

MICL BOARD MEETING
August 8, 2018

Meeting called to order by President Richard Cato at 12:15pm, MICL office of the El Capitan Bldg.

Board Members Present: Richard Cato, President; Dorothy Winke, President Elect; Marjorie Reis, Past President; Ron Rutschman, Membership/Registration; Lance Krajewski, Treasurer; Louise Summerlot, Publicity; Don Charette, Facilities; Diedre Bush, Trips; Judy Moore, Hospitality; Shirley Brooks, Secretary.
Non Board Members Present: Bruce Gallmeyer, Rita Perez, MJC Liaison; Elizabeth Orozco-Wittke, MJC Liaison; Judy Lanchester, Director of Facilities; Trevor Carter, Facilities Mgr.
Board Members not Present: Dave Forba, VP Curriculum

Judy Lanchester, MJC Director of Facilities reported on the Parking Lot updates and the Re-Cladding project.

El Capitan Parking Lot 208 has 95 stalls and the plan will be 165 stalls. This is an increase of 70 stalls. Construction will start August 23rd. This parking lot will be fenced off and the duration to complete will be 120 days approx. by December 20th. Don Charette reported the Sierra Hall parking lot 207 will be reserved along the berm. Also, the Ag building parking lot and the gravel parking lot will be available. The walkways will be accessible. Don Charette will provide MICL parking signs to Trevor Carter. Louise Summerlot questioned if there will be any handicap parking available. Judy Lanchester advised there will only be limited handicap parking by the loading dock in the El Capitan Bldg. Louise Summerlot asked if a notice could be put the Modesto Bee regarding the parking lot issues. Elizabeth Orozco-Wittke will check into this matter.

Judy Lanchester reported the Re-Cladding of El Capitan Bldg. will start approx. October 2018 once the bids are awarded to begin construction. This project will take 60 to 90 days to complete. Plastic will be laid down in those areas to remove the wood and other debris. We will be notified what areas they will be working on next. Judy Lanchester mentioned it will be very noisy. Louise Summerlot mentioned a concern with our audio problems inside the class room and the noise from outside. Judy Lanchester reported there will be a new ramp on the South side of the building. Also, there will be a new MICL sign on the El Capitan Building. Judy Lanchester mentioned the sign will probably be just letters.

The minutes of June 29th Special Board Meeting were presented.
Motion to accept by Judy Moore and seconded by Louise Summerlot. Motion passed.

Rita Perez, MJC Liaison reported the Fall Catalog is complete. Hard copies will be available at registration. There are 16 members who registered online. Parking permits will be sent in the mail to those registered online. Parking permits will be also available day of registration. Rita announced there will not be a Winter Catalog. Rita will need the Spring class curriculum by October 11th. The spring catalog will come out in January 2019. Rita apologized for not return calls or emails. She acknowledged she will return your calls or emails by the end of the day or the following morning. Richard Cato reported he will to send Elizabeth Orozco-Wittke information for the catalog. Elizabeth Orozco-Wittke reported she will send Richard Cato the Calendar. Elizabeth Orozco-Wittke, MJC Liaison reported we would be able to use the ACE Pavilion (AG) during the first week of May. Dorothy Winke requested any day during the first two weeks of May. Elizabeth Orozco-Wittke responded only Monday – Thursday are available. Elizabeth Orozco-Wittke reported the Potluck date is confirmed.

Committee Reports

Treasurer

Lance Krajewski handed out copies of the current Financial Statement as of August 8, 2018. Checks in the amount of \$535 for Dan Brown donations have been deposited. We owe for 1 bus trip. Richard Cato suggested we get a credit card for expenses. Lance mentioned we have one but has not been set-up. Don Charette reported he uses many stores and saves his receipts. Bruce Gallmeyer acknowledged that's a good idea. Marjorie Reis mentioned it's not for everything. Richard Cato advised Lance to activate the card. Louise Summerlot asked if there should be a policy and procedure to use this credit card and maybe sign in and out sheet. Lance mentioned the Samaritan Village donated \$100 for coffee pot. Judy Moore announced she purchased the coffee pot.

Curriculum

Richard Cato reported Dave Froba is on vacation. He mentioned the Spring and Fall curriculum are currently set.

President Elect

Dorothy Winke reported she has been working with Elizabeth emailing back and forth for the Luncheon. Ag Pavilion (ACE) will be the location. She has inquired if the MJC cafeteria Food Service Dept. would be able to provide the food. Dorothy is also looking into the MJC students participating in serving for the luncheon. Elizabeth Orozco-Wittke mentioned the access time to the Ag Pavilion for the luncheon will be 9am – 2pm for decorating, luncheon, etc. Lance Krajewski mentioned this past luncheon was \$2,737 and expenses were \$2,648.18. Income for luncheon was approx. \$50-60.

Past President

Marjorie Reis had nothing to report.

Membership/Registration

Ron Rutschman reported he has been sending out emails regarding registration. Registration is all set and all squared away. Ron reminded Board Members to bring refreshments. Louise Summerlot sent notice to the newspaper regarding registration and will send a copy to Ron Rutschman.

Hospitality

Judy Moore mentioned to bring treats and coffee fixings for registration. Potluck is September 22nd. She mentioned there was nothing else to report.

Facilities

Don Charette mentioned we need signups for helpers to direct people to parking lots when classes start.

Publicity

Louise Summerlot suggested we need flyers to pass on to senior homes about MICL classes with maps on how to get here, picture of a class, etc. Ron Rutschman mentioned there are flyers that were sent in past meeting but it didn't go anywhere. Louise mentioned the Scholarship Program Ceremony is August 16 starting at 4pm and a couple board members should attend. MICL is contributing two scholarships for \$500 each. Louise, Dorothy and maybe Don will go to the ceremony.

Louise requested a parking notification in the Modesto Bee and Elizabeth Orozco-Wittke will check into it.

Trips

Diedre Bush announced there are currently 2 trips scheduled.

1st trip, Sat. September 29th for the 6th Annual Candy-Palooza at the Jelly Belly Factory with sampling, arts & crafts along with Chocolate & Wine tasting tours. Cost is \$20 for the Jelly Belly Factory and an additional \$20 for the optional Chocolate & Wine Experience. Bus is confirmed.

2nd trip, Sat. December 1st for the Holiday Tree Walk & Steam Train Ride to Festive Decorated Trees. It's a one hour round trip. MICL ticket Price will be \$65.00. Lunch is Not included. We will stop at a restaurant where everyone can order what they like and pay for it then. FYI there are no toilets on the train. These are passenger cars with open sides with canopy.

Rita Perez confirmed that 1st trip September 29th is approved. Diedre will entice members at registration to sign up for these trips.

Diedre currently plans a November 3rd Apple Hill Farms (2 farms, winery, candy store). Louise Summerlot will post all of these trips in the newspaper.

Richard Cato thanked Diedre Bush for these great MICL trips.

Richard Cato reported he would pick some of the Old and New business items on the agenda to discuss and continue the others in the next board meeting.

Old Business

Richard Cato asked what is the progress on the communications person to fill Dan Brown's spot. Diedre Bush suggested to make a questionnaire card for registration. Also Use the 1st and 2nd week of classes and ask the mediator to bring it up if any interest in this position. Contact a Board Member if interested. Diedre Busch will make a questionnaire. Special donations will be used as scholarships for a grant in Dan Brown's name. Dorothy Winke will follow up at the ceremony.

New Business

Coloring Group use of office for work during non-class times.

A motion was made to use the office during non-class times. Motion was made by Dorothy Winke and seconded by Marjorie Reis. Motion passed. Marjorie Reis to get in touch with Coloring Group and let them know the board approved the use the office during non-class times.

Other Business

Diedre Bush questioned if there are current documents for the By-Laws and Standing Rules. These documents are dated 2008. Rita Perez mentioned there's a By-Law agreement with Yosemite Board. Diedre to look and set up to review the By-Laws and Standing Rules. Richard Cato mentioned Constitution may not be necessary. Rita Perez will check.

Richard Cato mentioned for all facility questions contact Don Charette.

Website

Bruce Gallmeyer verified website is hosted by "JustHost". The account is in good standing. Charges are paid up through April 2019. \$279.63 was charged to Dan's Browns credit card in April. Bruce reported that Dan Brown never submitted a request for reimbursement. A motion was made to reimbursement Dan's Wife Sharyn for the website expense. Motion made by Diedre Bush and seconded by Dorothy Winke. Motion passed. Bruce noted he can change ownership with a new credit card and new contact name for website. Bruce will put it on his card.

Bruce Gallmeyer mentioned Website handling is external. Are we able to host a website from MJC? Elizabeth Orozco-Wittke will check.

Bruce reported for Concrete 5 software, we need someone who knows this software – Susan Felice knows per Ron Rutschman. Bruce asked Elizabeth Orozco-Wittke about software buying. Elizabeth Orozco-Wittke advised the Foundation can purchase the software. She mentioned Dorenda can do it. The software can be installed here in the office.

Having no further business to enact, Richard Cato called for a motion to adjourn. Motion to adjourn made by Judy Moore and seconded by Marjorie Reis. Motion passed.

Meeting adjourned at 1:40pm.

The next Board Meeting will be Wednesday, September 12th at 3:15pm in the MICL Office, El Capitan Building.

Respectfully submitted by Shirley Brooks, Secretary