

Minutes of the PLATO Board of Directors Meeting
Friday, September 15, 2017
21 N. Park St., Room 7045

Present: Scott Kolar (President), Michael Stevens, Frank Power, Kevin Gould, Kathy Brown, Tim Otis, Hedy Lukas, John Koch, Ed Cothroll, Meg Taylor

DCS Staff Present: Louise Fowler

- I. CALL TO Order – Scott Kolar called the meeting to order at 9:30 am.

- II. APPROVAL OF AUGUST 18, 2017 MINUTES – Approved with corrections to spelling of Capitol Lakes and removal of Kevin Gould’s name from the list of those present.

- III. COMMITTEE REPORTS –
Hedy Lukas (Chair, Membership & Communications) provided an update after the first meeting (Sept. 7, 2017) of this restructured committee. Goals have been prioritized and assigned to project teams within the committee: 1) Recruitment is to be done at levels determined and directed by the Board; 2) Committee will work to ensure an optimal PLATO experience for all members (new and existing); 3) All organization materials should reflect the PLATO brand. Teams will begin by identifying and collecting appropriate data and determining the tools and vehicles needed for outreach/connecting with members, prospective members, and maintaining our presence in the community.

Kevin Gould (Treasurer/Chair, Finance) explained that PLATO uses the online bill.com system to pay via electronic check. Typically bills are paid within 7 days of their receipt/entry into bill.com by the PLATO office. For quicker payment needs, PLATO pays via credit card. Please allow adequate lead/processing time and don’t wait until the last minute to notify us of payments that must be made or to submit check requests.

- IV. OLD BUSINESS –
Scott explained that the Strategic Planning Steering Committee has been refining the recommendations generated by the planning work groups, separating higher level organizational issues and goals into sections of the Plan and moving some ideas and prescriptive instructions to a separate document for consideration during implementation steps. A draft of our revised Issues and goals is currently with Russell Consulting for their review and recommendations. We’re working to have a final draft of the Strategic Plan ready for reading by the Executive Committee at their October meeting.

Frank Power (Chair, 30th Anniversary Celebration Committee) announced the 30th Anniversary Celebration, October 18, 1:30-4:30 pm, Lussier Family Heritage Center, will need volunteers to help with parking and chair set-up/removal. He will contact Wednesday afternoon course coordinators to address the Anniversary Celebration schedule conflict with their courses. Scott Kolar and Aleta Murray will host the 3:30-4:30 pm presentation portion of the Celebration, with Tim Otis covering PLATO history and Scott giving an overview of our strategic planning progress.

Scott reported that a draft of the updated Memorandum of Agreement (MoA) with DCS is currently with DCS. After we receive feedback from them it will go back to the Executive Committee for review/recommendations in preparation for submission to the Board.

V. NEW BUSINESS –

The Vision-Mission-Values Review ad hoc committee of Scott Kolar, Tim Otis, Michael Stevens, Meg Taylor, and Suzy Griffiths is slated to meet and begin work in September.

On a motion by Michael Stevens and second by Frank Power, the Board approved adoption of the Special Events Committee Disruptive Behavior Policy (revision dated 7-6-17) with the insertion of a new heading: *Disability Issues* before the final two paragraphs of the policy.

The Board recommended that all event descriptions link to this policy.

Kevin and the Finance Committee will be reviewing PLATO insurance coverages, including coverage for coordinators and volunteers. They will also be documenting the longstanding policy that transportation for any PLATO activity must either use a commercial carrier or a 'provide-your-own-transportation/meet-at-the-location' system (reaffirming that PLATO will not rent vehicles and be responsible for volunteer-drivers).

Kevin is obtaining a cost quote for Board insurance. **The Board authorized Kevin to institute a Board insurance policy after receiving a quote and conferring with the Board President.**

On a motion by Kevin Gould and seconded by Michael Stevens, the Board approved adoption of a new Board meeting schedule: As of November 1, 2017, PLATO Board Meetings will be held bi-monthly, at 9:30 am on the second Friday of even numbered months.

The PLATO Executive Committee will meet at 10 am on the second Friday of odd-numbered months, or as needed/scheduled by the Board President.

A question was raised about a database for volunteers. Scott will be calling an ad hoc committee to work on this.

VI. ADJOURNMENT – A motion was made, seconded, and approved to adjourn at 10:45 am.

NEXT PLATO BOARD MEETING: Friday, October 20, 2017, 9:30 am, Room 7045 at 21 N. Park St.

Respectfully submitted,
Louise Fowler for Patricia Herrling, Board Secretary

MINUTES APPROVED, December 8, 2017