
NFLL Council July 2020 Meeting minutes

Monday, July 13, 2020 - 9:30 am Social Distancing WebEx meeting organized by Roland Tanner.

Attendees:

President: Roland Tanner Vice President: Bob Dukelow

Secretary: Diane Grogan Treasurer: Gregory Master

Past Presidents: Marlin Fried, Daniel Taylor Curriculum: Ruth Brooks

Members-at-Large: Margo Heaps, Ron Schueman, Fred Searing, Allan Zisner

Volunteer: Barbara Thelander, Cathy McGonigle Social: Peggy Schulz

SS/Communications: Peggy Randolph Membership: Mary Boehlen

CC Liaison: Neva Hansen Guests: Marie France Ganansia

1. The July 2020 meeting was called to order at 9:30 am by R. Tanner with a quorum present.
2. A motion to approve minutes from the June 2020 meeting was proposed by B. Thelander and seconded by D. Taylor. D. Grogan asked for calendar items to be added to the agenda under New Business. Approval of Consent Agenda - n/a as no committees met. R. Tanner clarified meaning of consent agenda.
3. **President's Report** – R. Tanner reported on meeting with MCC I.T. Dept. members James Bowles and Jennifer Strickland about extending MCC WebEx license to all NF members teaching classes. Concerning NF member access to WebEx, R. Tanner will contact MCC on Wednesday or Thursday. B. Thelander does not need access to WebEx, but questioned why we do not have an answer about student status for NF members. M. Boehlen asked if NF “Book Shelf” class is able to access WebEx. R. Brooks did not know. R. Tanner asked for a request sent to him. R. Brooks wants updated information on how to log in to WebEx. Regarding the NF agreement with MCC signed in 2010, MCC is reviewing it now, and will submit it to NF. M. Fried is working on updating operating procedures; has sent it to MCC, but hasn't heard back yet. N. Hansen clarified that the NF Operating Procedures submitted had a March 2019 date, and MCC Legal wants a more current date in addition to a signature page. D. Taylor added that MCC has been very supportive; we now have a direct contact with the I.T. Dept., and N. Reyes was on the call.
4. **Treasurer's Report** – G. Master explained the June 2020 financial report. Fiscal year columns are on the left, and forecast is on the right side. For expenses, he basically zeroed out three AlphaGraphics costs, and refreshment costs for first semester. G. Master may need to adjust the line item for Great Courses as it is \$500. and we spent only \$87. last year. First semester social item was zeroed out, but left in the report for second semester. Since enrollment may be reduced by 30%, and tuition amount by 30%, the ProClass fee should also be reduced by that amount. The deficit is \$6,825. Scholarship

contribution line is double since we have not paid out a scholarship amount yet. D. Taylor added that the scholarships are usually awarded in the summer. B. Thelander asked about setting up the scholarship account with the Foundation. D. Taylor clarified that the discussion with Christos ended during the CoVid 19 shut down. R. Tanner suggested bringing the Foundation discussion back. B. Thelander brought up the \$10,000 amount for the Foundation. B. Dukelow suggested we keep that money in our fund. G. Master clarified that the scholarship line item and Foundation monies are two separate things. P. Schulz suggested we table the discussion until after CoVid 19. D. Taylor mentioned that S. Riley is the scholarship chair; R. Tanner will contact her. N. Hansen added that Christos left a voice mail stating he had contacted someone at NF. R. Tanner will contact Christos.

5. MCC Liaison Report – N. Hansen reiterated meeting with MCC about WebEx. N. Hansen clarified what MCC needs to approve the updated NF operating procedures document. D. Taylor, M. Fried, and R. Tanner will work on it

6. Old Business – R. Brooks asked for clarification on the plan for enrollment in the Fall. N. Hansen has been in touch with MCC cashiers; there is not a phone number for call in enrollment, no walk in enrollment - all enrollments will be done on line. R. Tanner asked if N. Hansen and M. Chambers feel comfortable helping NF members enroll. D. Grogan asked if we were discussing registering for classes or joining NF. If so, she asked for direction in joining NF online, as she has only used the walk in option. R. Tanner will send copy of PDF to all NF members detailing online procedures.

7. New Business – R. Brooks reported on the Curriculum Ops meeting. N. Spence is working on social circle concepts as a way for NF members to connect using Zoom. N. Hansen highly recommends Zoom social meetings. D. Grogan added book clubs can experiment with Zoom meetings. A. Zisner added that he hosts a social coffee get together twice a month. R. Tanner asked that members interested in promoting online social activities email him. Calendar dates – Are social events for Fall canceled? M. Boehlen stated that NF new member activities are cancelled for Fall. The Council also discussed dates for Fall class registration. B. Thelander moved that Fall registration be September 16. D. Taylor seconded the motion. R. Brooks added that training for facilitators and presenters for using WebEx and Zoom will be conducted in August. R. Tanner will update the NF webpage so NF members know what is going on. He will send ideas to M. Fried and D. Taylor for feedback. A. Zisner asked for clarification on NF catalog. Will it be emailed to all members, with copies printed for members without computer access? D. Grogan clarified that the June motion concerned emailing newsletters to members without computer access. N. Hansen added that the MCC copy center is temporarily closed. B. Dukelow asked about using AlphaGraphics which no longer prints NF class schedules since MCC copy center does NF printing for no cost. General discussion about members without computer access participating in an all online Fall semester. G. Master said we would need to increase the budget if we use AlphaGraphics. P. Randolph stated that she would like to mail a hard copy of the NF Fall class schedule to members, but it is not feasible now. She does not want to bring her volunteer mailing group together. R. Tanner agreed that our NF membership is in the danger group for CoVid 19, and we need to minimize the risk. B. Thelander added that she received a postcard from one of her contacts, and thought it was a good way to communicate. R. Tanner stated we should forego the postcard idea, and P. Randolph agreed. Everything for Fall semester will be done online and the NF Fall catalog – a white background with

black ink and no pictures or images – will be emailed to NF members. M. Boehlen asked if we have a list of NF members without computer access. G. Master stated that we have about 13 members without email addresses. N. Hansen will check on MCC copy center reopening. R. Tanner stated the need to mail newsletter and class schedules to NF members without computer access. N. Hansen will find out MCC procedures for mailing. R. Tanner, P. Randolph, and N. Hansen will work together on the issue.

8. Discussion Items – A. Zisner wants input from Council on NF webpage with any ideas or changes for improvement. He will redo the home page after input from R. Tanner. R. Tanner will send items to A. Zisner by Wednesday. A. Zisner will update the “Join now” page. D. Taylor reminded the Council about the Ad hoc committee on Monday.

Meeting was adjourned at 10:45. Next Council meeting is Monday, August 10, 2020. Minutes respectfully submitted by D. Grogan.

Curriculum Report for August 10, 2020

Summer 2020 Classes

- Attendance
 - a. Mindfulness – @ 16/week
 - b. Plan for Crises in Rtmt – 6
 - c. Az Trail Revisited – 24 for 2 classes
 - d. Cuba – 14
 - e. Climate change – 5
 - f. 4 years in Netherlands – 22
 - g. 2 Save Photo classes – 16 for 2 weeks
- Feedback from hosts/presenters
 - Provide members access to videos on how to join meetings, market how easy it is to use either Webex or Zoom, coach people on using chat, etc. Jeff shared screens he used at beginning showing how to use the row of options at bottom of screen, have members join early to iron out problems.

Fall 2020 Schedule and activities

1. Classes for hosts/presenters/facilitators on how to use WebEx & Zoom scheduled week of Aug 10 (M-Th)
2. Class Schedule will posted online week of August 10. There will be no hard copies sent out.
3. Blast emails will continue to be sent out informing the NF members of upcoming plans along with links to U-Tube videos on using WebEx and Zoom
4. 50 classes total (all to be registered for using ProClass)
5. Preparations for online semester by Curriculum Committee include video links, classes on “how to” and written instructions.
 - a. Classes on using Zoom (9/22 (am & pm) & 9/24 (am)) and WebEx (9/21 (am & pm) & 9/23 (pm)) scheduled for members (members will use proclass to sign up for)
 - b. Written instructions:
 - i. Instructions for **hosts/facilitators and presenters** have been created for different situations between guest presenters, facilitators, and hosts. For example, although a guest presenter might host the class, they will not have access to the participants email addresses. The **host** will send one invitation to their facilitator who will pass it on to the

gatekeeper who will send it out to the class participants. **Also the invite will be sent to Rea Dias**

- ii. New procedures created for **gatekeepers** to send out the links to the WebEx or Zoom meetings when reminding participants of when class is to be held. Zoom training and discussion will be held
- iii. Written instructions on attending Zoom or WebEx are being created for **members**.