

NFLL Council Meeting Minutes

Monday, May 12, 2025

DTC – 4th Floor, 145 N. Centennial Way, Mesa or via Zoom

Attendees:

President	Jacki McDugle*✓	Curriculum	Suzanne Brown*✓
Vice President	Allan Zisner*✓	Membership	Mary Boehlen*✓
Secretary	Pat King*✓	Social	Joanne Handlong*✓
Treasurer	Fred Searing*✓	Communications	Dawn Fleming*✓
Members-at-Large	Lois Schaffer*✓	Technology	
	Carolyn Follett*	Volunteer	Mary Adamick*
	Jan Lorette*		Dan Taylor*
	Janice Overdorff*✓	MCC Liaison:	Debby Smith✓
Past President	Roland Tanner*		

**Designates voting member per Operating Procedures for NFLL (1-9-2023)*

✓ = present

Call to Order. Jacki McDugle called the meeting to order at 9:30 a.m. with a quorum of voting members present.

Minutes of Last Meeting. The April monthly meeting minutes were approved (Suzanne Brown, Janice Overdorff).

Mission Minute. In marketing news, Fred Searing said that he gave summer schedules to about 10 friends who expressed interest earlier in the year. Suzanne Brown and Terri Pokosh both carry NFLL brochures to distribute to anyone interested as they are out in the community.

President's Message. Jacki thanked everyone who helped make the General Membership meeting a success. Over 50 people attended. Jacki also reported feedback from Dan Taylor's report on the Human Library event. About two-thirds of the 50+ attendees completed event evaluations. Roughly 90 percent responded with "strongly agree" to the survey statements. Comments included "Made me think" and "learned about issues I did not understand."

Treasurer's Report. Fred reviewed the April financial summary:

One new member joined in April. Total membership is 208 compared to last year's 231. Since our budget was planned for 240 members, the shortfall is 32 members, putting the deficit at \$1,440.

April expenses:

Supplies for Summer Classes	\$ 27.04
More Summer Supplies	<u>207.80</u>
Total for April	\$234.84

As of April, the following savings have been achieved.

Spring Open House	\$569.52
New Member Meeting	647.50
Fall Open House & New Member Mtg	603.94
Holiday Luncheon	297.89
Volunteer Luncheon	122.10
ProClass Fee	1.00
Course Materials	855.07
Spring Picnic	<u>750.00</u>
Total Savings	\$3,847.02

At the end of April, our remaining Current Year Fund totals \$4,922.99.

The remaining major anticipated expenditure is \$550 for the General Membership meeting. Taking this into account, we are estimated to be at a Fund Balance of \$4,372.99.

MCC Liaison. Debby Smith said she will be moving to the Southern and Dobson campus (Career Services, Bldg 36N) for the summer. She will continue to do NFLL work; her hours will be 8:00-3:30 on Tuesdays and Thursdays. She will return to Red Mountain on August 15. Because of the uncertainty of continued availability of the conference center used for NFLL Council meetings, Debby will find alternate meeting space if necessary. Since summer classes do not require registration, Debby was able to work with MCC to change the enrolled term for the member who just joined in April. His membership is now paid for 2025-26.

Committee Reports

- a. **Curriculum.** See included report. Suzanne thanked Joanne and the Social Committee for planning summer activities. Those dates will be added to the NFLL calendar online.
- b. **Memberships.** See included report. A change in format for the Open House events was discussed. Ideas included starting with a 10-15 minute presentation (welcome, class offerings, website), getting new members entered in ProClass (Katheer Rutherford, Shirley Epp, and Marlin Fried have completed ProClass training for enrolling new members.). Allan is working on a flowchart for signing up for NFLL (ProClass, MEID, MCC registration and fees, student ID) while Debby is compiling a checklist for planning, organizing, and conducting events. Mary Boehlen agreed to be responsible for managing the details and requesting assistance from others not on the Membership Committee. Janice Overdorff proposed that Mary present a plan at the June 9 Council meeting.
- c. **Social.** See included report. Joanne Handlong confirmed the Heard Museum as a July outing on the third Saturday of the month when admission is free.
- d. **Communications.** Dawn Fleming is checking on locations to leave/post NFLL material. She encouraged current members to recruit acquaintances. Pat King suggested creating a promo article in the newsletter that members would be encouraged to copy/paste in their neighborhood or professional organization newsletters or social media.
- e. **Volunteer.** See included report. Volunteer hours *reported* during April totaled 546.25 Personal costs incurred totaled \$15.
- f. **Technology.**

Unfinished Business

- a. Membership Directory. Distribution is on hold until all members can be notified of their rights under FERPA. Because information received from an earlier request is unavailable, Suzanne will work with Debby to again email NFLL members regarding permission to publish name, phone, and email address in the Membership Directory. The email will be sent using the “reply” address as the NFLL office. Members will complete and return a form by a specified date to comply with FERPA regulations. The importance of dual coverage/cross-training was discussed. ProClass admin training has been requested for Suzanne, Anne Bloxam, Kathee Rutherford, and Debby Smith.
- b. Council Overview/Duties. The document created by Cindy Schrantz in 2023 was discussed. Allan has already contacted committee chairs asking each to update their committee’s duties. Janice Overdorff will contact Carolyn Follett and Mary Boehlen will contact Jan Lorette about continuing as members at large considering each has moved from the area.
- c. Annual Report. Input from committee chairs is due to Jacki by June 15.
- d. Allan will check with MCC regarding access to our NFLL website (i.e., a named beneficiary or process) in the event he is no longer able to maintain it.
- e. Janice expressed interest in Council member training to get an understanding of the roles of ProClass, SIS, etc.

New Business

- a. 2025-26 NFLL Budget. Fred lead discussion of the draft document sent with the meeting materials packet. Modifications were suggested. Allan moved and Suzanne seconded that Council approve the 2025-26 budget with today’s modifications. Motion carried. Fred will prepare the final version and distribute to Council later this week.

Adjournment. The meeting was adjourned at 11:26 a.m. The next NFLL Council meeting is scheduled for Monday, June 9, beginning at 9:30 a.m. in the DTC 4th floor conference room at 145 N. Centennial Way (unless Debby informs otherwise) or by Zoom.

Respectfully submitted,

Pat King, NFLL Secretary