

PLATO BOARD OF DIRECTORS MEETING MINUTES

March 20, 2015

E.D. Locke Library, 5920 Milwaukee Street, McFarland, WI

Present: Mary Boyd (President), Patricia Becker, Sybil Better, Bob Blitzke, Lewis Bosworth, Mary DeWolf, Gail Gordon, Scott Kolar, Aleta Murray, Tim Otis, Frank Power
DCS: Louise Fowler, Barry Orton

- I. **CALL TO ORDER** – Boyd called the meeting to order at 9:45 a.m.
- II. **MINUTES** – On a motion by DeWolf and a second by Murray, the minutes of the February 20th meeting were approved.
- III. **FINANCIAL REPORT** – Otis reported that \$12,000 was donated to the PLATO Fund in 2014. The Fund has a balance of \$132,000. On a motion by Otis and a second by Power, \$9,000 will be donated to the University for scholarships for returning adult students and \$4,200 will be donated to the Odyssey Project.

The financial reconciliation for January and February is underway now that a bookkeeping service has been engaged.

A search is underway for a new bank to handle PLATO's business operations.

- IV. **FUNDING REQUESTS** – Boyd reported that the Executive Committee had approved the following three funding requests:
 - A. A \$3 luncheon subsidy to encourage attendance at the May luncheon/business meeting. Nonmembers would pay the full price plus an additional fee. On a motion by Otis and a second by Gordon, the subsidy was approved.
 - B. The donation of two PLATO memberships to the WHA Auction: On a motion by Becker and a second by Kolar, the number of memberships to be donated was increased to six.
 - C. Serving as a sponsor of the Multicultural Senior Health Fair to be held in May at Warner Park. On a motion by Murray and a second by Power, the Board agreed that PLATO should serve as a sponsor if it was still possible to be identified as a sponsor on all event publicity. Otherwise, PLATO will purchase a table at the event. DeWolf and Greg Bell will attend.
 - D. Boyd requested feedback from the Board on which spending decisions by the Executive Committee should be reviewed by the Board. On a motion by Kolar with a second by Murray, it was decided that all spending decisions by the Executive Committee should be identified in the summary of Executive Committee actions sent to the Board. Board members could then ask for a review of any of these decisions. In addition, the Executive Committee could ask for Board review of certain spending decisions.

- V. BUDGET PLANNING** – Otis will be contacting committee chairs to determine financial needs for 2015-16. The Finance Committee will meet in early April to begin work on the 2015-16 budget. A preliminary budget will be brought to the PLATO Board in May with a vote on the final budget in June. In April, the Finance Committee will also formalize a proposal to create a standing committee to deal with PLATO’s financial and business operations.
- VI. MOA UPDATE** – Orton reported that the draft MOA has been shared with Laura Ingram, DCS Associate Dean, and he is awaiting feedback from her. The current MOA expires on June 30, 2015. The Board will likely be asked to formally approve the MOA at the April Board meeting. UW Purchasing will probably take about one month to process the MOA. Boyd encouraged members to review the MOA; committee chairs have already provided their input.
- VII. MEMBER SURVEY** – DeWolf reported that committee chairs are being asked to recommend topics to be addressed in the survey. Orton volunteered to help with the wording of questions.
- VIII. MEMBERSHIP RENEWAL PROCESS** – DeWolf proposed the following notification schedule:
June 1 – first renewal notice
July 1 – second renewal notice
September 1 – third renewal notice
October 1 – notice of membership lapse.
Email notices will be sent to most members with regular mail used for those without email.
- IX. WEBSITE DIRECTORY INFORMATION** - Kolar presented three options: (1) link to PDF, (2) PDF embedded, and (3) use Wild Apricot’s on-line directory function. On a motion by Otis and a second by DeWolf, the Board approved the use of Wild Apricot’s on-line directory function. PLATO members will need a password to access the directory. Members will have the option of withholding information from the on-line directory.
- X. WEBSITE VOLUNTEER TRAINING** – Kolar reported that a website services group is being established. All update requests will be sent to Fowler who will then forward the request to a member of this group. This practice should help to ensure that all members of the group have similar opportunities to work on the website.
- XI. COMMITTEES**
- A. Committee Reports - Bosworth asked members to try to adhere better to the schedule for submitting materials. Boyd clarified a section of the Special Events Committee report to indicate that fees were *not* going to be charged for all events.
- B. Nominating Committee - Becker announced the slate of officers for 2015-16:
Frank Power – President
Sybil Better – Secretary
Tim Otis – Treasurer

Scott Kolar – President-Elect

John Koch – At-large Board member

Patricia Herrling – At-large Board member

Becker indicated that there had been no responses to the request for potential nominees sent to PLATO members.

Boyd indicated that she is still consulting with committee chairs on their willingness to continue in their current positions.

C. Agora - Becker reported that Agora submissions are currently being reviewed with decisions to be made in April. Layout of the publication should be completed by late June.

XII. GROWTH – PLATO currently has 1033 members. Otis reported that net growth is approximately 3-4% per year. Annual attrition is approximately 150. Most of the growth comes through the recommendation of existing members. The updated website may become a more important source of growth in the future. There was general agreement that a major recruitment drive is not needed.

The group identified the following issues associated with growth

* Retention of members – survey to identify reasons for nonrenewal.

* Space for courses and meetings – consider parking and accessibility, also process for assigning space.

* New courses and coordinators – recruitment.

* Volunteers – recruitment (e.g., one-to-one request) and skill set. Possibly re-establish a leadership committee to mentor and provide training.

XIII. NEXT MEETING – The next meeting is Friday, April 17th at 9:30 am. The discussion will focus on volunteers. The Executive Committee will develop a structure for this discussion at its April 3rd meeting.

IX. ADJOURNMENT - Meeting adjourned at 11:32 a.m.

Respectfully submitted,

Sybil Better

Secretary

Approved by the PLATO Board on April 17, 2015.