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## NFL Council March 2021 Meeting minutes

Monday, March 8, 2021 - 9:30 am Social Distancing WebEx meeting organized and chaired by Roland Tanner

### Attendees:

President: Roland Tanner Vice President: Bob Dukelow

Secretary: Diane Grogan Treasurer: Greg Master

Past Presidents: Marlin Fried, Daniel Taylor

Curriculum: Ruth Brooks, Suzanne Brown, Cindy Schrantz

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

Volunteer: Cathy McGonigle, Barbara Thelander Social:

SS/Communications: Peggy Randolph, Arlys Medicott Membership: Mary Boehlen

CC Liaison: Neva Hansen Guests: Marie France Ganansia

**1.** The March 2021 meeting was called to order at 9:33 am by R. Tanner with a quorum present.

**2.** A motion to approve minutes from the February 8, 2021 meeting was proposed by D. Taylor and seconded by C. McGonigle. A motion to approve consent agenda was proposed by D. Grogan and seconded by C. McGonigle.

**3. President's Report** – R. Tanner reported on the video calls/meetings with all NF members to solicit volunteers. There were five groups of 35 members with an average meeting attendance of 5 people. Good meetings and discussions. A thank you to B. Dukelow – the meetings worked out wonderfully.

**4. Treasurer's Report** – G. Master presented the financial report. One item of note is the \$200. increase in ProClass expenses. G. Master also removed the envelope expense from the forecast, and added the newsletter formatting charge. P. Randolph was not surprised by the ProClass fee increase as it happens every year. P. Randolph can't find standard charges on the ProClass website for services, and asked if we should send a letter inquiring about fee and increases. R. Tanner added that it behooves us to start looking at alternatives. He will draft a letter. P. Randolph is not looking forward to changing the format and navigating a new program. S. Brown has worked with several university programs in addition to ProClass. She explained that ProClass is designed on an early 90's platform, and is bulky and hard to use. The menus are not easily seen. We can do better, and find an easier program. F. Searing cautioned that the letter to ProClass not have a threatening tone.

**5. Committee Reports** – **a.** D. Grogan reported on the March 1 ad hoc membership committee meeting. There were nine (9) volunteers in attendance. The purpose was to brainstorm and explore ideas to make joining NFL easier for members. We are assuming that fall semester will be on-line, so

new members will need to join on-line. N. Hansen and M. Chambers have offered to host a special enrollment day/week in August to assist new members over the phone or in person. How do we increase membership? Look at current list of over-55 communities. Contact activity directors, and promote NFLL in community newsletters. Also contact senior centers and AARP. S. Brown discussed offering a free class for prospective members, either through a link on the NFLL website, or a recorded class posted to the website. R. Tanner added that we can record any presentation and give access to prospective members. P. Randolph explained that there is currently not a publicity committee. D. Grogan suggested the Membership committee and support/ communication committee work together. We also discussed distributing hard copies of NFLL Course catalog (spring semester) to prospective members. R. Brooks will locate the distribution guide from past years. Face book was also mentioned as a tool, but unclear about who would maintain it. M. Boehlen suggested we send out our existing flyer, but mailing needs to wait until we return to campus. When a brand new member contacts admissions at MCC, is there a membership manual detailing how to process NFLL? According to M. Chambers, currently only MCC student volunteers are in the admissions office. N. Hansen meets next week with MCC enrollment and membership. We agreed to refer new member questions to N. Hansen and M. Chambers. It could be as simple as posting a sticky note/label with the contact phone number on the computer monitor, so the student who answers can refer the call. There are explicit directions on the NFLL website for enrolling and joining on the "Join" tab. Can we add the "Alternative Solution for Enrolling and Paying" to that page? It is currently on another page. A. Zisner will move the instructions. The group also discussed holding one open house and one membership meeting each year instead of two, but was unsure how many meetings are required in the by-laws. Action steps- 1) move item on website D. Grogan and 2) special enrollment day N. Hansen.

**b.** R. Brooks reported on Curriculum Committee changes for next semester. Numerous issues with ProClass emails not being received. Gatekeepers did investigation and problem solving. Everyone needs to add [noreply@imperisoft.com](mailto:noreply@imperisoft.com) to the contacts in their email system and look in their spam or promotions folder. Will change procedure for Fall and Spring semesters for online classes. Hosts for online classes will schedule prior to Labor Day for fall or New Year's Day for spring and send a link to Rea Dias, who will add this into the registration system. When people register in ProClass for online classes, they will receive a confirmation that they are enrolled along with an invitation (includes link, pw and code, phone #) to an online class. They will need to save this link. S. Brown added that students may misplace the links, so facilitators will need to know how to send out class links to students. Facilitators will also need to register for their classes so they receive a link and can send the link to the guest presenter. All elements related to Curriculum are updated on the website, including new leadership. S. Brown and C. Schrantz will be chairing the Curriculum Committee. Important Dates were reviewed.

**6. MCC Liaison Report** – N. Hansen reported she will meet Wednesday with Enrollment dept. Both N. Hansen and M. Chambers will return to work in person in August, and are always available to help New Frontiers members. S. Brown asked if there would be any objections to NF holding off-site in person classes since MCC is still on line. N. Hansen stated that there would probably not be an objection, but classes need to follow social distancing guidelines.

**7. Old Business** – a) Nominating Committee reported that Mary Boehlen will serve as NFLL Secretary and Fred Searing will serve as NFLL Treasurer for two-year terms. Elections will be online at the Spring Membership meeting Friday, March 26. There is still an opening for one member-at-large; current president and vice president will both serve for one more year. R. Tanner and D. Taylor agree we need to give members more than one notification of the meeting. They will send email to membership with link to virtual meeting. R. Tanner will send the agenda and link to M. Ganansia so she can include it in the newsletter.

**8. New Business** – M. Ganansia reported that the Travel Club plans a trip to Cottonwood and kayaking on the Verde River in mid-May. Participants will carpool for the two hour drive. M. Ganansia asked if participants need a special risk form. A. Zisner stated MCC has a new form. N. Hansen will check on the risk form, and A. Zisner will post it to the website.

**9. Discussion Items** – B. Dukelow needs more business cards. B. Thelander said there are cards in the storage closet at MCC. B. Dukelow asked if we should try to hold a NF picnic since more people are getting vaccinated. R. Tanner said we will need to wear masks since not everyone is vaccinated. D. Grogan stated we need to check with P. Schulz and the Social Committee, and we need to follow CDC guidelines. R. Brooks suggested a picnic in September.

Meeting was adjourned at 10:55. The next NF Council meeting is Monday, April 12, **2021**. Minutes respectfully submitted by D. Grogan.