

**MICL Board Meeting Minutes**  
**April 10, 2019**

Meeting called to order by President Richard Cato at 3:05 pm in the office of the El Capitan Bldg.

Board Members Present: Richard Cato, President; Dorothy Winke, President Elect; Dave Froba, VP Curriculum; Margaret Olson, Communications, Diedre Bush, Field Trip Director; Marjorie Reis, Past President; Don Charette, Facilities; Lance Krajewski, Treasurer; Louise Summerlot, Publicity, Hugh Brereton, Parliamentarian; Shirley Brooks, Secretary

MJC Members not Present: Rita Perez, MJC MICL Liaison, Elizabeth Orozco-Wittke, MJC MICL Liaison

Board Members not Present: Ron Rutschman, Membership; Judy Moore, Hospitality

Non-Board Members Present: Bruce Gallmeyer, Website

The minutes of March 13, 2019 were presented for approval. Motion was made to accept the minutes by Dave Froba and seconded by Louise Summerlot. Minutes were approved as submitted.

**MJC Reports**

Rita Perez and Elizabeth Orozco-Wittke were not able to attend the meeting.

**Treasurer**

Lance Krajewski hand out the Financial Statements for the past 2 months. He mentioned that we are doing good. He added a "Miscellaneous Credit" line on the Financial statement. \$893 credit is for the Felton Train trip. Lance reported we still need to figure out the Dan Brown's Scholarship. We also received money for the Rosicrucian trip. We have collected \$320 for the luncheon and Dorothy Winke has additional money to add to this total.

**Curriculum**

Dave Froba reported that the Summer and Fall classes are all lined up. There's 1 issue to discuss. Dave mentioned that members are not turning off their cell phones during the classes. We need to announce this issue before class and in the Newsletter. Margaret will add this request to the weekly newsletter. Richard advised that the Coordinators at the beginning of each class need to remind members to turn off or silence their cell phones.

**Old Business**

Website – Bruce Gallmeyer reported the website is up and running. It's doing well. We are signed up with Wix and have paid for service for 2 years and for the Domaine Name. The cost was \$186 and another \$33.75 for the Domaine Name. Before, the website cost was about \$270 for 1 year.

Bruce mentioned he does not receive much email from anyone to post on the website. Please send him information that should be posted on the website. He also mentioned we are not setup on Google to make our website known. He's being reserve in doing this. Bruce has created a way to find out who's looking at our website and in the 1<sup>st</sup> 5 days, there was Germany, Austria, Hong Kong, Singapore, etc. Approximately 74 people have looked at the website and about 65 were local. Margaret mentioned that people are not aware of what they can access on the Website. Diedre suggested to compare F/B vs our Website.

### **President Elect**

Dorothy Winke reported that there are 65 reservations for the Luncheon to date. \$1,280 has been given to Lance that includes \$320 and \$960 today. In the Food Service Dept., Rachel (Head) and Dorothy discussed a different dessert instead of brownies and cookies. We will have cake instead. Dorothy thinks this will look better than cookies. She also would like two (2) \$500 scholarships and one of the scholarships to be specifically designated to the Food Service Dept. She noted that Dan Brown's scholarship is separate from these scholarships. Dorothy advised that the Scholarship Department makes the decision which student receives the scholarship. Discussions were made regarding the scholarship decisions and dollar amounts. The scholarships come from the Foundation account. Marjorie reported that students apply for scholarships. If a Food Service student has not applied for the scholarship, then it will be up to the Scholarship Department to choose a student. Dorothy made a motion to approve these two (2) scholarships and Margaret seconded the motion. Motion passed by all members.

Dorothy also mentioned when she went to CareMore Nifty after Fifty, an outreach to seniors, she talked about our MICL classes. And they did not know anything about it. Dorothy had the latest newsletter and weekly update and they were very impressed. Dorothy will go to the birthday group and talk to them about MICL. Ron Rutschman will make a special effort to get the brochures completed. Richard mentioned he will go with Dorothy and Margaret will go too. This talk with Caremore will be before our registration begins (in the fall around August 21 or 22). Dorothy will find out what the date will be.

### **Past President**

Marjorie Reis advised the board there was nothing to report.

### **Membership**

Ron Rutschman was absent so there's no report.

### **Hospitality**

Judy Moore was absent so there's no report.

### **Communications**

Margaret Olson mentioned she's working on a flow chart of her team designating who does what to accomplish what needs to be done. There's a miscommunication and it is not going well. Once Dan passed away there was one person who re-organized and decided what the other jobs were, but Margaret didn't know who that person was. Richard said hold this discussion and he would work with Margaret on the job descriptions. Dave Froba mentioned that we need all job descriptions to tell the next person who replaces us what their responsibilities are and guidelines from the job description.

Margaret and Louise had a discussion regarding former and current MICL members who have passed and what the procedure should be to post this in the newsletter. Many suggested to contact a member of the board when someone passes. Discussions were made that there should be an announcement in the Newsletter regarding how to inform a board member of a MICL member passing. And it was reported that the passing's need to be verified and linked to an obituary before posting. Margaret will work on this information and post in the newsletter.

## **Publicity**

Louise Summerlot reported that the folders are complete except it needs the front label. They are ready to take this information to the groups interested in joining MICL. The folders include a MICL letter, pages out of the MJC catalog and a newsletter.

## **Field Trips**

Diedre Bush reported they had a great trip to the Rosicrucian, and we made a lot of money. The next trip to Ardenwood is on the 4/26th. Diedre had an idea that maybe we could make the next trip free. There was a lot of discussion from lowering the next trip to leave as is. Margaret remembers that if you pay for 10 trips then you get 1 free. Except that the free trip was expensive for the trip fund. Richard mentioned just reduce the trip beginning in the Fall. Marjorie suggested to keep the excess money in reserve. Lance will compare the incoming dollars and the outgoing dollars on the trips. There was also a discussion on the cost of the bus and bus driver. In the end, the agreement was to just keep the trips costs as usual and keep the excess money in reserve. It will be depleted with the free trips.

## **Facilities**

Don Charlette reported that another work order has been placed for the Wi-Fi that still goes in and out. He mentioned that Elizabeth Orozco-Wittke will take care of it.

The ramp construction will start May 1 and the siding May 5<sup>th</sup> per Judy Lanchester.

Don asked if we can get a date set for the Ice Cream Social. Dorothy mentioned it will be about mid-July. Dave Froba and Don Charlette will discuss the summer class scheduled times and let Dorothy know to decide on a date. There is no charge for the Ice Cream Social.

Don also needs approval to buy some plastic to lay on the floor in the board room office while construction is going on. Maybe cardboard per Richard who advised he could get some cardboard. It was decided the plastic would be better.

## **Richard Job Descriptions**

Richard asked if we all had time to review our Job Descriptions. If so, those who have made corrections gave their Job Descriptions to Richard. Per Dave Froba, the Curriculum and Communications Departments will need time to update their Job Descriptions. Discussion was made to have just a 1-page Job Description. But some Job Descriptions are very detailed. Marjorie suggested that it would be great for the new incoming board members to be handed their Job Descriptions at the luncheon. Everyone agreed that is a great idea. Richard advised to email him our updated Job Descriptions. He will update all the Job Descriptions and will send us all copies of them. Then, we will approve these Job Descriptions at the next board meeting.

If there are no objections per Richard, the meeting is adjourned. Lance made the motion and Margaret seconded. Motion passed.

Meeting adjourned at 4:18 pm.

The next Board Meeting will be May 8, 2019 at **3:05pm** in the El Capitan Building.

Respectfully submitted by Shirley Brooks, Secretary