

**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