

NFL Council Meeting MINUTES - Monday, December 10, 2018 9:30 am

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

Attendees:

President: Daniel Taylor

Treasurer: Greg Master

Secretary: Diane Grogan

Members-at-Large: Mary Boehlen

Anne Stehr

Dan Scarpone

Sandra Whitley

Communications: Peggy Randolph

Curriculum: Ruth Brooks, Nancy Olson

Membership: Barbara Thelander, Barbara Dixon

MCC Liaison: Neva Hansen

Guests: Allan Zisner

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

2. Approval of November 2018 Minutes: A motion to approve minutes was proposed by M. Boehlen and seconded by B. Thelander.

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

3. President's Report: R. Tanner will present the results of the Google survey at the January meeting. D. Taylor discussed contacts for New Frontiers. The new email address is newfrontiers@mesacc.edu. A. Zisner will create a link on the back side so that mail sent to the old address will go to the correct address. Discussion about business cards: Who uses them? Contact information on the card is incorrect. We have lots of "old" business cards, so no new printing at this time. In the NF Office, for the time being, N. Hansen and new assistant, Jeanie Shurwin, will be working together to assist New Frontiers members. Due to budget restraints, MCC will probably not hire another person. D. Taylor asked how New Frontiers can stay in touch with MCC. On Saturdays from 9-11 a.m. there is a Farmer's Market at the RM campus. NF members can volunteer to man the MCC information booth. Let D. Taylor know if interested. Also, N. Reyes will attend the Spring Membership Meeting. Discussion about board members for Maricopa County, and the importance of their support of lifelong learning. Since it is critical that we maintain a relationship with MCC students, faculty, and administration, and promote community engagement, B. Thelander agreed to chair the NF Volunteer Committee. Thank you, Barbara! Koni Christopher will be the point person for volunteer events.

4. Treasurer's Report: G. Master pointed out the trends on this month's budget report. AlphaGraphics is under budget, and Chartwells and Crackers are well under forecast expenses. The estimates for Great Courses and Staples seem pretty high, so G. Master will look into that. Also, G. Master is looking at separate lines for purchase orders and purchasing card expenses. Our faithful treasurer is planning a move to Broken Arrow, OK, but will continue to serve NF with electronic reports, and maybe a chat! Thank you, Greg!

5. MCC Liaison Report: N. Hansen reported that residents of Dreamland Villa toured the RM campus and had a very positive experience. J. Shurwin made sure the tour was fun and informative. N. Hansen shared that J. Shurwin is working part time, and loves NF. She is committed to working Monday through Friday from 11:30 to 4:30 and will take over the scheduling for spring semester classes. N. Hansen has requested classrooms for NF for the spring semester. As soon as credit courses are scheduled, NF classes will be placed.

6. Old Business: Over 110 people have signed up for the NF holiday party December 13 at the Mesa Country Club. It should be a merry time! Discussion about off-site (non MCC) locations for NF classes. Some of the locations are: MAAC, Leisure World, Mesa Fire and Police, and a church. B. Thelander is working on a memo of

understanding. D. Scarpone asked about Las Palmas. R. Brooks stated that off-site locations are at the discretion of the presenters. B. Thelander stressed the importance of supporting MCC campuses.

7. New Business: The Volunteer Recognition luncheon will be discussed at the January meeting. Thursday, April 25 is not available, but Friday, April 26 is.

8. Discussion Items: Retention of members - D. Taylor talked with B. Dixon about a survey for a targeted audience. The idea is to send a short survey to NF members from last year who have not re-enrolled in New Frontiers. R. Brooks suggested adding the website address to the survey so that previous members can go to the website. P. Randolph asked if the survey will go through Proclass? Yes, R. Tanner will need to contact P. Randolph. Speaker's Bureau – D. Scarpone stated the contact person is Carolyn Cline. The Bureau members speak to groups and hand out flyers. B. Thelander asked if they need business cards. D. Grogan stressed the importance of a unified message delivered to groups. D. Taylor will look at the script. January Meeting format – Discussion of the survey results, and look over and discuss the NF strategic plan. New website - A. Zisner shared with the group the new look of the NF Website. He asked us to look over the changes, and send him any suggestions or ideas. Most people commented about the new colors and the cleaner design. We will look at this again in January.

9. Key Upcoming Events: Mailing party at Jane's house.

Next Council Meeting – Monday, January 14, 2019

The meeting was adjourned at 11:00 by D. Taylor. *Minutes respectfully submitted by Diane Grogan.*

Attached is the December 2018 **Treasurer's report** for the council meeting next week. I will not be attending.

Key points are:

1. Nothing unusual or unexpected in December.
2. Forecasts for Staples have been removed based on activity to date. That doesn't mean expenditures cannot be made since they can still be made against the PO or by purchasing card.
3. Forecast deficit for the year is down to less than \$2,000.

Let me know if you have any questions.

**Curriculum Committee Report Council Report
1/14/19**

Fall '18 Semester

- Had a 69% attendance rate for Fall.

Spring '19 Semester

- 83 classes scheduled -26 Red Mtn, 39 Dobson, 5 MAAC, 13 – other locations.
- 32 guest presenters are scheduled with several doing more than 1 class.
- 44 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

- Facilitator training scheduled for Thursday January 10 at 11:00 at MAAC to follow Curriculum Committee. Scheduled at 9:30 at MAAC.
- Gatekeeper Training held on January 7 (5 of 7 gatekeepers attended along with other curriculum members who wanted to understand process)
- Open House scheduled for January 25 – Red Mtn M200, Community Rm.
 - No preassigned seating
 - Class signs alphabetized by facilitator to be picked up at facilitator table by facilitators.
 - Color coded themes so facilitators/presenters sit according to category, placing cards on table.
 - Travel (purple)
 - History (red)
 - Health (green)
 - Finance (blue)
 - Art & Music (pink)
 - Outside & Nature (brown)
 - Spirituality (yellow)
 - Current Issues & Discussions (black)
- Please help Curriculum by using New Course Proposal –on website less confusion and more efficient if use short title.

New Frontiers Membership Committee Meeting

City of Mesa Downtown Library Board Room 64 East 1st Street

Minutes December 7, 2018

Attendees:

Barbara Dixon, Ruth Brooks, Marianne Haggerty, Arlys Medicott, Cathy McGonigle, Mary McGonigle, Kathy Mitchell, Nancy Olson, Peggy Randolph, and Nancy Spence.

Call to Order

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

I. Approval of Minutes

Peggy Randolph made a motion to approve the minutes of the November 2, 2018 meeting. Barbara Dixon seconded. The motion passed unanimously.

II. Open House Review with Curriculum Co-Chairs

Ruth Brooks, Nancy Olson, and Nancy Spence (representing the Curriculum Committee) participated in the Membership Committee meeting to discuss Curriculum Committee improvements for the Spring Open House as outlined below.

- The curriculum signs hanging above the tables will be eliminated. Instead standing signs will be developed for each of the major curriculum categories, such as travel, health, history, etc. The signs will be positioned by the appropriate tables to help attendees easily navigate to the facilitators/presenters who can provide information about the type of classes in which they are interested.

- Tent cards will be developed for each of the classes, listing facilitators'/presenters' names. The tent cards will be batched by facilitator/presenter name.
- The format for class titles will be standardized, and class titles will be shortened. This will be implemented for the Spring 2019 session; however, the new format may not be fully in place for all classes.
- No classes will begin before the Open House.
- Facilitators/presenters will be provided an information sheet about the Open House so that they can answer general questions of attendees.
- The Curriculum Committee will ask to have a table set up near the "greeters" table so that they can ask individuals when they arrive if they are a facilitator/presenter. If they are, they will escort the facilitators/presenters to their assigned tables.
- Since the availability of class schedules is limited, it was suggested that presenters be provided NFLL business cards and directed to the NFLL website to access the class schedule. An email might also be sent to all presenters, letting them know that they can access the class schedule online.
- It was suggested that individuals passing by the Open House, who might be interested in NFLL, be offered business cards and directed to the website to obtain information about NFLL.

III. Other Business

- NFLL has been assigned the Community Room and rooms 207, 208, and 209 at Red Mountain for the Spring Open House.
- To the extent possible, it was suggested that potential new members be asked to attend the orientation prior to speaking with facilitators/presenters.
- It was suggested that consideration be given to providing a box lunch for those volunteering at the Open House to enable volunteers to eat in shifts.
- Specific edits to the information sheet that outlines the steps for enrollment at the Open House were discussed. After incorporating the edits, it was suggested that Barbara Dixon share the revised document with the Curriculum Committee co-chairs and members of the Membership Committee to determine if any further edits should be made. It also was suggested that the information sheet be handed out by the greeters rather than placed only in the blue folders.
- Barbara Dixon indicated that she will be unable to attend the New Member Coffee on February 22. Barbara will talk to Barbara Thelander, the Co-chair of the Membership Committee, to determine if she will be able to coordinate the coffee and make the presentation in Barbara Dixon's absence.
- Barbara Dixon also will talk to Barbara Thelander to determine if she would be willing and able to assume Barbara Dixon's role as chair of the Membership Committee since Barbara Dixon will not be continuing in this role beyond June. This matter will be discussed further at the January 4, 2019 Membership Committee meeting.

IV. Adjournment

- The meeting adjourned at 10:48 a.m.

Respectfully submitted by Cathy McGonigle

New Frontiers Support Committee - December 17, 2018 – Meeting Minutes

Meeting Convened at the Mesa Public Library at 10 AM by Peggy Randolph, Chair

Members Attending: Peggy Randolph, Caroline Cline, Shirley Epp, Martin Fried, Marie-France Ganansia, Arlys Medicott, June Mikkila, Jane Osborn, Allan Zisner, Ann Bloxam, Charley Kreiling, Pam Carter, Gail Chambers.

Minutes –October 15, 2018 minutes approved as written.

Status Reports

- **Website**—site being worked on. Allan plans on a temporary site review after Christmas
- **Newsletter** – report deferred
- **Mailing** – ready to mail on 3 January 2019, Peggy to order envelopes
- **Publicity** – Mesa Republic and Tribune and paper sent information out about NFLL. Caroline will meet with Dan for future presentations
- **Community Outreach Communicator** –NFLL information presented to Humana Senior Center and two events at the community resource center

Old Business

- **Expand Your World** – discussion by committee members regarding brochure. Provide Gary comments via email and/or corrections on brochure.
- **Bookmark** – Allan will develop a layout of suggestions and bring them to the committee.

New Business

- Ad hoc Committee for Leadership Development to present information to council

Next meeting will be March 25, 2019 at 10:00 at the Mesa Main Library Board Room.

NFLL Council Meeting - Monday Jan.14, 2019

Social Committee Council Report - Peggy Schulz

Out to Lunch

- 2/8 Golden Gate Chinese Restaurant
- 3/8 Romer's Euro Cafe
- 4/11 Annual Picnic

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.