

MINUTES: NFL COUNCIL MEETING, Jan. 9, 2017

Action Item: Voted to roll over \$840 of scholarship contributions to next year.

ATTENDEES:

President: Marlin Fried

Vice President: Dan Taylor

Secretary: Gretchen Hirni

Treasurer: Fred Searing

Past President: Pat De Blake

Members at Large: Anne Stehr, Steve S. Johnson, Dan Scarpone

Committee Chairs:

Social: Peggy Schultz

Communication: Peggy Randolph, Barbara Thelander

Curriculum: Margo Heaps, Jennifer Wong

Membership: Kim Gillespie

MCC Liaison: Neva Hansen, Pat Esparza

Guests: Russ Mathias, Sam Wong, Allan Zisner, Sandy Whitley

The meeting was called to order by the president with a quorum present. The minutes of the November, 2016 meeting were approved. The president welcomed our guests.

Treasurer's Report:

Fred Searing: All our chairs received the information electronically. Expenditures for December were the Christmas/Holiday Party. Good turnout, right on budget for expenditures and kudos for people who ran it.

Our fund balance is \$35,787.72 in which does not include December. On the scholarships, last year we spent about \$3,500.

Questions/Answers: 1) The Fund Balance represents our money and does include the MCC Share. Our fund balance is net of the revenue and what MCC gets. It is reflected in the \$35,000. 2) Another big expenditure will be \$3,000 postage which is the estimated amount based on previous costs from last few years. 3) We've looked at giving not just MCC students scholarships, but NFLL member scholarships. Scholarships for a full year - of the \$80, \$35 goes to the school. Out of pocket costs for a full year member is basically mailings and any incremental costs related to them coming to annual New Member's meeting (\$8 to \$10), so even though the revenue loss could be \$80, it would cost us \$45 in the full year and less with a partial year if we awarded a full scholarship.

MCC Liaison:

Pat Esparza reported most rooms for MCC classes have been assigned for the semester. To ease confusion, call the facilitator of the class to get the date of classes which start early. There will be a few classes that start earlier than the rest.

One question: MCC Financial Report is needed, nothing has changed and Pat will work on it this week.

Also, Pat praised the annual report and will share it with the Chandler/Gilbert organization. Kudos to NF members as well oiled machine. She is happy to be involved with NF.

Vice President:

Dan and Marlin had a meeting and discussion with Pat. Goals of NF and MCC, and whole Maricopa CC were discussed. Other continuing issues were discussed. Why we can't do anything at the downtown campus is a mute issue because it's entangled with other colleges which have use of it except for Open House and occasional events planned way ahead of time.

Dan has been working on last year's Annual Report to show people the effort it takes to run NF. Dan passed copies around to the group (250 copies are available) and has put it on the web site. Photos are also included and suggested a like report should be done each year to give MCC an idea of what this organization is doing. As we move into next year, we will collect all that information and be able to share.

Initiative Group - The Red Mountain Growth Initiative has asked us to have 5 or so people meet with their staff to talk about how we can work together and support each other.

Pat Esparza: the goal is to grow the partnership to assist Red Mountain enrollment. She wants NF to be a "Think Tank" or "Go To" for ideas, for issues or problem solving for those who want to do it. We have some dates already in place and will get that set up.

Finally, Chandler/Gilbert CC does something similar to NF and we may get together with them and share some resources. They put on a lot of classes and are similar, though they rely more on staff more than this group who relies on volunteers. They have about 750 members and it's always good to share ideas and thoughts.

MCC Liaison:

Pat Esparza answered comments about Rio Salgado and Chandler/Gilbert being non-profit and their funding challenges. Pros and cons to being a non-profit. Dan's Annual Report was praised. Barbara Thelander suggested it is important to add the number of hours volunteers provide for the college. Treasure's report goes to the college. It's important that the college knows what we do for the college. For example: if the college floats another bond, it's people like us who vote for the bond or approve a tax increase. This will be kept in mind for next year's Annual Report.

Steve questioned the importance of reporting the hours donated to MCC and what MCC does with this information. Discussion continued.

Pat Esparza added that this reporting is important because it affirms that what NF does, offsets the costs to the college, shows that NF is beneficial and significant to the community and is part of the information used in reporting college significance in terms of benefits to the community. NF's mission is to provide life-long education.

It was noted that the annual report was printed by ICON, the college copy center with a one-day turn around. Other copy centers were compared/discussed.

Recruitment and Recognition:

Marlin: It would be helpful to have short "job descriptions" to help with recruitment. Jennifer did a nice job with sending out what was needed with Curriculum job descriptions.

Positions open: three positions in Communications (Chair, Co-Chair and chair of mailing committee). Short descriptions should be sent out, could be on the web site, but just pinpoint basic responsibilities. Difficulty of finding volunteers was discussed. Suggestions offered such as "interning" and "training" of people so that volunteers aren't just dropped into a job.

New Frontiers manual could review committee and volunteering descriptions.

Volunteer Recognition: Perhaps have a luncheon or brunch; need to recognize the efforts of committee chairs and thank the those who have already left.

NFLL Scholarships:

No new information.

Council meeting format:

Committee reports are being turned in; they will be attached to the minutes; may take place of committee minutes on the web site.

Comments: Barbara asked who is responsible for the history of NF? Where is the "action list"? Could "Actions Taken" be as bullets or a list and be placed early in the minutes on a monthly basis? This gives us a history of what is done. The issue was tabled until next time.

MCC Scholarships: \$2840 was contributed by individual NFLL members; five \$1000 scholarships were authorized with \$840 remaining.

A motion to roll the \$840 over to the next year; passed.

Marlin: There is a domain name – newfrontiersaz.org – owned by NFLL. The only thing it does is allow us to use the "coded" email addresses web site (e.g. president@newfrontiersaz.org). The web site was established before the transition to the MCC which doesn't cost us anything.

Discussion and suggestions for action was discussed to get rid of the billing. Marlin paid it last year, but hasn't been able to get any information on the web site. Who has a good email background? Should we drop it? Other options provided. Security issues of concern. What will

take it's place? Issue will be explored and resolved by March. Google requires a credit card to pay the web account which is due in March.

Nominations:

NFLL elections will be next October or November but we should be starting the nomination process now. A nomination committee chair is needed. Six+ officers needed for next General Meeting. Pat does not want to continue as chair.

Committee Reports -

Social Committee:

Peggy Schultz – 109 participants at the holiday party; complaints about the food was addressed and plans for future events listed and reviewed.

April 6 - picnic at Desert Breeze Park

Meetings are held at the library

Barbara suggested NF needs to list the library as an “affiliate”. Motion made; discussion followed. Motion passed.

Membership:

Kim Gillespie - Mid Year change in enrollment and need to keep data base clean and smoother.

We will sign up people in computer room. Process was described.

Marlin: impressed with number of classes (80) and wide variety offered.

Curriculum:

Jennifer Wong noted Class Schedule was sent on Thursday to 352 individuals.

Open House will be held Jan 27 at MCC Downtown. Facilitators need to attend. Registration and Meet/Greet is Jan. 31. We encourage people to be computer literate and register on-line.

A process for helping people use the computer lab was described.

Class proposals are due April 15; July 1 for the Fall semester.

Communication:

Barbara stated a report was sent to the council and committee. A replacement is needed for Carolyn Cline who would like to step down. Next meeting is Jan. 23. Can't find decisions made about mailing newsletters to those without computers but we should encourage the use of computers for the newsletters. Did find “Historian's Role” a part of communications. Barbara would like the history.

Pat Esparza noted the Downtown Center has a closet with the historical documents in boxes on the second floor Archives. Volunteer is needed for Historian.

Volunteer:

None available

Members At Large:

Recommendation by Dan Scarpone: change meeting's seating arrangement to better facilitate hearing of speakers and discussions.

In February, the meeting will not be held at the library. Other venue may be the Mesa Utility Building on Mesa Drive and 6th Street.

Gary Kleemann is working on our logo change.

Allan asked for photos for our web site.

No further business, meeting was adjourned.

Respectfully Submitted,

Gretchen Hirni

Committee Reports:

December 2016 NFLL Financial Report
Submitted by Fred Searing, Treasurer, NFLL

Briefly, we have a Fund Balance of \$35,787.72.

During December we Budgeted \$3,000 for Scholarships that was not paid as of 12/31/16.

I expect this to be about \$3,500, which includes additional monies allocated for the year to cover two additional scholarships.

Our Annual Holiday Party saw slightly better turn out based on Revenues received of \$2,230. Our expenses for the event totaled \$4,100. Which was right our Budgeted amount.

Below are the details of spending for the fiscal year with December number highlighted.

As of December 31st 2016, there are **408** members for **Fall 2016**

New Frontiers share **(408 X \$45) = \$18,360**

MCC share (408 X \$35) = \$14,280

Payments from Windemere Holiday Party - 12/8/16 = \$2,230

AlphaGraphics – P.O: \$3,500

8/30/16 - \$1,004.89 - Catalog – Curriculum, Sharon Greer

8/30/16 - \$250.13 – Newsletter – Communications, Barbara Thelander
8/24/16 - \$396.21 – Envelopes – Communications, Barbara Thelander
9/20/16 - \$60.67 – Name badge sheets - Communications, Peggy Randolph
11/9/16 - \$89.83 – Newsletter – Communications, Barbara Thelander
Total = \$1,801.73

Chartwell's - P.O: \$1,000
11/4/16 - \$886.24 – All Member Meeting – Council, Marlin Fried
Total = \$886.24

Chuck Molter Promotional Products – P.O: \$216.82
9/6/16 - \$216.82 – Lanyards – Membership, Kim Gillespie
Total = \$216.82

Crackers - P.O: \$4,500
9/9/16 - \$649.39 – Open House refreshments – Membership, Kim Gillespie
9/9/16 - \$215.25 – Open House volunteer luncheon– Membership, Kim Gillespie
10/5/16 - \$424.25 - New Member Coffee - Membership, Kim Gillespie
10/27/16 - \$274.37 - Meet and Greet Vice Provost - Council, Marlin Fried
Total = \$1,563.26

Elyse Espinosa
8/24/16 - \$150 – Newsletter design – Communications, Barbara Thelander
11/7/16 - \$150 – Newsletter design – Communications, Barbara Thelander
Total = \$300

The Great Courses - P.O: \$400
9/28/16 - \$59.95- DVD Titled “New Frontiers: Modern Perspectives on our Solar System” – Curriculum, Unknown – CREDITED
10/27/16 - \$169.95- DVD Titled “An Economic History of the World since 1400” – Curriculum
10/25/16 - \$44.95- DVD Titled “America and the World: A Diplomatic History” – Curriculum
Total = \$214.90

OfficeMax - P.O: \$1,000
8/26/16 - \$64.64 – Supplies – Membership, Kim Gillespie
8/26/16 - \$11.84 - Supplies – Membership, Kim Gillespie
9/20/16 - \$44.57 - Binders – Membership, Kim Gillespie
Total = \$121.05

Vision Business Products - P.O: \$200
9/27/16 - \$52.37 – Ink Cartridges – Membership, Kim Gillespie
Total = \$52.37

Windemere - P.O: \$3,456.22
12/8/16 - \$3,456.22 – Holiday luncheon – Social, Lois Schaffer
Total = \$3,456.22

Membership Committee Report
January 2017
Submitted by Kim Gillespie

- We met on December 2, 2016 and January 6, 2017 to prepare for the Open House. The volunteer team is in place and we went over the work flow and instructions for the various duties.
- For the Open House on the 27th, Kim will arrive at 10 to begin set-up. The Pre-Enrollment Team will arrive at 10:30 to put together packets. Lunch will be provided for team members arriving early. The other team members will arrive by noon. Kim asked that Pat and Neva be in the Computer Room by 12:45 PM ready to begin enrollments.
- Changes have been made to the Orientation PowerPoint to streamline it by omitting redundancies. The goal is to shorten the time needed for the presentation.
- We are making a couple of changes this time for the enrollment phase in the Computer Room. We are trying to do two things- to make things easier for members waiting for their turn and to assist Peggy with the ProClass database.
 - First, we are using a “hostess” station for members to check in with one of two volunteers who will call the member’s name when MCC is free to enter them in to SIS.
 - Second, at Peggy’s recommendation, we added a ProClass step to make sure that members either create or update a ProClass Account before they leave the room. Peggy and Ann will also be working in the Computer Room to complete the loop and enter names in ProClass as enrolled and paid.
- Peggy R. created some instructions for how to set up a ProClass account and how to register for classes.
- We have decided to do the map and “Where were you born?” mixer again for the New Member Coffee on February 17.
- At our next meeting on February 3, we will prepare for the New Member Coffee.

**Curriculum Committee
Council Report
January 9, 2017**
Submitted by Jennifer Wong

Facilitators Meeting

The Curriculum Committee held its Spring semester Facilitators Instruction meeting during its previous Committee meeting on January 2nd. Potential classroom problems were primarily discussed and what to do if you need to operate classroom equipment.

Spring Class Schedule

On January 11th, the 2017 Spring class schedule will be mailed to 352 member households together with the latest issue of the newsletter. The class schedule will also be made available online at New Frontier's website for the general public's viewing.

Classes which will be offered this Spring are in the following categories:

Risky Business:	2
ASU Emeritus:	5
History:	9
Current Events:	1
Humanities:	3
The Arts:	5
Discussion:	7
Science:	6
Financial:	6
Travelogue:	4
The Brain:	4
Healthy Living:	4
Nutrition:	7
Spirituality:	5
Workshop:	8
Fun Stuff:	<u>2</u>
 Total:	 <u>78</u>

Open House

Open House is scheduled for Friday, January 27, from 1:00 to 3:00 pm. at DTC, 4th Floor (Atrium). Facilitators are requested to attend Open House to answer any questions about their classes from visitors. Facilitators are also encouraged to invite their guest presenters to attend Open House and advise whether their guest presenter would be attending Open House so a seat can be reserved for them.

Class Registration

Pro-Class online registration begins on January 31. It was agreed that NFLL members, who do not use the computer, can come to Open House and get their names and the classes they want to register for on to a list and someone will register them on January 31 when registration begins.

Summer Semester

The deadline for accepting class proposals for the summer semester is April 15.

Summer semester is from June thru August.

The summer schedule will be made available only at NFLL's website. To register for classes, members are to contact the facilitators directly.

Community Outreach

This past Fall, Sam and Jennifer Wong attended the East Valley Healthy Living Expo at the Mesa Convention Center, which was sponsored by Lovin' Life after 50. At the Expo, Sam approached a few organizations such as the Mesa Police, AARP and Farmers Insurance to invite them to give a lecture to New Frontiers' members during our Fall semester. These organizations expressed an interest in giving a lecture to our members so when we are planning our Fall schedule, Jennifer will re-connect with these organizations.

Help Needed

Guest Facilitator Coordinator - Since Pat Schindler has stepped down from this position, we require a Guest Facilitator Coordinator.

Grid-Master - With Peggy Randolph stepping down in order to dedicate more time to ProClass, we also require a Grid-Master by the end of Spring.

Class Proposal Deadlines

April 15 - Deadline for accepting class proposals for the summer semester

July 1 - Deadline for accepting class proposals for the Fall semester

Upcoming Events

January 21 - Facilitators' Meet & Greet - 1:00-4:00 pm at Margo Heaps's home

January 27 - Open House - 1:00-3:00 pm, DTC 4th Floor (Atrium)

January 31 - Pro Class Registration begins

February 17 - New Members Coffee, 9:00-11:30 a.m., DTC 4th Floor (Atrium)

NF COMMUNICATIONS COMMITTEE
COUNCIL REPORT – MONDAY, JANUARY 9, 2017
Submitted by Barbara Thelander

The January/February **Newsletter will be mailed** along with the Spring 2017 Class Schedule on Wednesday, January 11 to 352 NF member households.

The monthly, and at times more often, **E mail flyers** with information gathered by **Gary Kleemann** continue to be sent to 400 NF member e mail addresses. Gary has expanded the event calendars to entities throughout the Valley.

Caroline Cline continues to provide **outreach for New Frontiers**. She was at Leisure World, Sunrise Rotary Club, and the Activity Fair at Loving Life after 50 Expo. She also sends press releases to 16 newspapers and delivers flyers to a number of locations.

Allan Zisner has requested that Council members routinely **check the website** and let him know about updates or change needed. He will be hiking the 800 mile Arizona Trail beginning in March. Allan's wife will take care of the NF Website while Allan is hiking.

Gary will continue to work with ASU and MCC to identify students to assist with **branding for New Frontiers**. Call Gary if you would like to assist with the project.

The Communications Committee now needs replacements for:

Chair and Co-Chair – Barbara Thelander & Peggy Randolph

Mailing Co-Chairs - Shirley & Gary Epp

Outreach – Caroline Cline

Peggy Randolph sent out a very effective **all member e mail** before the November Communication Meeting. She simply said:

Might you enjoy being part of the team that:

- Develops our Newsletter, • Maintains our website ,
- Publicizes our events, • Sends out our mailings,
- Informs our members about other Lifelong Learning activities.

Peggy invited members to attend the Communications Meeting and said that we urgently need helpers to intern as co-chairs or to be a part of the mailing committee, but we promise not to apply any pressure in case you're just curious and want to learn more about the committee. We had **eight NF members** join us to learn more.

**ACTION ITEM: What is the policy on mailing Newsletters to NF Members?
Should we only mail to members without computers?**
