

**PLATO Minutes**  
**Friday, December 13, 2019**  
**Room 7045, 21 North Park St., 7th Floor**  
**9:30 –11:00 AM**

Present: Michael Stevens, President, Janet Cabot, Barb Friberg, Suzy Griffiths, Patricia Herrling, Scott Kolar, Rod McKenzie, Sharon Scrattish, Meg Taylor and Paul Thompson. Hedy Lukas and Kathy Brown, participated via conference call.

Also Present: Edie Urness-Pondillo

1. Call to Order and approval of October 2019 Minutes

Minutes approved.

2. Committee Reports

c. Survey results—The Board went over the power point of the web survey results. It was very similar to the previous year, with the biggest difference in the number of volunteers (55). The importance of referring these names to the appropriate committees and following through with contacting them was stressed. One or two comments were about the difficulty in finding information about PLATO, which renewed the idea of a new member orientation. PLATO did this in the past and the turnout was very low. We send new members a letter bulleting information. A suggestion was made to have new members called by current members to welcome them. Another suggestion was an automated letter six months after a new member joined to see how things are going and if they have any questions/concerns.

d. Web update—Scott reported that a new look for the website is coming between Christmas and the New Year. This new look will be more mobile device friendly. We are also changed our payment processor. This avoids a 20% surcharge.

e. Annual meeting date and location – The next annual meeting will be on Wednesday, May 20<sup>th</sup>, 2020 at the Goodman Center Brassworks. There is good parking available.

3. Old Business

a. Revised PLATO trips financial policy –The surcharge for nonmembers will be changed from a fixed fee based on the cost of the trip to a 20% surcharge of the direct costs of the trip. The \$3 fee for the reserve trip account will be eliminated for trips with no nonrefundable tickets, and changed from \$3 to 3% of the direct costs for those trips that do have nonrefundable tickets.

The registration fee waivers for trip organizers and assistants will remain the same, but starting in FY21 the registration fee will be calculated as a direct cost and incorporated into the algorithm calculating ticket prices.

To implement these changes the following amendments were made and approved:

1. Amend the Refunding Trip Cancellation policy, which currently reads “A surcharge of \$3 will be added to each participant’s trip fee to help fund a RTA to offset losses when trip cancelations

occur” to “A surcharge representing a percentage of direct trip costs will be added to each participant’s trip fee to help fund a RTA to offset losses when trip cancelations occur. The rate shall be set annually by the treasurer, in consultation with the Special Events chair. The RTA will only be charged for trips that require the advance purchase of non-refundable tickets.”

2. Move reference to waiving registration fees from the Special Events section of the policy statement to the Financial Section of the policy statement.

We would delete the section on registration fees for Trips that reads “Trip Organizer Registration The bus trip organizer will receive a free registration for organizing the trip and leading the tour. The bus trip assistant will also receive a free trip registration. If there is a second (or third) bus involved in the trip, the two additional bus trip assistants will each receive a free trip registration.” This implies that this is compensation for work as opposed to reimbursement of expenses.

Move the concept to the last sentence in the Honoraria and Expenses policy which reads: “Volunteers – honoraria or expenses are not paid to PLATO volunteers” by adding the words “with the exception of registration fees for trip organizers and assistants.”

3. Amend the Nonmember Surcharge policy:

From: “There is a surcharge for nonmembers participating in PLATO special events (trips): \$10 for programs costing less than \$50 and \$15 for programs costing \$50 or more.”

To: “Nonmember guests of PLATO members may participate in PLATO special events trips. Nonmember guest registration fees will include a surcharge to cover indirect costs. The fee will be a percentage of the member registration fee and be set to cover not less than the total of all indirect costs. The rate shall be set annually by the treasurer, in consultation with the Special Events chair.”

b. Status of staff recruitment –The job description has been looked at by the Executive Committee and some changes have been made. Scott Kolar will be the liaison to the interview committee. Kathy Brown will probably be President when the interviews happen and will be on the screening/interview committee. A suggestion was made to add something about using social media to the job description and that will be implemented.

4. New Business

a. Election Process –A document was provided outlining the PLATO election process. This had been approved by the Executive Committee on November 8<sup>th</sup>, 2019 and was submitted to the Board as a point of information. The Board endorsed this document.

Hedy Lukas encouraged Board members to check out the PLATO facebook page and like it via PLATOMadison.org or use the Facebook link on our webpage.

5. Adjournment –Meeting was adjourned.

Next Meeting: Friday, February 14, 2020, 9:30-11:00.