

TSO COUNCIL MEETING MINUTES

Wednesday, June 15, 2016, Room 1120, 1:30-2:43 p.m.

Approved by consensus July 20, 2016

Council members present: Virginia Binder, Jerry Harkleroad, Edie Heppler, Chuck Kimbrough, Nancy Rogers, Kathy Shoemaker, Bev Vernon
Standing & Special Committee Chairs present: Jim Cushing, Chris Steele

Council members & Committee Chairs absent: Joanne Gainen, Arlene LaTurner

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

TSO New Council members present: Steve Denison, Diane Kester, Bryan Leyton, Jordan McCabe, Nellie Spruch, Tom Westman

Guests: None

- The meeting was called to order at 1:30 p.m. by Edie Heppler, President.
- Attendees and absentees are noted above.

A request was made by the president for approval of the minutes of the TSO Council Meeting of 5/18/2016 provided there were no corrections or additions. The minutes were approved unanimously by consensus.

Officers' reports:

1. ***President*** – Edie Heppler reported the following.
 - a. Accomplishments of council year 7/2015-6/2016: A summarized list of accomplishments, advancements and points of interest over the past academic year were compiled by the Secretary to review with the outgoing council members at this last meeting.
 - i. Pursued with the Administration and received approval for the establishment of a \$5 service fee that has been added to every student's first course registration of each quarter. The fee became effective Spring Quarter 2016 and totaled \$2240

- for that quarter. It was deposited in the BC-TSO financial account.
- ii. The E-mail Committee initiated a new bylaw that was approved by the TSO Membership at the Aug. 2015 Picnic which then allowed the council to carry out official E-meetings if necessary between regular meetings.
 - iii. Special required G-mail addresses were opened by each council member which would allow them to participate in E-meetings. (***The outgoing council members will need to close these accounts and the new members open accounts.***)
 - iv. Three TSO clubs were officially created with charters: book, movie, and economic clubs.
 - v. In August 2015, all standing committees established their budgets for the year so they could spend money when needed without waiting for approval from the council. At year-end, the council secretary prepared separate budget summaries for the three committees to determine if they were able to function within their projected budgets for the year.
 - vi. The TSO database has grown from 200-600+ in the past two years, so these TELOS students and instructors are now informed about all activities and news within the TELOS community.
 - vii. The Events Committee planned and carried out two successful TSO parties -- the Summer Picnic-Annual Meeting in Aug. 2015 at Bellevue Botanical Gardens, with 110 attendees, and the Holiday Party in Dec. 2015 at the VFW Hall, with 71 attendees. The Committee Chair has been working on the 2016 Picnic/TELOS' 40th Birthday Party and the 2016 Holiday Party.
 - viii. The Marketing Committee initiated several new strategies including an email campaign, ads, circulars, and a successful survey that generated a big response and that was useful to the Administration. The quality of TELOS course topics and delivery produced rave reviews.
 - ix. The TSO website, thanks to Virginia and Chris, has become a helpful tool with constantly updated information, instructions, links and announcements, etc. There is a small group of users who refer to the website frequently and a

much larger group who use it only when a link is provided in an e-mail announcement.

- x. The Strategic Planning Committee has communicated and made progress with the Administration but is currently on hold until the status of Bellevue College is determined.
 - xi. There has been a positive attitude free of stress and anxiety within the TSO this past year. Edie's leadership was praised and appreciation expressed.
 - xii. The Curriculum Committee has been the driving force behind numerous varied and free lectures which have been well attended: Coffee & Wisdom, Quarter Break, and special fund-raisers with speaker, Alessandro Regio.
- b. TELOS location expanding: The City of Bellevue is building a new Boys and Girls Club a block to the SW of Bellevue Square. The City responded to requests from BC-TELOS to use this building's classroom space which is larger than our space at North Campus. Tentatively starting Fall Quarter, two TELOS courses may be held in this new building. This is good news for TELOS. The neighborhood caters to retirees and seniors. Parking may involve some walking. With the division of locations, we will need to actively promote a continuing sense of community.
- c. Tentative changes to TSO Bylaws: Edie thoroughly reviewed the Bylaws and found them to be flexible enough except for the following which the council may want to reconsider at the July council meeting. ***“Article V. Meetings, A. At all meetings, 2. Meetings shall be conducted according to Robert's Rules of Order. For committee meetings of five people or less the presiding officer/chair may suspend the rules.”***

If the council approves a change to a bylaw, it will have to be presented to the Membership for final vote. That would usually be done at the Summer Picnic or Holiday Party.

- d. Tentative changes to the TSO Standing Rules: Changes may also be considered at the July council meeting for the following Standing Rules which do not require a vote of the Membership.

V. Meetings, A. At all meetings, 1.	<i>Regular council meetings for the 2014 – 2015 fiscal year will be held on the third Wednesday of the month at 3:15 p.m. on Bellevue Campus North in the largest classroom available.</i> (Effective 8/20/2014)
V. Meetings, C. Council Meetings, 2.	<i>Notice of additional council meetings must be made at least 72 hours before the meeting. Notice must be given to the secretary in time to get the notice out at least 72 hours in advance to the entire TSO membership.</i> (Effective 9/17/2014)

2. **Vice President** – Chuck Kimbrough – No report.
3. **Secretary** – Bev Vernon, as outgoing Secretary, thanked Virginia for working well with her in many ways over the past three years as assistant to the secretary and commented on the congenial way that this past year’s council has worked together.
4. **Treasurer** – Arlene LaTurner was absent and had asked Edie to report that no revenue or expense had been posted to the TSO account since 5/3/16. None of the \$5 fees that had been charged to the first Summer Quarter course registrations per person had yet been posted. Therefore, our closing balance is still \$8991.80.
5. **Faculty Advisor’s report** – Virginia Binder, TELOS Office Volunteer, reported for Angela Young the following.
 - a. Summer Quarter TELOS registrations as of 6/15 numbered 350 which is excellent.
 - b. Fall Quarter: TELOS will offer about 50 courses.
 - c. The BCCE website (not the TSO website) now features videos of six TELOS instructors’ talking about their courses. TELOS has two new instructors, for art and for T’ai Chi. Several courses increased their registrations following the online video postings.
 - d. It was suggested by council members that the TSO website try to offer a link to access the instructor-course videos on the BCCE website.
 - e. Summer Course Preview: A new format for this event was tried using videos of most of the instructors about their courses with only three-four instructors presenting live. While the new format worked well this time, the structure of this program isn’t fully finalized yet. The TELOS office is trying to make the previews

more comfortable for attendees. This time the preview was held on Thursday afternoon, 6/2/16.

- f. Kintea Bryant, Community Programs (Program) Manager, has resigned and taken a new job in Seattle.

6. Standing and Special Committee reports

Curriculum Committee – Chris Steele, Chair, reported the following.

1. TSO mail delivery system: An expandable pocket file sits at the right end of the reception desk and holds a labeled folder for each council and committee member. Members need to check their folders when in the building and notify appropriate individuals when they have left something in a folder.
2. Coffee & Wisdom: July and September presentations will not be held because of holidays. August and October presentations are scheduled.
3. Frequency of C&W and Quarter Break Seminars: The following comments/suggestions were discussed.
 - a. C&W should be the only supplemental presentation offered during week #1 of each month.
 - b. No more than two Quarter Break Seminars should be offered per week. It is difficult to keep track of reservations and cancellations for more than two per week; also, setting up, taking down, and monitoring more than two is excessive. We are, however, reliant on availability of presenters. Also, the process of reserving rooms takes much of Laurie Philips valuable time.
4. Room capacity: Effective June 2016, the maximum number of reservations allowed per seminar is 45. Tables will no longer be removed; extra chairs may be placed at the back, if needed. Exception to this plan is the political debates that are being formulated.
 - a. Helpers for set-up/take-down: Bill Greaver will continue to help for C&W but no longer for Quarter Break Seminars. Chris asked the coordinator of the OLS (Occupational Life Skills – a Washington State program for developmentally disabled young people who share our building) if their students might consider partnering with the TSO to help with room set-up. They could do so as a “service project”. The TSO would have to provide a coordinator to work with these programs. The idea was not pursued. Chris also mentioned the Year-Up (disadvantaged youth program sponsored by tech industries like Microsoft through BC, not BCCE).

Marketing Committee – Edie Heppler reported for Joanne Gainen, Chair.

1. Publications: Joanne submitted an article about TELOS' 40th Birthday celebration to *Third Act Magazine* which had recently given coverage to Osher. The editor, David Marshall, offered to publish our article online but we have requested that it be included in a future print edition. He did agree to publish a letter to the editor that Joanne submitted about TELOS. Joanne also submitted a version of the article to the *Bellevue Reporter*. Chuck will talk with his contact at Sound Publications, which publishes the *Bellevue Reporter* and its sister publications, to see if he can get it published in the *Reporter*.
2. Bellevue Reporter: A new ad will be in their Resident Guide insert.
3. Speakers Bureau continues to be pursued.
4. Email Campaign: This experiment was unsuccessful and will be abandoned.
5. The TELOS trifold leaflet is being modified and distributed to those outside of TELOS, such as prospective speakers and realtors who are selling new apartments/condos in the Bellevue Square/Boys and Girls Club area, etc.
6. A new TSO brochure is being created that can be distributed along with the TSO Contact Authorization Form so that those who sign up will have a better understanding of what the TSO is and does.

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

1. Summer Picnic/40th Birthday Party of TELOS: It will be held at the Bellevue Botanical Gardens again this year on Tue., Aug. 23. The building rental fee of \$525.00 and the refundable security deposit of \$250 has been made by Jerry. There is a \$2500 budget for the picnic anticipating 100 attendees. Jerry engaged Susan McCann as caterer. Including the cost of catering, 100 attendees would calculate to \$16 apiece. With special invitations to the Administration and past TAG board members, there could be 120 total. (Last year, 113 attended.) ***An informal vote was taken to approve requesting a \$10 donation per person at the door.*** Special guests would not be charged, but could chip in a \$5 or more donation, if they wish.
2. Winter Holiday Party: The VFW Hall on 148th has been reserved for Thurs., Dec. 8, from 9:30 a.m. to 3:00 p.m. with party held from 11:30 a.m. to 2 p.m. The refundable building deposit was \$500 and space rental, \$360.

3. Total cost of both events will be about \$5000 per year.

Strategic Planning Committee – Jim Cushing, Chair, reported the following.

1. The committee is preparing a list of items to talk about with the Administration in the fall, tentatively, assuming that by then, more will be known about a possible connection between BC and WSU.
2. Met last month with Bill Stephens, former Executive Director of TELOS, to gain historical insight into the way curriculum has been pulled together over the years.
3. Met several months ago with CRI (Creative Retirement Institute), affiliated with Edmonds Community College, to review similar challenges. Jim expects to meet with them again after six months. CRI's building lease expired, and the program is currently overwhelmed trying to find appropriate new space and also with financial obstacles. Their challenges are greater than ours. We meet to share best practices.
4. Also met with the LLC (Lifelong Learning Center) in Lake City, a completely independent program that is not affiliated with any college and meets in a church basement. We share some of the same instructors. It is wise to network. We're not alone with our challenges.
5. Kathy Shoemaker will join Jim on the Strategic Planning Committee.
6. The Committee has been asked to look into the possibility of TELOS students obtaining BC Student ID cards that could serve as do AARP memberships to help seniors obtain discount status at various functions.

Website Committee – Virginia Binder, Chair, reported the following. Virginia is working with Chris to expand the "Useful Tips" section on the website. Tom Westman and Virginia will put together a list of local opera, ballet and symphony concert performances as well as museum and theatre performances that may be available to seniors and students for special prices. Donnelly Wilburn is knowledgeable about art museums and theaters and will be asked for her suggestions.

TELOScope Committee – Chris Steele reported that some "newbie" discounted books are now available. Ask Chris for info.

OLD BUSINESS

Jim Cushing reported his findings for purchasing portable speaker systems that would take the place of the integrated systems in some of our classrooms. The integrated systems sometimes ring or echo which is unpleasant, and the seeing-eye dog for one of our blind students, Karen

Strudwick, has been spooked by the noise and refuses to go into the classroom anymore which curtails Karen's ability to take classes. Jim described the system he found for \$129 and a microphone for an additional \$50. The council approved the purchase. There are storage closets available in the building. The system may be used for Coffee & Wisdom and Quarter Break seminars as well as regular TELOS classes.

A motion was made and seconded to purchase a portable speaker system for \$129 along with a microphone for \$50. The motion was approved unanimously.

NEW BUSINESS and ANNOUNCEMENTS

These agenda items were postponed until the July council meeting.

The meeting was adjourned at 2:43 p.m.

The next regular council meeting will be held on Wed., 7/20/16, 3:45 p.m., in room V1120.

Respectfully submitted,

Bev Vernon, TSO Council Secretary