VOLUNTEER COORDINATORS MEETING MINUTES

DECEMBER 06, 2017


Nancy Mather called the meeting to order. The October, 2017 Minutes were approved as submitted.

Remarks and Report from Director:

As Steve Metcalf was unable to attend. Nancy Mather reported for him.

Please remember that the course catalogue will no longer be produced as a paper catalogue. Postcard communications with short course descriptions will go out. Registration for courses will open on January 2nd. The first course will be start on January 25th.

Nancy Mather announced an April 22, 2018 concert at the Asylum Hill Church: the Asylum Hill Congregational Church choir and the choir from St. Joseph's Cathedral. It will include the second performance ever of The Annunciation by Philip Glass. The concert is in honor of Patricia Creminns.

Report from the Director of Libraries Randi Ashton Pritting

The first postcard announcing Spring courses will go out to the mailing list in December. It will highlight four courses and refer everyone to the online catalogue. A follow-up postcard will go out in January, and a third one will be produced to be handed out and distributed to various areas. Randi requested suggestions for groups or places to distribute the cards. Randi also indicated that the Presidents' College newsletter will be sent to a group of University of Hartford alumni in the greater Hartford area, which is a group of about 30,000 people.

The library has a mitten tree. There will be a therapy dog day at the library on December 14th.

Remarks from the Chair Nancy Mather:

Hartford Magazine (December issue) features an article about Javon Jackson and the Presidents’ College with great photographs. Nancy passed around the article, which can also be found online.

There will be volunteer meetings in February, March and April. No January meeting is anticipated.

Fellows Lectures

The five lectures thus far have been well attended, averaging 20 people in attendance, per Nancy Mather, reporting for Margaret.

Duncaster Lectures

Shirley reported for Marcia: The last lecture, given by Dr. Ronald Epps, was slow, although the slides were impressive. It was attended primarily by Duncaster residents.

Macauley Lectures

Last three lectures have been well attended, per Lillian.

Registration:

Judy Kacmarik reported that Fall registration went well with a number of courses completely filled. The Fall semester was very successful. There are currently 185 Fellows.
General Discussion and comments

Jenifer reminded all that volunteer coordinators should delete the email lists for courses at the end of every semester. We need to protect the privacy of the enrollees.

Jenifer handed out instructions on the enrollment reports. Going forward, you can choose between the existing Excel report format and an unformatted CSV report. The coordinator needs to specify to Monica Mills which format they want. The CSV report is recommended as it can be easily converted to an Excel free of extra columns, merged cells and other formatting problems. The instructions include notes on how to convert the file and create group email and attendance reports for a class. In January coordinators will be offered the opportunity to have hands on instruction in small groups at the library.

Jenifer reminded coordinators to take attendance at all classes. There was a discussion about what to do in event there are walk in students at a sold out class. The fire code limits the maximum occupancy of the KF room. Walk-in students should be referred to Judy to determine if a cancellation has opened a space. Otherwise, the walk-in should be asked to leave.

A suggestion was made that there be at least two, and perhaps three coordinators for events at Wilde. That will allow attendance to be taken and everyone to be greeted.

A question was asked about what to do when the K parking lot is closed and there is a big lecture or class. Judy Kacmarik suggested that every attendee be sent the parking permit, even if the attendee is a Fellow and has a parking tag. That way the attendees will all know which parking lot or lots have been designated for the class. The K lot is always closed when the Regents meet. If the library staff is aware of a closure (they are not always notified), they will try to notify the coordinator prior to the date.

Nancy asked that coordinators review the process for introducing the speakers, so that we emphasize the positive about our great speakers.

Shirley suggested that coordinators contact the instructor early, especially if it is likely that the instructor will be sending out or recommending readings. She asked if the course description could include a bibliography of course materials.

Bette Marafino announced that, as a result of the Mann Booker course, she and others have started a book club. They meet once a month in the KF room. Contact Bette if you are interested in attending. The next book club meeting is January 9th at 10:00 am. The book is *It Can’t Happen Here* by Sinclair Lewis.

Respectfully submitted,

Jenifer Noble, Secretary