

## NFL Council Meeting MINUTES - Monday, November 5, 2018 9:30 am

Mesa Public Library, 64 E. First St. - Saguaro Room

Attendees:

President: Daniel Taylor

Vice President: Roland Tanner

Secretary: Diane Grogan

Past President: Marlin Fried

Members-at-Large: Mary Boehlen

Anne Stehr, Dan Scarpone

Sandra Whitley

Communications: Arlys Medicott

Curriculum: Ruth Brooks, Nancy Olson

Membership: Barbara Thelander, Barbara Dixon

MCC Liaison: Neva Hansen

Guests: Allan Zisner

**1. Welcome and Introductions:** The November 2018 meeting was called to order at 9:30 a.m. by D. Taylor with a quorum present.

**2. Approval of October 2018 Minutes:** A motion to approve minutes was proposed by D. Scarpone and seconded by S. Whitley.

- **Approval of Consent Agenda:** A motion to approve Consent Agenda was proposed by M. Boehlen and seconded by D. Grogan.

**3. President's Report:** D. Taylor attended the Red Mountain CC Annual meeting. Dr. Rich Haney spoke and gave a comprehensive report. He mentioned New Frontiers, and is very supportive of our group. Dr. Haney is unable to attend our annual meeting November 9. Thank you to Barbara Thelander for finding a replacement speaker from Civic Outreach so quickly. D. Taylor will not be at the annual meeting; R. Tanner and M. Fried will emcee, and N. Hansen will welcome members to the meeting. D. Taylor is working with the MCC Development Office. The New Frontiers scholarship letter goes out today (11/05). B. Thelander asked which students received scholarships. D. Taylor will check with K. Ryan to see who requested/received scholarships. In the past, students applied at the Financial Aid Office, and then Development Office processed requests. R. Brooks remarked that while MCC tightens up procedures, it effects how New Frontiers operates. Change is challenging. Dr. Nora Reyes is available on Monday, December 3 at 1:30 if we would like to move our Council Meeting to Red Mountain Palo Verde Building. D. Taylor will check to see if MCC President is available to speak at the March 22 Spring General Membership Meeting.

**4. Treasurer's Report:** G. Master is working at his polling place. Please refer to the email he sent. October financial report copies were provided to the officers and chairs.

**5. MCC Liaison Report:** N. Hansen reported on the acquisition of a portable wireless microphone with a speaker system for New Frontiers classes. She will coordinate with R. Brooks to schedule training for facilitators on using the microphone *and* computers. N. Hansen has a part-time assistant named Jeannie. She has lots of experience with assisting in the office. No news on Pat's replacement. The current classroom scheduling issues should not be an issue in the spring. There are people in those positions now and two or three people are being trained to assist. D. Taylor added that scheduling will hopefully run smoother in the spring. D. Scarpone had a question about NF classes scheduled at Leisure World and Las Palmas. R. Brooks clarified that presenters/facilitators choose or request outside locations. B. Thelander asked about the process for class scheduling at outside locations. D. Taylor stated it is instructor choice, with no oversight. B. Thelander suggested looking at risk factors when scheduling outside classes. D. Taylor stated we need a list with outside locations and contact information. D. Grogan added that NF students taking classes at MAAC are asked to fill out "risk" forms each fiscal year. R. Brooks asked about a memo of understanding for classes scheduled at outside/private locations. D. Taylor asked

R. Brooks to check how many NF classes are scheduled outside (off MCC Campuses) for spring. B. Thelander suggested that NF students fill out risk forms at Registration.

**6. Old Business:** The survey has been sent out. N. Hansen spoke with N. Reyes and decided to use Google docs rather than Survey Monkey to create our survey. R. Tanner will work with N. Hansen to get access to results. R. Tanner will send the survey out again. D. Taylor thinks we should get good information for the committees about classes and interests. About 36 NF members participated in Empty Bowls. K. Christopher was the point person for Empty Bowls, and will continue to be the point person for volunteer events if someone else will set up and coordinate the volunteer events. We need a chair for the NF Volunteer committee. Please let D. Taylor know if you have someone in mind.

**7. New Business:** Spring classes should be o.k. The Holiday party is December 13 at the Mesa Country Club. Ad Hoc technology committee - A. Zisner met with Dawn Rhodes (computer class instructor) at MCC to discuss how her students can assist New Frontiers members. The plan is to have an open tech fair for NF members on three different days. Tentative dates are March 5, 6, and 7 in the Navajo Room. Students will assist with phone set up questions, computer issues, emails, and open-ended questions. This is part of community service learning project for the MCC students. The sessions will be listed in the NF spring class schedule. R. Brooks was concerned because the schedule deadline has passed, and a class proposal needs to be filled out ASAP. A. Zisner will get information to the curriculum committee in the next few days. As students are helping in March, they will take note of questions NF members have. B. Thelander reinforced the importance of NF members partnering with MCC students. D. Taylor termed this a pilot program. A. Zisner will get information to ProClass. Other technology items are a Face Book page and an email address. D. Rhodes can help with that. We used to have an email address for New Frontiers within the MCC umbrella. R. Tanner stated we need an "edu" extension. One more thing – an instructional video for NF presenters and facilitators on how to use classroom equipment is needed. N. Hansen agreed that is a good idea.

**8. Discussion Items:** Prep for December meeting at Red Mountain- N. Hansen suggested an open Q and A with Dr. Reyes. D. Grogan suggested sharing the President's report and NF planning document. Also, a one page report from each committee (not necessarily minutes) to share. Survey results – will utilize at January meeting. D. Grogan asked about consistency in naming our twice yearly membership meetings. The on-line calendar, class registration, and newsletter use different terms. It was determined that the correct names are: Fall General Membership Meeting and Spring General Membership Meeting. D. Grogan also asked who is in charge of updating the Google calendar. Currently, Committee Chairs need to contact Mary Kay Olson with calendar changes. R. Tanner stated we need a point person for the Google calendar and the PDF calendar. A. Zisner will update the PDF calendar, but wants to know who is in charge of the Google calendar. We agreed that consistency is the goal. B. Thelander raised the issue of declining membership. She suggested granting a special status to past-presidents that would allow them to attend NF classes and functions without enrolling and paying tuition.

**9. Key Upcoming Events:** B. Dixon shared that New Member Coffee is moved to February 22.

**Next Council Meeting** – December 10 in the BOARD ROOM. (*Apparently I was not quick enough with the library scheduling calendar!*)

The meeting was adjourned at 10:50 by D. Taylor. *Minutes respectfully submitted by Diane Grogan.*

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New Frontiers Membership Committee Meeting  
City of Mesa Downtown Library Board Room - 64 East 1<sup>st</sup> Street  
November 2, 2018 - Minutes

Attendees:

Bob Becker, Barbara Dixon, Phyllis Johnson, Arlys Medicott, Kathy Mitchell, Diana Pearce, Peggy Randolph, Dan Scarpone, Carol Stanton, Anne Stehr, Barbara Thelander, Cindy Walker, and Marcie Wooton.

Call To Order

Facilitator Barbara Dixon called the meeting to order at 9:30am.

I. Approval of Minutes

Barbara Thelander made a motion to approve the minutes from September 7, 2018. Carol Stanton seconded. The motion passed unanimously.

II. Coffee Review and Comments

Barbara Dixon opened a discussion on the October New Members Coffee. All agreed that attendees enjoyed the talking format where they had the opportunity to visit. Food purchased from the college food services was expensive. It was not enjoyed by participants and someone should say something to the food services department since we are required to purchase refreshments from them. Signs are not allowed to be posted on the doors at MCC so we will ask for multiple sandwich boards to post signs to guide attendees when events are held at the MCC room location.

III. Annual Membership Meeting

The Annual Membership Meeting will be held on Friday, November 9, 2018 at MCC in the Library, Room 145. Barbara Dixon will be unable to attend the meeting as she will be out of town and Barbara Thelander will be facilitating a class. Cindy Walker, recording secretary, will welcome members to the Annual Meeting on behalf of the Membership Committee.

Barbara Dixon suggested we have a joint committee meeting with members of the Curriculum Committee before and after the Open House to review positive and not-so-positive aspects of our Fall Open House so we can coordinate and improve efforts for a successful event.

Some areas the committee discussed for improvement include:

- Have signs at the sign-in table to let new members and continuing members know where they need to go.
- Arrange the greeter tables by the door facing outward.
- We needed more room.
- The room was noisy.
- Tables should be marked with numbers.
- MCC computers run on batteries and crashed frequently.
- MCC changed our requested 4-foot tables to 8-foot tables.

However, on the plus side were:

- Having MCC staff assist on the computers for enrollment and payment was a big help. We will request staff from the Red Mountain Campus to help us with enrollment.
- The food drive was very well received.
  - Having golf carts available to transport attendees to and from their cars was an added benefit.

IV. Next Semester Dates

January 25, 2019 – Open House at Red Mountain Campus

February 22, 2019 – New Member Coffee (tentative)

Next Membership Committee Meeting

Friday, December 7, 2018, 9:30am, Downtown Mesa Library

The meeting adjourned at 10:30am.

Respectfully submitted by Cindy Walker

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NFLL Council Meeting - Monday Dec. 10, 2018

Social Committee Council Report - Peggy Schulz

Out to Lunch

12/13 Mesa Country Club (holiday party)

1/11 Olive Garden

Tours

1/16 St. Vincent DePaul

3/15 Phoenix Airport Terminal

Working on trying to find new places for the Out to Lunch and future tours.

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**NFLL Support Services/Communications Committee Report**

**December 10, 2018**

**Projects currently underway:**

- Newly designed website
  - Materials to be included in January mailing:
    - Class schedule
    - Newsletter
    - Contact list, to include Council members. Sunshine Lady, Social Committee member, with address, who will be collecting checks for the picnic (subject to approval by Social Committee), as well as facilitators with their phone numbers. Other suggestions?
    - Worksheet with classes listed
    - Open House flyer
  - The mailing will be held sometime between January 2 and January 9. Jane Osborne plans to do the envelope stuffing at her home and will welcome anyone who would like to help.
  - Gary Kleemann and Dan Scarpone are working on a re-designed “Expand Your World” brochure, to be handed out at New Frontiers presentations.
  - Allan Zisner suggested that bookmarks featuring New Frontiers would be an effective marketing tool, at a small cost. Gary Kleemann is working on a possible design.
  - The next meeting of the Support Services Committee will be on Monday, December 17, in the Board Room of the Mesa Public Library Main Branch.
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## Curriculum Committee Report - Council Report

12/10/18

### **Fall '18 Semester**

- Last class scheduled Dec. 19. Statistics re: attendance will be provided once assembled.

### **Spring '19 Semester**

- 81 classes scheduled
- 34 guest presenters are scheduled with several doing more than 1 class.
- 39 facilitators are scheduled with several doing more than one multiple class days or multiple classes
- Locations
  - Dobson -39
  - Red Mtn- 26
  - MAAC – 5
  - Leisure World (LW)- 5 – all multiple day
  - Total off campus site locations – (6 – besides MAAC & LW – Mesa Fire and Police, Church of Resurrection and Irving School).
- Schedule
  - Class Scheduled plans to go to printer on Dec. 17
  - Mailing day is planned for January 3
  - Facilitator training scheduled for Thursday January 10 at 11:00 at MAAC to follow Curriculum Committee. Scheduled at 9:30 at MAAC.
- Open House scheduled for January 25 – Red Mtn M200, Community Rm.
  - No preassigned seating
  - Class signs alphabetized by facilitator to be picked up at welcome desk or Nancy Spence by facilitators.
  - Facilitators sit where they want.
  - Cards arranged on tables.
- No classes will start before Open House (exception Coffee & Conversation)
- New DVD series for Spring – National Parks and Great Decisions 2019.
- Plan to provide an updated training for Gatekeepers in early Spring semester.
- No class conflicts with changing the Volunteer lunch to April 26 (beyond Trailblazers hike)
- Updated Important dates and submitted.