

PLATO Board Minutes
Friday, February 9th, 2018
Room 7045 21 North Park St., 7th Floor
9:30—11:30am

Present: Scott Kolar (President), Michael Stevens (Vice-president), Kathy Brown, Ed Cothroll, Carla Dilorio, Suzy Griffiths, Patricia Herrling, Frank Power, Linn Roth
DCS Staff Present: Louise Fowler

1. **Call to Order**—Meeting was called to order at 9:30am.
2. **Approval of December 8th, 2017 minutes**-- Minutes were approved after discussion clarifying the general coverage of course coordinators under IV. Insurance Update.
3. **Appointment of Treasurer**-- A motion was made by M. Stevens to appoint Tim Otis Treasurer until the new Board elections. Seconded by K. Brown. Motion passed.
4. **Committee Reports (See Board Materials email)**
 - Questions for Chair**—Question about the new member letter. This is being revised and will be going out via email.
There was a question about the Technology Web statistics. The committee has set up Google Analytics to read our statistics in our preferred requirements.
There was conversation about our weekly email to members. It was stated that there will be one consolidated email on Tuesdays which will contain links to further information on our PLATO website.
5. **Old Business**--
 - a. **MOA update**—We are still operating under the old MOA as the new one is on hold. DCS offices are being remodeling and we are at the bottom of the priorities list right now.
 - b. **Impact Virtual Services test project**—We had contracted for a small project to standardize our member data base. This did not go well. They took twice as long to do half the project. Luckily we had a cap on the cost and ended up paying that , with Scott Kolar completing the project in a timely manner.
 - c. **Strategic Plan Implementation**—This plan will be sent to each PLATO committee. They will review the plan and identify items for which they would take responsibility, as well as prioritize those projects. They would also be looking at items that would require coordination between committees. All recommendations should be sent back to the Board by the May Executive Committee meeting, if not sooner.
 - d. **2017 Fund Development results**—Tim Otis was not present, but the reports are that this did very well, including one very large single gift.
6. **New Business**—
 - a. **Purchase of Services Agreement**—The agreement for Louise Fowler’s position was revised and approved by the Executive Committee.
 - b. **Proposed Membership & Communication Committee budget request**—The Communications/Membership committee requested a \$1,000 increase in their budget. This would be used to design a brochure and table-top sign. The motion was made to approve by M. Stevens, seconded by E. Cothroll. Motion passed.

c. Proposed financial policy updates:

Vehicle Rental and Honoraria and expenses—There was discussion of the new/revised policies on vehicle rental and honoraria/expenses. Basically PLATO does not carry insurance for rental vehicles and does not encourage individual use of personal vehicles to give rides to other members. Honoraria or expenses are not paid for volunteers or speakers at courses. Special Events has a budget for honoraria, and annual meeting expenses are overseen by the Board. M. Stevens moved to approve the proposed PLATO Financial Policies. This was seconded by L. Roth. Motion approved.

d. Special Events Committee Theater Trip Policy—There was discussion of a motion to limit the number of field/theater trips to 12 annually, July 1 2018 through June 30, 2019. The motion was made by C. Dilorio and seconded by F. Power. Motion approved. This motion had been previously approved by the SEC.

e. Proposed Theater Enthusiasts group—Discussion was held about the proposed Theater Enthusiasts group. M. Stevens handed out an alternate proposal, just to open the discussion about options. The Board's feeling was that we do not want separate groups, but rather gatherings that are open to all. C. Dilorio will take back this alternate proposal to SEC. This should be handled at the committee level .

f. Communication policy—Discussion was held. It was proposed that Louise would send out one consolidated email on Tuesdays. The content would be reviewed and approved by committees and conveyed to L. Fowler via the committee chairs or the Board/Executive Committee. The Membership/Communications Committee will be drafting a formal policy.

7. Adjournment—Meeting was adjourned. **The next meeting will be Friday, April 13, 2018, 9:30—11:30am.**

Submitted by Patricia Herrling, Secretary

APPROVED APRIL 13, 2018