

TSO COUNCIL MEETING MINUTES

Wednesday, August 19, 2015, Room 1125, 3:20-5:00 p.m.

Council members present: Virginia Binder, Jerry Harkleroad, Edie Heppler, Chuck Kimbrough, Arlene LaTurner, Kathy Shoemaker, Bev Vernon

Standing & Special Committee Chairs present: Jim Cushing, Chris Steele

Council members & Committee Chairs absent: Nancy Rogers, Randy Buehler

TELOS Program Manager/TSO Faculty Advisor: Angela Young (absent)

Guest: Cindy Coopersmith

- The meeting was called to order by the president, Edie Heppler, at 3:20 p.m.
- Attendees and absentees are noted above.
- Jim Cushing asked for the minutes of the 7/15/15 council meeting to include Kathy Shoemaker in his list of acknowledgements under the Strategic Planning Special Committee report. Also, Bev Vernon mentioned that she had not received answers to some questions that were highlighted in the document. She asked to have the council go through the formality of approving the document and trusting her to obtain and enter the answers before posting the document on the website.

The minutes of the 7/15/15 Council Meeting were approved by consensus pending the incorporation of a few final clarifications.

Officers' reports:

President – Edie Heppler

1. Conversation with Chris Ma, Executive Director, BCCE:
 - a. See attached spreadsheet, a 4-year annual comparison report of TELOS income and expense. For Fiscal 2014/2015, TELOS gross revenue was \$177,082, less total staff/office expenses of \$58,801, with resulting revenue of \$118,281, less \$61,978.70 (35% of Gross Revenue to BCCE) with resulting Net Income of \$56,302.30. Another 15% may go to BC. It was unclear if the 15% would be applied to Gross or Net Revenue. This clarification will be confirmed at the 9/16/15 council meeting.
 - b. Edie questioned what TELOS might do with the profit. Chris Ma has already agreed to establish a \$7900 budget that TELOS may use for class averaging over the 2015-16 fiscal year, beginning fall quarter 2015. This means that, at Angela's discretion, 100 seats across the year may be left empty/unused in smaller classes. For example, if there are courses with 8 students and 12 are needed to keep the courses from being cut, the courses would be kept allowing 8 paid and 4 accommodated for out of the 100 per year. Then, in the future, if our growth continues, the TELOS Administrative person may be offered more hours.
 - c. Edie was told that TELOS students have necessitated the employment of an additional staff member at the Call Center because so many of our students phone in their registrations. Virginia Binder has developed a step-by-step instructional guide to online registration which will soon be posted on the TSO website.
 - d. Chris Steele suggested using TSO volunteers to register students during designated days/times perhaps in a special room at North Campus. If this is a possibility for winter quarter, the TELOSCOPE could announce it long before January. These tech savvy volunteers would be appointed and coordinated out of the TSO Marketing Committee.
2. At the Annual General Meeting, held during the Annual Picnic on 8/6/15, the membership approved a proposed bylaw on using email for business. Since the vote carried, the new method has already been used by the council to approve the application for an Economics Club.

Vice President – Chuck Kimbrough

1. Chuck passed out to council members for their information sample copies of a flyer used by Western Washington University, Bellingham, about their Academy for Lifelong Learning.
2. He also passed out our flyer, "TELOS Preview of Classes for Fall 2015". Edie will arrange with Angela to have a large number of these flyers copied. Council and committee members volunteered to then distribute them to senior centers, City Halls, libraries (Bellevue, Kirkland, Mercer Island, Redmond, Issaquah, Sammamish, Woodinville, Lake Hills, Newport, Duvall, Carnation, Fall City, North Bend, Bothell, Crossroads, Newcastle, etc.). Edie is not sure if this expense comes out of the TELOS, BC, or TSO budget. Chris Steele will sort by zip

code the TSO membership roster so that selected geographically positioned members may be asked to deliver flyers to strategic locations in their areas.

- Angela needs consistent TSO volunteers available for large copying jobs on short notice and also at scheduled times. The Marketing Committee needs to recruit two or more TSO members to permanently serve in this capacity.

At this point in the council meeting, guest, Cindy Coopersmith, co-chair of the Summer Picnic, requested being heard prior to the Events Committee report which was scheduled later on the agenda. Her request was granted. The discussion is reported under the Events Committee's report on page 3.

Secretary – Bev Vernon

- Minutes of the Annual General Meeting held at the picnic on 8/6 at the Bellevue Botanical Gardens will be sent by email to council members for preliminary approval prior to the 9/16/15 council meeting.
- Updated TSO Bylaws that incorporate the new bylaw passed at the picnic will be completed prior to the 9/16/15 council meeting at which time the TSO president and secretary will sign them. The new bylaw allows the council to conduct business by email. Virginia added that Standing Rules need to be developed to implement the bylaw.
- An additional new bylaw that was passed by the council at its 4/15/15 meeting was overlooked for a vote at the picnic on 8/6 and will therefore be brought up for a vote at the Holiday Party In December. The wording of this amended bylaw affects one sentence in the current bylaw, Article IV.C.1 in the section describing the council president's responsibilities; it is amended to say that "the President recommends committee chairs with the approval of the Council." The old wording was that the President ".....Appoints committee chairs in consultation with the Council." Chris Steele challenged the proposed amendment admitting that while the existing bylaw is not clean and is complicated, we should not need to amend it. If we should decide not to amend it after all, another motion would be needed by the council to rescind the issue. The matter was tabled for later consideration.
- Bev advised that all email communication follow two recommended guidelines.
 - Topic: Present only one semi major topic per email message.
 - Subject Line in the address bars: Must describe the content of the message appropriately. If it is announcing a meeting, give the name of the meeting, date, time and room number in the Subject Line; otherwise, simply label what the email is about, and if a thread develops, use the same Subject Line throughout the entire thread.

Treasurer – Arlene LaTurner

TSO Beginning balance, 7/1/2015			\$3913.48
Revenue/Allocation:	Services & Activities (S&A) allocation for 2015-16 year	\$4500.00	
	Alessandro Regio seminars	1525.00	
	Summer Picnic	<u>515.00</u>	
Total revenue			<u>\$6540.00</u>
Total revenue & previous balance			\$10,453.00
Expenses:	Alessandro Regio	<u>\$ 930.00</u>	
Total expense			(\$930.00)
TSO Closing balance, 8/18/2015			<u>\$9523.48</u>

- The above TSO Income/Expense report is Year-To-Date for the 7/1/15-6/30/16 fiscal year.
- The TSO's profit from Alessandro Regio seminars was \$595.
- As of 8/18/15, the TSO account balance is \$9523.48.
- The Summer Picnic's gross expense was \$1147.35 out of which \$400 will be reimbursed to Jerry Harkleroad for rental of the Bellevue Botanical Garden facility. An anonymous donor paid \$747.35 for the remaining picnic expenses of food and materials. Contributions received from attendees totaled \$515 which has been added to the TSO account as profit from the picnic.

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

- Summer 2015 enrollments as of 8/18 were 444.

2. Angela loves the work and support she receives from the TSO. She likes the new Facebook page and is going to request that it appear on the BCCE Facebook page as well.

Standing and Special Committee reports

Curriculum Committee – Chris Steele, Chair, reported:

1. A disconnect occurred between Chris and Hollis regarding the due date for instructors to request teaching winter quarter. The due date is the first part of September rather than Aug. 18. They met the commitment for winter quarter with submissions of four instructors rather than the requested three.
2. Inter-Quarter Seminars:
 - a. Legal Forum/Seminar II (September 2015)
 - i. Wed., Sept. 16 – Sentencing Reform, by Thomas W. Hillier II (36 registrations)
 - ii. Thur., Sept. 17 – Washington’s Marijuana Law, by Salvador A. Mungia, II (29 registrations)
 - b. Mon., Sept. 21 – Mr. Chris Taylor, from Whidbey Island who lives “completely off the grid”, will talk about how he does it.

Marketing Committee – Randy Buehler, Chair, was absent. Jim Cushing reported.

1. Coffee & Wisdom: Fri., 9/11 – “Contemporary Art of India: Emergence from Colonialism”, by TELOS instructor, Savita Krishnamoorthy (66 registrations)
 - a. Chuck Kimbrough and Paul Maffeo will meet and serve on a task force to reevaluate the mission of the C&W program; looking at transferring responsibility to Curriculum Committee in Jan. 2016. These sessions interest over 60 people. Refreshments and socialization seem to attract more attendees to the C&W sessions than the Inter-Quarter Seminars. C&W is a powerful marketing tool. We need to determine how C&W and Inter-quarter Seminars overlap one another and distinguish the missions of each.
2. The Marketing Committee budget was set at \$3000/year minimum to be revisited in 6 months (Feb. 2016). It is likely that marketing needs will escalate in 6 months and it will be necessary to request another \$3000 through June 2016.
 - a. TSO cannot use money from the Development Fund. TELOS has no marketing budget, and Angela draws from the Development Fund frequently, so it may eventually run dry.
 - b. The prospective \$5/first course fee per quarter that TELOS/TSO has been trying to activate is intended to be applied partly to marketing the TELOS program. We’d hoped it would have been established by this fall quarter.

Events Committee – Jerry Harkleroad, Acting Chair, reported

1. Earlier in the council meeting, Cindy Coopersmith, co-organizer of the TSO Summer Picnic in August, had asked if the council would please allow the agenda to be taken out of order so that she could be present to discuss the status of future events that she had agreed to organize.
 - a. Jerry said that a number of events had been scheduled for the 2015-16 year, but the Events Committee had recently met and decided that it would dispense with some of those plans and hold only three major events – a holiday party, elections, and next summer’s picnic. During the previous academic year, several mini events were held, e.g., Museum of Flight tour, two Bellevue Arts Museum tours, BC Planetarium, etc. The Committee decided, however, that TSO workers are being spread too thinly, that local parks departments and senior centers are providing some of these types of field trips for retirees and that arranging for bus transportation through BC would present problems. Jerry will therefore cancel the reservations previously made by Cindy for tours of the Seattle Art Museum, and together with Chris Steele, he will cancel online a tour of the Legislature in Olympia. It was suggested that a tour of the legislature could be coordinated by individuals taking a related course perhaps about Washington State government should one be offered during winter or spring quarter.
2. Summer 2015 Picnic:
 - a. Cindy was thanked for her role in co-chairing the successful picnic that was held on Thurs., 8/6, at the Bellevue Botanical Gardens facility, attended by 110 TELOSians and members of the BCCE Administration.
 - b. Jerry submitted a comprehensive summary of the details of the picnic with recommendations for future picnics. His summary included quantities of food, securing a facility 6 months in advance, holding the event between quarter breaks rather than while classes are still in session, allowing 5-6 hours for the event (2 hours for setup; 3 for the program and social), arranging for 15 people to set up and clean up, 2 pickup trucks. Bev also compiled picnic feedback and comments and wrote a

detailed review for future reference and “lessons learned”. (Both Jerry and Bev’s documents are attached.) The picnic was very successful. The council applauded Jerry.

3. Holiday Party:
 - a. Prospective dates: Mon., 12/7, Wed., 12/9, or the week of 12/14-18 during quarter break.
 - b. Venue: VFW Hall on 148th; cost is \$500 for a refundable reservation deposit, \$275 for 5 hours, plus \$70 for each additional hour. We would need it for a minimum of 5 hours.
4. Prepayment is needed to reserve venues for both the 2015 Holiday Party and the 2016 Summer Picnic.

Motion was made and seconded for the Events Committee to coordinate only three programs during the 2015-16 year, a holiday party, elections, and a summer picnic. The motion carried unanimously.

Motion was made and seconded to budget \$500 for securing a venue for the 2015 Holiday Party and \$400 for securing a venue for the 2016 Summer Picnic. The motion carried unanimously.

Student Fee Special Committee – Chuck Kimbrough, Chair

There was no update on the matter of charging a \$5 fee each quarter to the first TELOS course registration per person. Edie will phone our contact in the Administration for the status of this issue.

Email Special Committee – Virginia Binder, Chair

Virginia has researched the elements of structure for legitimizing doing business by email. She sent to her committee members, Marilyn Chase and Bev Vernon, some of the points she has discovered along with her own custom designed additions. She expects to meet with her committee prior to the September council meeting.

Strategic Planning Special Committee – Jim Cushing, Chair

1. Jim clarified some misinformation that was discussed in a former committee meeting about the BC Foundation. The TSO does not have access to these funds at all and will not be requesting such. The funds are completely under the control of the Foundation.
2. While looking for sample Memorandums of Understanding (MOU), Jim found a number of alternative models that might give us ideas about how to restructure our retiree program. There are about 500 programs around the country.
 - a. Univ. of Wisconsin-Green Bay, uwgb.edu, is especially interesting. Over 1000 students pay a \$75 annual membership fee which brings in \$75,000; no course tuition charged; unlimited course offerings; online registration; computerized lottery registration; peer-led organization; completely responsible for character of program (curriculum, course offerings, etc.). Not affiliated with OSHER. They do have grants. Not all courses are academic; 240 courses offered per year. No advertising or soliciting new members has been needed. Are instructors paid? Does the school provide buildings/classrooms? Are they subsidized?
 - b. Edmonds CRI – Students are completely in control.
 - c. University of Massachusetts – Jim researched a couple of years ago.
 - d. Duke University retiree program – surrounded by academic community, The Research Triangle.
 - e. Harvard retiree program – apply for membership; expensive.

Old Business

1. Clubs need a “go to representative” on the TSO council. Nancy Rogers will be asked to serve as the club contact person. The Economic Club Charter has been approved. We expect to receive applications soon from the book and the movie clubs and may try to have the council approve their charter applications via email.
2. All room reservation requests must go through Chris Steele. The order of priority for rooms is (1) courses, (2) Council, (3) committees, and (4) clubs. Edie suggested developing a Standing Rule for this.

New Business

1. Meeting minutes – Council and committee members are expected to read the minutes from all standing and special committee meetings prior to attending council meetings. Anything that needs to be addressed can then be handled at the council meetings by informed members. After a meaningful discussion, it was decided that either the minutes-taker or chair of each meeting would send the minutes’ drafts as soon as possible to the council secretary and all members of the respective committee with cc to all members of the council. This may occur prior to the final editing done by the council secretary. The point is to get the record out to everyone quickly so that all can see what has transpired, the direction we are moving and who is responsible

for action thereafter. The possibility of making this procedure a Standing Rule may be discussed at a future council meeting.

2. Reimbursement from BC: Jerry has been paying facility deposits out of pocket then waiting 4-6 weeks to be reimbursed. We need a BC credit card or quicker reimbursement plan. Arlene will work with Jerry and Hristo's office to resolve this issue.
3. Condolence cards to TELOSians – This subject was brought up again. We are a community. Should we report to the council difficult personal happenings experienced by our people and send cards? Does it show insincerity when we don't actually know the individuals? Should only classmates and personal friends send individual cards instead? There was no decision.

Meeting ended at 5:00 p.m.

Next regular council meeting will be held on Wed., 9/16/15, 3:15 p.m.

Respectfully,

Bev Vernon, TSO Council Secretary