

# TSO COUNCIL E-MEETING MINUTES

Tuesday, January 5, 2016

**Council members participating by email:** Virginia Binder, Jerry Harkleroad, Edie Heppler, Chuck Kimbrough, Arlene LaTurner, Nancy Rogers, Kathy Shoemaker, Bev Vernon

## Authorization to conduct a TSO Council E-meeting via personal email addresses:

1. Reason for meeting: On Monday, January 4, the TSO president, Edie Heppler, announced an urgent need for the council to hold a special E-meeting, because the matter could not wait until the next council meeting on Wednesday, January 20, 2016. She asked the council to approve a one-year investment in the establishment of a Post Office Box for the collection of personal checks from registrants for the forthcoming seminar presentations of Alessandro Regio on January 29 and 30 and for any other reason that may follow.
2. Standing Rules for E-meetings: According to recently approved Standing Rule V.C.5, "(1) .... Wherever possible, e-meetings shall be conducted via e-mail addresses set up specifically for council business." "(2).....Requests for e-meetings may also be made by a council member between meetings if a majority of council members agree the matter is of sufficient urgency to justify an e-meeting. When proposing an e-meeting between regular council meetings, the member shall provide the reason that such a meeting is urgent.....Council members will agree to monitor and respond to e-meetings in a timely manner to meet timing requirements." "..... (6) The TSO Council secretary will review the discussions and provide minutes of the meeting just as at a regular council meeting. These minutes will be reviewed and approved in the same manner as minutes for regular council meetings."
3. Status of council member's special email addresses through BC: At the time of this request from Edie, only one council member, Virginia Binder, had procured an official Bellevue College email address. Virginia and all other council members therefore sent emails to the council secretary, Beverly Vernon, with copies to all council members confirming their approval to hold the E-meeting via their personal email addresses. The approval letters were fairly uniform, for example, *"I give my permission to participate in E-meetings that follow the TSO standing rules. My current personal email address will be used until a special TSO council member email address is assigned to me at a future date. This email document substantiates my authorization. [Signature and title]."* Once this agreement was obtained from all eight council members, the meeting could be initiated. These emails will remain on record with the secretary. ***(Following this meeting, each council member will need to be assigned a Bellevue College email address and receive training on its use.)***

## Motion that was approved:

***A motion was made by Edie Heppler to authorize \$120 to be spent by the Curriculum Committee for a one year rental of a Post Office Box. The motion was seconded by Arlene LaTurner and approved unanimously via separate email documents from all eight members.***

The E-meeting was completed on Tuesday, January 5, 2016, at 6:33 a.m.

Respectfully,

Bev Vernon, TSO Council Secretary