.

An amended motion was made by Mark Kiviati to authorize the Events Committee to spend \$600 on the summer picnic and to charge \$5 per head payable at the door with advance registration. The motion was seconded and carried unanimously.

Student Fee Special Committee – Jim Maynard, Chair, was not present. Mona read his report which is summarized below.

In a recent survey of the TELOS student body, a measure was approved by a 75% majority that a single \$5 fee be collected each quarter with the first course registration per person.

Faisal indicated that we are ready to proceed with a proposal to the college to institute such a fee. Chuck Kimbrough will help Jim formulate the proposal and arrange a meeting with the key administration individuals who would be responsible for the final decision.

Faisal believes that the administration is sympathetic to establishing the fee and also that the forward movement of the initiative should continue along with the decision of the TSO to also accept an additional \$4500 for the 2015-16 academic year. Faisal thinks that these two types of funds should provide the TSO with the cushion it needs to further expand its activities.

Kathy Shoemaker moved, and it was seconded, that the council move ahead with the \$5 student activity fee for the TSO treasury for the first course registration per quarter. The motion carried unanimously.

Old Business

1. Angela presented certificates and offered words of appreciation to all council members – both the outgoing and continuing members. Tim expressed appreciation to Chris Steele for her immeasurable help during the year.
2. Mona indicated that the following proposal by Tim Hay made at the April 15, 2015 council meeting would be held over for the new council to decide. It proposes a new standing rule that would change/add meaning to the TSO Bylaw, Article IV-The Council, C. Members and Specific Duties of Council Members, 1. President:
 - a. “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.”

New Business

No new business.

A motion was made and seconded to adjourn the meeting. The motion carried unanimously.

The meeting ended at 3:10 p.m.

The next council meeting will be held on Wed., 7/15/15, 3:15 p.m. under the new council.

Respectfully submitted,
Bev Vernon, TSO Council Secretary