

PLATO BOARD OF DIRECTORS MEETING MINUTES

April 17, 2015

DCS Office, 21 North Park, Madison, WI

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

- I. CALL TO ORDER** – Boyd called the meeting to order at 9:30 a.m.
- II. MINUTES** – On a motion by Otis and a second by Becker, the minutes of the March 20, 2015 meeting were approved.
- III. ORGANIZATIONAL GROWTH AND VOLUNTEER RECRUITMENT** – Boyd reported on the Executive Committee’s proposal that individual board members attend courses and make a personal plea for volunteers. Board members suggested the following additional approaches to volunteer recruitment:
 - * target specific individuals in courses (rather than or in addition to a general appeal).
 - * ask committee members to identify potential volunteers.
 - * highlight the need for volunteers on the PLATO home page and then link to opportunities (e.g., coordinate a class, serve on a committee, help with website maintenance, assist with office duties).
 - * recognize volunteers on the website and in the Persimmon (possibly two at a time – one a course coordinator and the second with another type of involvement).
 - * develop descriptions of volunteer opportunities and make them available to PLATO members.
 - * reconstitute a leadership development committee to coordinate volunteer efforts.
 - * increase visibility through the use of name badges with the words “Proud Volunteer” at PLATO and other related events.
 - * publicize the organization through the use of business cards.

On a motion by Otis and a second by Becker, the Board approved the reconstitution of the leadership development committee. The committee’s mission is to identify and implement mechanisms to recruit volunteers for the full range of PLATO volunteer and leadership opportunities. The committee would be chaired by the President-Elect. In addition, Board members attending PLATO classes agreed to speak to these groups on the need for more volunteers prior to the end of the semester.

The Board reviewed the frequency with which the Persimmon is published and the means of distribution (i.e., via email to those with email access and postal mail to others). Patricia Herrling, the Persimmon editor, will be invited to participate in further discussions about the Persimmon.

- IV. BUSINESS AND FINANCE** – Otis reported that the group’s finances are in good shape. Committee chairs are being asked to submit their budget requests for 2015-16 by the end of the month.

PLATO will be moving its business to Park Bank from Wells Fargo. Because PLATO has had difficulties in contracting with a bookkeeping service, Otis and Gordon will be doing a limited reconciliation over the next three months. Gordon assured the group that all funds in the bank account are properly accounted for. The difficulty is in allocating revenues to the appropriate categories (e.g., membership, donations, trips, etc.). This issue will be revisited by the Executive Committee.

- V. MEMORANDUM OF AGREEMENT WITH DCS** – Orton reported that DCS is in general agreement with the draft MOA. The major changes from the current MOA are in (a) specifying what DCS provides to PLATO and (b) requiring consultation for new staff/liaison appointments and changes in charges assessed PLATO. In addition, the Central Services Assessment will not apply to office costs or personnel costs. On a motion by Becker and a second by Power, the draft MOA was approved with the additional language changes described by Orton.

Orton expects to retire in 2015. A possible successor liaison has been identified.

Orton encouraged Board members to attend the April 28th recognition ceremony for returning adult students at the Union South. The PLATO Fund provides scholarships to some of these students.

- VI. SURVEY** – DeWolf and Orton are working on the member survey. The questions will be similar to those in the last survey so that changes can be tracked over time. They anticipate forwarding the draft survey to the Executive Committee and the Board in May and then sending it to members yet this spring. It was suggested that a question on website usage be added to the survey.

- VII. WEBSITE** – Kolar presented guidelines for updating the website. He wants to make sure that all website team members have opportunities to update the site. Website updating requests should be submitted to Fowler and the request will be assigned to the next available person. Requests for website changes should be submitted far in advance. Easy changes will have a one week turnaround. More complex changes will be assigned to a specific person and will likely require the involvement of the website team and take longer to accomplish.

- VIII. COMMITTEE REPORTS** – There were no questions or comments.

- IX. BEHAVIORAL POLICIES** – A policy to deal with behavior in classes and on trips is being developed. The proposed policy will be reviewed first by the Executive Committee and then by the Curriculum and Special Events Committees before being submitted to the Board.

X. ANNUAL LUNCHEON – Boyd reported that a letter and registration form are being sent today via email to most members and postal mail to those without email access. Again this year, a member Q & A will be held prior to the luncheon.

XI. ADMINISTRATIVE PROFESSIONALS WEEK – The Board recognized Fowler for her excellent work during the year.

XII. ADJOURNMENT - Meeting adjourned at 11:16 a.m.

Respectfully submitted,
Sybil Better
Secretary

Approved by the PLATO Board on May 15, 2015.