

**MICL Board Meeting Minutes
November 14, 2018**

Meeting called to order by President Richard Cato at 3:15pm in the office of the El Capitan Bldg.

Board Members Present: Richard Cato, President; Dorothy Winke, President Elect; Dave Forba, VP Curriculum; Marjorie Reis, Past President; Don Charette, Facilities; Louise Summerlot, Publicity, Judy Moore, Hospitality; Margaret Olson, Communications

MJC Members Present: None were present

Board Members not Present: Dorothy Winke, President Elect; Lance Krajewski, Treasurer; Ron Rutschman, Membership; Elizabeth Orozco-Wittke, MJC MICL Liaison; Rita M. Perez, MJC MICL Liaison

The minutes of October 10, 2018 were presented for approval. Motion made to accept by Dave Forba and seconded by Don Charette. Minutes were approved as submitted.

MICL Liaison

Liaisons were not present. No report.

Curriculum

Dave Froba reported that the Spring & Fall schedules are done. They will start working on the Summer schedule.

President Elect

Dorothy Winke was not present. No report

Past President:

Marjorie Reis reported there is a full slate of nominees for 2019 board members. She passed out the list to the board members.

Membership

Ron Rutschman was not present. No report

Treasurer

Lance Krajewski was not present. No report

Hospitality

Judy Moore asked if the last potluck on April 25th is necessary. Richard Cato reported we do not need the potluck since we have the luncheon.

Facilities

Don Charette mentioned lighting has been replaced and last coat of tar applied. If the tar is bad, paper will be laid down. By November 16th the painting of the parking lot lines should be completed. The parking lot should be available November 26, 2018. The siding is scheduled to begin in 2 or 3 months. The ramp will be scheduled the same timeframe.

Don also reported he has ordered Adobe Acrobat, a new PC and a Dell monitor.

Louise Summerlot asked about placing the Security phone number on the Parking Lot signs. Don will check into this request. Don mentioned that there are Call Boxes available.

Communication

Margaret reported that all is going fine. The Facebook page is looking great! The Web page work is in progress and Bruce Gallmeyer has a new look of the Web page. He did report he questions regarding Adobe Software. It was decided to use MJC's Adobe Acrobat. All the editing on Acrobat will be piggy backed with MJC.

Publicity

Louise Summerlot mentioned nothing to report at this time.

Trips

Diedre Bush reported that all had a good time on the Apple Hill trip. Final report is ready for Lance Krajewski. After MJC's bill, our net for MICL trip was estimated "Almost" \$750. There were some last minute cancellations. At Roaring Camp the train car capacity is 200. Louise asked Diedre if she has an estimate breakeven point. Diedre advised Louise that yes she does. Diedre reported that she has estimates from all previous trips. And the Breakeven point for this trip is 25 people/47 total.

Trips (Cont'd)

Margret Olson mentioned that with enough dollars, we can set aside for free tickets. Diedre sent Margaret the updated Trip Instructions and General Trip Particulars for her to email out to members. Margaret said she had done it that afternoon and she could send it to Dorothy Ford for the Facebook page.

To promote the trip, Richard Cato requested that the Moderators need to announce this trip before classes and put a picture and message about trip on Facebook.

Old Business

Ice Cream Social – Richard Cato suggested putting both Ice Cream Social and Orientation/Registration together on the same day. He mentioned maybe the ice cream could be instead of treats. Richard reported this would be to draw more people to Registration. Many of the board members did not like that idea. Diedre Bush suggested what about the snacks at the back of the classroom. No, no, no per Judy Moore and Marjorie Reis as a response on this idea. Marjorie Reis reported the Ice Cream Social is to reconnect after the summer. Richard advised to set time for this Ice Cream Social before the end of the year.

Also, Richard suggested switching Registration time to be after the Orientation information. Richard suggested a 9-10am Orientation and then Registration from 10-11:30am. Richard mentioned that a vinyl banner placed somewhere on the El Capitan building would be good for Registration. Board members agreed to wait on these decisions until Ron Rutschman returns.

New Business

Publicity presentation idea for outreach to the public - Louise Summerlot reported and showed us a folder with a letter, a weekly brochure and a MJC life schedule. This folder will be given to senior groups and facilities. Louise is willing to talk to the senior groups about our program. And, Margaret Olson mentioned to include "How to get to class". There are agencies to help with transportation. Ron Rutschman is working on this brochure. These are good suggestions per Richard Cato.

Hospitality refreshments - Richard Cato suggested to bring more healthy snacks for the classroom break. How much cost would it be for Healthier snacks? Marjorie Reis reported that members think the \$10 donation is for the snacks. It is not responded Marjorie Reis and Judy Moore. Per Judy and Marjorie, MICL Members bring all the snacks of which there is no control over that. A notice will be created by Margaret Olson explaining what the \$10 donation is for and can be handed out at registration time. Per board members, the \$10 donation is for paper products, coffee, creamer, ink, batteries, etc. Richard Cato suggested raising the fee? Don Charette reported that we also have a box extra money donations.

Curriculum committee responsible for weekly update info to Margaret – There was a discussion between Dave Froba and Margaret Olson regarding his information is not getting updated correctly in the weekly newsletter. After some discussion, Margaret will contact all the coordinators and make sure the weekly update will say exactly what the coordinators want in the weekly updates. Margaret will also confirm their update with a return email. There have been complaints about numerous pages when printing this weekly update from home. Margaret informed that it was a formatting issue because the font was too small to read on the Website so they increased the font to 24 and in turn prints many pages.

Richard Cato asked if there was any other business to discuss. Richard responded with no further business to discuss, this meeting is adjourned. Have a nice Thanksgiving.

Meeting adjourned 4:12 pm

The next Board Meeting will be Wednesday, December 12, 2018 at 3:15pm in the MICL Office, El Capitan Building. Respectfully submitted by Shirley Brooks, Secretary