

PLATO Board Approved Minutes

Friday, August 10, 2018

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

9:30 –11:00 AM

Present: Michael Stevens (President), Kathy Brown, Pat Eaton, Barb Friberg, Suzy Griffiths, Patricia Herrling, Scott Kolar, Hedy Lukas, Aleta Murray, Tim Otis, Linn Roth, Meg Taylor.

Also Present: Edie Urness-Pondillo

1. Call to Order & introduction of new board members and staff

Meeting was called to order and introductions were made.

2. Approval of June 2018 Minutes

Corrections were made to the minutes and then they were approved.

3. Conflict of Interest Statements

Statements were distributed and signed and returned to Edie.

4. Committee Reports (See Board Materials email)

a. Questions for Chairs b. Additional updates

Curriculum Committee invited the Board to the Course Coordinator's lunch September 20th, Thursday at the Madison Public Library. The Open House will be at the Madison Senior Center following the lunch.

Curriculum had asked and been granted a special email blast outside of the Tuesday email blast to announce upcoming courses. However, they have decided to do this in the regular Tuesday email on August 21st.

Fund Development—Tim Otis talked about the start of fund raising in early September. They are also looking for someone to help staff the PLATO booth at the Institute on Aging Conference in October.

5. Old Business

a. **MoA Update** This is still being negotiated and Louise Fowler is working on the document. It will be for 4 years instead of the 2 years previously.

6. New Business

The Board reviewed a report of the Executive Committee regarding a member complaint. The Board endorsed the recommendation of the Executive Committee and the motion to approve passed unanimously.

The **Communications Committee** worked on several items.

1. New PLATO Brochure—The new brochure was passed out. They have also developed a new table top sign and board for talks, meeting and staffing events.

2. The redesign of the Tuesday email blast was another accomplishment. The table of contents with links to more information on the website has been a very useful redesign, as well as the brevity of the messages. Made it more navigable.

3. Business cards---request for these to hand out at events, to potential members, etc. It was agreed these are a good idea. We need a generic PLATO card. The Communications committee will look into getting these.

4. The new member form has been updated and asks about the member's interests and past work skills, etc. This will provide useful information for committee chairs.

5. The survey will also ask if members would like to learn more about getting involved with any PLATO committees or coordinate courses. If they indicate yes, a request for their email will pop up so we can contact them. This means committees will need to be ready to respond to that person with information about volunteering."

There will be a question about the general satisfaction with PLATO? Do they feel welcomed? Do they have any ideas or suggestions for PLATO? How hard/easy was it to renew their membership, sign up for classes, etc.

The survey should be ready sometime in the Fall of 2018.

b. **Administrative Calendar** This was looked at and it was decided to eliminate this. It was not used, had incorrect information and the PLATO Board webpage lists all of the meetings, etc.

7. **Adjournment**

Next Meeting: Friday, October 12, 2018 9:30—11:00am

Submitted by Patricia Herrling, PLATO Secretary