

Friday, December 14, 2018

Room 7045, 21 North Park St., 7th Floor

9:30 –11:00 AM

Present: Michael Stevens, President, Kathy Brown, Ed Cothroll, Patricia Eaton, Barb Friberg, Suzy Griffiths, Patricia Herrling, Scott Kolar, Aleta Murray, Tim Otis, Linn Roth, Meg Taylor. Hedy Lukas participated via conference call.

Also Present: Edie Urness-Pondillo

1. Call to Order and approval of October 2018 Minutes

Minor edit to the October minutes and then they were approved.

2. Committee Reports

a. Questions for Chairs

Curriculum committee chair mentioned a small edit to their minutes. We looked at the revised mission statement from the Agora committee and this was approved by the Board.

b. Additional updates

c. Financial Report from Treasurer—Scott Kolar reported that the expenditures were routine and finances are in good shape. We will be getting our reports quarterly from Kollath & Associates.

d. Member Satisfaction Survey Report—Hedy Lukas reported that the survey had a great response. Having fewer questions on the survey seemed to help with these response rates. Our questions were close enough in tune with previous questions to allow for correlations to be made between from past surveys.

Questions #3, #6 and #8 were qualitative, so the committee looked for responses that had 5 or more similar responses to see a pattern. Linn Roth asked if there were any responses about having courses use evaluations? Hedy said there was one question about that, but in fact many of the courses already use evaluations. Kathy Brown stated that the survey was providing good information for their committee. It reinforced that letting people register for classes when they are announced on the website was a good move. There were 50 people who responded to the question about wanting to be involved in PLATO committees. These names were routed to the appropriate committees. Several of the committee chairs reported that they have done so and have had several people follow through with a positive response. Typically it seems that about 20% of those who indicate an interest in involvement actually commit to working with PLATO. There was also a question about putting the results of the survey on the PLATO website. It was agreed that we should put Edie's Powerpoint summary of the survey results on the web and include a link to it in the Tuesday email blast.

3. Old Business

a. Web Redesign—Mission, Objectives, and Guidelines for website

Scott Kolar discussed the evolution of the web design over the years since we started with help from DCS. Mike Diorio has been coordinating Special Events information for the web and he would like to step down from this duty. Barbara Rust is willing to take this over, but not particularly the liaison duties that Mike was involved with on the Special Events committee. To make this transition guidelines are needed so there are solid criteria for making decisions.

This year the website will have a major redesign. We are still using Wild Apricot, but with a new theme. The committee will be hiring an outside designer to help with the transition. Scott reported that 25% of people looking at our website are using their smartphones or ipads to do so. The new design will make it easier to navigate the website using these devices.

The question was raised about how the website is managed on a day to day basis? Currently we rely entirely on volunteers. In the future we may need to look at professional help and also use more automation of certain functions.

#### 4. New Business

a. Bylaws amendments. The Board unanimously adopted technical amendments to the bylaws recommended by the Executive Committee in its report of November 9, 2018. The amendments correct outdated information, eliminate contradictory language, and rewrite confusing wording in Article IV; Article IX, Section 3, clause 6; Article X, Section 4; and Article X, Section 6 of the bylaws. Edie will add the bylaws amendments to the handbook and online.

b. Strategic plan amendments. The Board unanimously adopted amendments recommended by the Executive Committee in its report of November 9, 2018 to amend Issue 2 of the Strategic Plan. The language in the Plan is confusing, uses undefined terms, and in some cases calls for actions that cannot be implemented. Edie will add the strategic plan amendments online.

A discussion was held about trips outside of the Special Events Committee. An example is when course coordinators organize a trip or outing for their class. It was reiterated that PLATO provided transport must go through the PLATO office. How do we ensure that everyone knows this? Curriculum committee will discuss this. [It is in the Coordinator's Handbook and it was stated at the Coordinators luncheon prior to the Open House.] It was suggested that maybe we need a separate event, "All about PLATO". Maybe like a new member coffee? Something to help new members orient to PLATO as an organization. This was proposed as an agenda item for the next Board meeting.

The Curriculum committee had a request about sending emails to notify PLATO members were there is a death of a member. The Executive committee decided not to do this. There are too many issues raised with this—how to manage it without leaving anyone out, etc.

5. Adjournment—The meeting was adjourned.

Next Meeting: Friday, February 8, 2018, 9:30-11:00