

PLATO Board Draft Minutes

Friday, October 12, 2018

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

9:32 – 10:43

Present: Kathy Brown, Tim Otis, Barb Friberg, Scott Kolar, Ed Cothroll, Janet Cabot, Suzy Griffiths. Also present: Edie Urness-Pondillo

1. Call to Order – President Michael Stevens was absent and asked Kathy Brown to direct meeting. Secretary Patricia Herrling was absent and asked Edie Urness-Pondillo to take minutes.
2. Approval of August 10, 2018 minutes. Approved unanimously.
3. Committee Reports (See Board Materials email)

SEC Committee – Janet Cabot reported on two items the SEC Committee referred to the PLATO Board:

- a. To alleviate confusion and congestion of planned activities, the following language was agreed upon by the board: *Organizers of events and trips outside those determined by the SEC Committee are strongly encouraged to seek guidance on PLATO trip policies from the co-chairs of the committee and to coordinate dates with that committee.*
- b. The board passed a new policy suggested by the SEC Committee that states: *PLATO does not authorize external recordings of any PLATO function.*
- c. Sub-committee report showed increase in participation in field trips/theatre trips, but report did not yet accurately reflect the financial data from the increase. More info to come on that front.

Annual Meeting Committee – Scott Kolar reported the annual meeting will be held on May 8, 2019 at the Lussier Family Heritage Center at 11 a.m. with Blue Plate catering the meal. A speaker has not yet been chosen, but Kolar encouraged members send him suggestions to add to a list of about a half dozen, so far.

Technology Committee – Scott Kolar reported on the web redesign, which will be a major update of the website.

- a. The theme needs updating because it is no longer supported by Wild Apricot, so new features are not available for use by PLATO.
- b. The current format is not compatible across all devices and does not perform well on tablets/cell phones. At this time, Kolar reports at least one-third of website users are on tablet/cell phone.
- c. Mike Dilorio, who has been the longtime coordinator for the web presence, wants to step away. Barb Rust is beginning to take over that job, but does not want to be a decision-maker, so guidelines are needed.
- d. The Technology Committee has been studying the change and is at the point where they need direction for these changes. The Membership/Communications Committee addressed it their last meeting. Michael Stevens, Hedy Lukas, and Janet Cabot volunteered for the task of drawing up a draft of the website mission, objectives, and guidelines. This is a similar task to what was done to revamp the

PLATO Weekly Update. These have been drafted and were sent back to the M/C Committee for feedback and will eventually be put before the PLATO Executive Board for approval.

- e. Kolar said a professional web designer will need to be hired to combine the functionality and design of the website to meet the needs of all stakeholders and its ability to be maintained by volunteers. A request for monetary support for this designer will be made at the appropriate time.
- f. Finally, Kolar explained the Google Analytics Traffic Reports for the past two months which show the website is receiving a high percentage of its traffic from the PLATO Weekly Update. The website has become vital in the flow of information for members, underlining the need for its redesign.

Finance Committee – Scott Kolar reported that information will be presented in December for board review. This will include a financial report and budgeting information.

- 4. **MoA** – Written communication from Louise Fowler reported almost all of the figures needed are in and work on the projections will be done next week. Then, the information has to be coordinated for presentation to Hope Simon.
- 5. **Survey** – Russell Consulting, Inc will e-mail a link for the annual survey to members on Monday, Oct. 15. Offline members will be mailed the survey on Oct. 15 along with a return envelope addressed to Russell Consulting.

Meeting was adjourned at 10:43 a.m.