

MICL Board Meeting Minutes
March 13, 2019

Meeting called to order by President Richard Cato at 3:09 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, Ron Rutschman, Membership; Hugh Brereton, Parliamentarian; Shirley Brooks, Secretary

MJC Members Present: Elizabeth Orozco-Wittke, MJC MICL Liaison

MJC Members not Present: Rita Perez, MJC MICL Liaison

Board Members not Present: Judy Moore, Hospitality; Lance Krajewski, Treasurer; Louise Summerlot, Publicity

Non-Board Members Present: Bruce Gallmeyer, Roger Jackson, Joanne Midboe

The minutes of February 20, 2019 were presented for approval. Motion was made to accept by Diedre and seconded by Dorothy Winke. Minutes were approved as submitted.

Presentation of Cards

JoAnne Midboe requested to present to the Board Members on use of cards. JoAnne mentioned cards were sent last December to the woman's Haven Center and 2 other facilities. It was very successful. Good public relations for MICL. She presented Get Well, Thinking of You and Sympathy cards to be sent out and inside a poem. Members inquired if supplies would be needed for these cards. She indicated that there were plenty of supplies at this time. They will be asking Carol Sullivan to help the distribution of these cards. It was mentioned that Anita Altman will be back next Thursday and she will take the responsibility back. The cards just need stamps. JoAnne requested approval from the Board to send these cards out. Also, MICL received a sizable donation which will cover the material and supplies, and much of the donation will be sent back. This will be an on-going service. Marjorie mentioned the work on the cards will be in our board room before classes. The Board approved with no objections.

MJC Reports

Elizabeth Orozco-Wittke mentioned that she called Richard Cato to call the MJC IT technician for set up on the new computer. Bruce Gallmeyer and Ron Rutschman advised that Gerardo already set up everything. The Office 365 was installed by MJC and the college will maintain the computer. There is no need to have Administration access per Bruce Gallmeyer. Bruce acknowledged that there's 1 solid state drive and there are 2 other pc's that are available to access and download things. The external storage/backup device could store 1 terra-byte. An external drive for backup can be purchased. Elizabeth asked Richard if he received the email with the MJC catalog calendars. Richard stated he did not receive it. Elizabeth will send to all board members the MJC catalog calendar and the Academic calendar.

Elizabeth also mentioned she did receive the check for the MICL trip. She has not processed it yet and asked to be patient. The Administration Specialist transferred to another department. Elizabeth is learning this procedure to process the check. After the YCCD College Board meeting, they will be filling the position for the Administration Specialist replacement.

Don advised that some of the electrical outlets are not working properly. Elizabeth reported that Rita Perez has put in a work order for the electrician, but he works MJC, District and Colombia locations. Elizabeth will check into it. Don also reported that the Wi-Fi goes in and out. Ron mentioned that the classrooms and office Wi-Fi works. It's the portable equipment such as cell phones that do not work. Elizabeth will have Rita to check into it.

Elizabeth had questions on the trifold brochure. Ron mentioned there's a meeting tomorrow regarding this. He does not know the cost involved as yet. Elizabeth advised to just in touch with her when information is known.

Elizabeth inquired about the MCL Website address to put in the MJC catalog. Bruce mentioned that is not ready for public use yet. We may keep same domain name or a new one. Elizabeth advised that it can be added to MJC Website in the left hand column program area when it's available. Bruce mentioned they are getting close to resolving the domain name. Bruce inquired to what is deadline to get it into the catalog. Elizabeth advised March 18th for the summer catalog, but it would be available online only. It will not be in the physical catalog. May 28th is the deadline for the MCL Fall catalog and MJC website.

What's the status of Recladding? Elizabeth advised that Judy Lancaster will be in the office on Friday and that she will have Rita check into the status as well as the new logo.

Treasurer

Lance Krajewski was absent. No report.

Curriculum

Dave Froba advised the Summer schedule of classes is done and was sent to Rita. We just finished the Fall schedule and in his opinion it's the best schedule of classes we've ever had.

President Elect

Dorothy Winke reported that things are going well with the luncheon. Signups start with Session C. There will be lasagna or Grilled Chicken and also a pan of vegetarian lasagna. The cost will be \$20. Rob Orr toe tapping music for our entertainment. Carol Quinlan has written a poem for the program. Susan Felice is helping with the programs.

Past President

Marjorie Reis advised the board there was nothing to report.

Membership

Ron Rutschman reported that there are 223 members to date, and we received the new computer. They will be publicizing the Climate Change class in the upcoming newsletter. There will be a flock of distinguished speakers.

Ron also mentioned the birthday list was inadvertently omitted in the directory but is available on the website.

Hospitality

Judy was absent so there's no report.

Facilities

Don Charrette mentioned that he talked to Rita regarding the ramp. He also asked Elizabeth if we should put paper down during the cladding or if we can have the carpet replaced after the works completed. Elizabeth mentioned that we probably could not get the carpet replaced.

Communications

Margaret Olson reported that there's a Communications meeting tomorrow at 3pm and they will discuss the back-poster wall, additional topics, etc. So, there's no information until after the meeting.

Publicity

Louise Summerlot was absent for personal reason. See New Business statement below.

Field Trips

Diedre Bush reported that the next trip is going great. There are 36 signed up and only a few openings left.

Parliamentarian

Hugh Brereton advised there was nothing to report. No legal issues and we are communicating well.

Old business

Website

Bruce asked if there were any inputs, additions or corrections to the website. Margaret suggested different colors on tabs. There's a holdup on the domain name. Richard and Bruce might just create a different domain name. Bruce mentioned the price right now is ½ price for the year through Wix. The old company was about \$260 per year and Wix is about \$240 so ½ price is about \$120-150. However, this is video limitation of about 2 hours. The domain name we are thinking of is micl-online.org all lower case. All board members approved this name with no objections. Bruce reported that he is still not getting everybody's emails to post on the website. Be sure to send your emails to miclonline@att.net. Bruce needs the postings to have standardized names. Also put a date in body of text. Also, let Bruce know where to put the postings on the website.

New Business

Error Log (Failure Log)

Bruce reported that an Error Log needs to be created for the media equipment in the class room. He suggested the class coordinators to write down the issue and if the problem was resolved. This way we can track the media equipment problems. Richard advised to work with Don on the Error Log.

Bruce mentioned that he purchased a thumb drive 256GB that could be useful for the directory. Richard suggested that we purchase an external Tier 1 drive.

Procedure for notifying members of those who pass

Per Richard, is there a procedure we can incorporate put out email of current and former members who have passed away. Suggested maybe board members who get the information can email Margaret. Marjorie mentioned if those who have passed away are no longer members, then it should

not be mentioned. No one is responsible to do that. Per Elizabeth, the passing's need to be verified and linked to obituary. Dave motioned to verify with obituary of former members and current members only. Deidre second and motion is passed.

Board meeting start time; Job Descriptions

Richard discussed with the board members to change the meeting time to right after the 3pm class to 3:05pm instead of 3:15pm. All members agreed no problem. A motion was made to change the board meeting time by Dave and Dorothy seconded. The motion passed. New start time 3:05pm.

Richard reported that the Job Descriptions need to be updated. Dave mentioned that there is a procedure to update the Job Descriptions. The Communications Job Description will need to be completely revised. Per Richard, all board members review your Job Descriptions. Richard will contact each of us via email. We will discuss at the next month's board meeting.

Approval of labels for handouts

For Louise Summerlot, Richard reported that Louise would like approval of the 3 x 4 labels for the MICL folders going to groups for recruitment of new members from other seniors, etc. groups. Richard showed us the labels. All board members approved the labels.

Someone asked if MICL members pick up someone from these senior facilities? The board members advised they will not do this.

Also, Richard suggested can the newsletter be emailed early than Fridays. He mentioned we might get more people to come to the classes. Margaret reported that it's impossible. She does not get everyone's responses soon enough and she edits the newsletter on Thursday. So, Friday is the earliest. Richard suggested to Margaret look and talk about this request at the Communications meeting if feasible.

New Birthday Luncheon host

Per Richard, Margaret Olson will send out a reminder for Birthday Luncheons. Richard will be the host for the months of April and May. The Birthday Luncheons are held the 3rd Friday of each month.

Richard reconfirmed that the **Ice cream Social** will be in July. The date is yet to be determined.

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

Meeting adjourned at 4:32pm.

The next Board Meeting will be Wednesday, April 10, 2019 at **3:05pm** in the El Capitan Building.

Respectfully submitted by Shirley Brooks, Secretary