VOLUNTEER COORDINATORS MEETING MINUTES

August 08, 2018

Attendees: Ray Andrews, Catherine Banbury, Candice Kramer, Jane Lennox, Shirley Leong, Andrea Levy, Nena Donovan Levine (Chair), Lillian Lindy, Bette Marafino, Margaret Milch, Jenifer Noble (Co-Chair), David Satlof, Molly Townsley, Steve Metcalf (Director), Randi Ashton-Pritting (Director, Harrison Libraries), Judy Kacmarik (Business Manager, Harrison Libraries).

This monthly volunteer meeting followed an Orientation held for new and existing volunteers, at which Nena Donovan Levine, Jenifer Noble and Shirley Leong reviewed changes to the Volunteers Handbook, information on using the Enrollment Reports, and Technology in the KF Room. Randi Ashton-Pritting reviewed safety procedures for course coordinators.

Nena opened the monthly meeting. She shared a list of those choosing to become PC Retirees: Cheryl Altman, Marcia Cornell, Gloria Grant, Kathleen Miller, Rosemary O'Connell, Elaine Price, David Satlof, Elaine Savin, and Barbara Sergi. She noted there are several new volunteers: Candice Kramer, Jane Lennox, Sten Caspersson, and Gerri Sklarz. The Volunteers List on the PC website has been updated to reflect these changes.

Nena announces there will be a Volunteer Recognition event to honor all volunteers on October 25th from 4:30 to 6:00 p.m. in the 1877 Club.

Remarks and Report from Director Steve Metcalf:

Steve thanked all the volunteers for their work making Presidents College successful. He gave a special thank you to Nena for taking on the duties of Chair of the Volunteers. The fall line-up of courses is exciting and Steve reported that instructors like teaching at PC. Changes have been made to the website that should make it easier to navigate.

Steve reminded all of the September 20th Kick-off to be followed by the Gina Barreca lecture. He urged volunteers to invite friends to the lecture.

Report from the Director of Libraries Randi Ashton-Pritting

Randi showed off three new postcards designed to advertise fall courses. The first has already been mailed, and a second will follow. The third one will be delivered in bulk to museums and other promising sites as take-away cards for visitors. She stated that the library will once again sponsor a knitting tree to showcase donated gloves and mittens, to be set up around Thanksgiving.

Report from Business Manager Judy Kacmarck

Judy reported that registration is already going well, with over 600 enrollments in just two days, including 75 as Fellows.

Further Remarks from Chair Nena Donovan Levine

Nena advised there are coordinators for every course. She asked for volunteers to greet attendees at the Kick-off and lecture following. Lillian Lindy, Candice Kramer, Shirley Leong, Bette Marafino and Molly Townsley volunteered.

The minutes for the May 9 meeting were approved.
General Discussion and comments

The suggestion was made that the website direct those who encounter a “Closed” (full) course email Judy to be put on a waiting list. Some courses may be moved to a bigger venue if the KF room gets sold out.

Respectfully submitted,

Jenifer Noble, Secretary
August 24, 2018