

PLATO BOARD OF DIRECTORS MEETING MINUTES

Friday, August 15, 2014

DCS Office, 21 North Park, Madison, WI

Present: Mary Boyd (Chair), Patricia Becker, Sybil Better, Bob Blitzke, Lauren Blough, Mary DeWolf, Mike DiIorio, Gail Gordon, Aleta Murray, Scott Kolar, Tim Otis, Frank Power, Don Reeder
DCS: Barry Orton, Louise Fowler

- I. **CALL TO ORDER** - Boyd called the meeting to order at 9:30 a.m. and welcomed new members DiIorio and Gordon.
- II. **MINUTES** - DeWolf recommended that section VIID of the June 2014 minutes be revised to indicate that PLATO offered to buy a new boom box for the Senior Center. On a motion by Becker and a second by Reeder, the revised minutes were approved.
- III. **PRESIDENT'S REPORT** - Boyd reported on the following recent activities:
 - (a) PLATO officers have completed the consolidation of the organization's files into one filing cabinet,
 - (b) PLATO offered 10 classes this summer,
 - (c) Several trips and lectures are planned for August and September,
 - (d) Planning is well underway for the September preview, and
 - (e) Website refinement continues.

In response to a question about sources of assistance with the website, it was noted that each functional area is responsible for maintaining its section of the website. So, the Committee chair from the area (Special Events, Membership, Curriculum, Fund Development) should be the initial contact.

The annual conflict of interest form was distributed to members for their signatures.

- IV. **TREASURER'S REPORT** - Otis reported that the end-of-year financial report should be ready for review at the September meeting.
- V. **DCS REPORT** - Boyd reported and Orton subsequently confirmed that the office build project remains to be scheduled; an end-of-the year date is likely. Otis noted that a formal notice had been sent to DCS informing them that PLATO would be reducing its reliance on DCS and doing its own financial reconciliation.

VI. COMMITTEE REPORTS

Membership Committee - DeWolf described a one-page mailer on heavier stock containing a welcoming letter and new membership card that could be sent to 2014-2015 members. A PLATO membership card provides access to the UW Library although it was noted that the

Library also gets a list of PLATO members. DeWolf was asked to provide cost estimates at the September meeting.

Communications Committee - Gordon reported that the committee's major focus is on the website. Wild Apricot is functioning well although there have been some glitches needing attention. More than 50% of PLATO members have renewed their memberships. Gordon is planning to gather representatives from each PLATO Committee to discuss what our goals are for the website. It was subsequently suggested that board members be invited to participate in this discussion. It was also recommended that the discussion be in two phases, first philosophy and then implementation.

Special Events - Blitzke stated that PLATO had been a co-sponsor of the Global Hot Spots lectures last year and asked whether this co-sponsorship should be continued. On a motion by Becker and a second by Power, the Board approved continued co-sponsorship at the same level as last year.

Blitzke proposed taking advantage of Wild Apricot's capabilities by requesting PLATO members and others to register for lectures as they do for other special events. Questions were raised about the purpose of this registration and whether this request would also be directed at residents of the facilities at which these lectures are held. It was the consensus of the Board that only PLATO members should be asked to express their intention to attend. A PLATO member's failure to register would not preclude attendance at the lecture. There has been ample capacity at all previous lectures.

Upcoming trips and lectures for August and September were reviewed.

Curriculum - Blough reported that 45 classes are scheduled for the fall. A reminder that most PLATO classes start during the 4th week of September will be placed on the website.

The Coordinator's luncheon will be held at Warner Park with Blue Plate doing the catering. Invitations are being sent to 74 coordinators and Curriculum Committee members.

DCS was asked to update its link to the new PLATO website.

Boyd reviewed preparations for the Fall preview and asked who wanted to speak at the event and which committees wanted table space. Inserts for member packets should be sent to Boyd & Fowler by the end of the month.

Fund Development - Otis reported that \$12,400 was donated last year, a decline from the previous year. Response to the July request for donations was limited. Becker suggested that requests be timed to the student calendar (e.g., just before tuition payments are due). PLATO will be reimbursed for fund development costs of approximately \$1,500.

VII TASK FORCE REPORTS

Agora - Boyd reported that there is no leadership for this activity at present. She will seek volunteers at the Fall Preview.

Arts Café - Power will provide a final report on this project. New leadership is needed if this activity is to continue.

Policies Update - PLATO's bylaws and policies are included in the member directory. Any new policy proposals should be submitted for consideration at the September board meeting. In addition, the subcommittee will be reconvened.

VIII. OLD BUSINESS

Member Information and Privacy Policy - Kolar presented a draft policy. Members suggested deleting some of the detail on how information is collected as well as some other relatively minor edits. Kolar will redraft the proposed policy for final review at the September meeting.

Policy for Use of PLATO Website by Nonprofits - Some members suggested that PLATO provide links to other organization's websites although this would increase the workload of volunteers and might require Board input into which links to allow. Gordon requested that the group defer further discussion of this topic until her meetings on the PLATO website take place. Boyd reported that she turned down a request to include a notice of a memorial service in our recent weekly update.

IX. NEW BUSINESS

Planning Issues for 2015 & Beyond - Boyd reported that a new MOA with DCS will need to be renegotiated this winter/early spring. Power noted that the last five year plan was completed in 2010 and work should begin on a new one.

Fowler distributed copies of a brochure on the 13th annual WALL (Wisconsin Association of Lifelong Learners) conference in September in Milwaukee. Becker encouraged participation as PLATO's lack of involvement with WALL has been noted by other Wisconsin institutions

Meeting adjourned at 11:28 a.m.

Respectfully submitted,
Sybil Better

Approved by the PLATO Board on September 19, 2014.