



“Come for the Classes Stay for the Friendships”

RI Council Minutes October 24, 2023

Council Members Attending: Page Campbell, Elizabeth Fanto, Joe Lapicki, Ken Pfeifer, Kay Pulcinella, Laurie Rosenberg, Susan Serotte, Terry Weisser, Tim Casey.

Communications & Administration:

- 1) Director of RI recruitment process is underway, Greg Fitzgerald will coordinate and make the final selection and hire. RI will have a Job Description and Interview team, Tim coordinates.
- 2) Shirley's recovery update- making progress under physical therapy direction.
 - Kiosk support- See Pg 4 list of items Sandy provided. We agreed to coordinate an upcoming Wednesday for Sandy to review and train as necessary. Let Tim know if you are interested.
- 3) WMAR Power of Age airing Oct 25 @ 7pm.
- 4) Town Hall was held earlier in the day, Tim did not communicate this properly.
 - Town Halls for in-person and Zoom will be considered and communicated with advance notice for mid to late November.
- 5) Halloween festivities are set for Oct 31.
- 6) Council Member Constituent List vacancy due to Kathy's resignation was discussed. Thank you Page for volunteering to contact these members and being their Council advocate. Joe asked if we would build a database of member information for use in the Spring 2024 registration outreach process. We will keep the lists up to date and use them as we did for Project 320.
 - A comprehensive member database is a key need with the design, member data input, and implementation TBD.
- 7) NDMU Campus Emergency Instructions: See Pg 6. Tim will coordinate with Gene Taylor, Public Safety, and develop a plan for RI.
 - Classroom Availability is continuing to be coordinated with NDMU for FOU106; FOU015; FIC020 & FIC021. This is a high-priority item.
 - FIC003 & Admin Area Carpets- A plan is yet to be determined, but will target the decision and installation schedule between semesters.
- 8) Bus Service is functioning satisfactorily after maintenance was completed.

Curriculum Update- Terry made the following key points:

- 1) Received 58 course proposals, including both 6 and 12-week sessions.
- 2) Use the 6-6 week schedule for all courses, using Parts 1 and 2 to indicate 12-week courses, giving members more choices in each time slot.
- 3) 30 courses taught by paid instructors, putting us over budget for the year by under \$1500. This figure will likely be significantly less or under budget as a few courses will not go forward based on past experience.
- 4) Continue to balance courses on campus and on Zoom, keeping in mind quality and quantity for both, and also limitations on the number and size of classrooms on campus.



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Project 320 Follow-Up: Tim

Council Best Practices for Communicating with Constituent Groups. See Pg 3. These Best Practices were adopted. Thank you Kay, Susan, Beth, and Terry

- Identify Project 320 Key Findings and Best Practice Processes to guide the Spring 2024 membership plan of action to increase membership. Each Council member please identify 1 to 3 we should pursue/improve or should discard or significantly modify. Please send these to Tim directly, he will catalog and discuss it at the next Council meeting.

New Member Outreach:

Laurie reported on the Open House: See a draft agenda with time allocations on Pg 6. Laurie reviewed the advertising on Facebook, *The Towson Times*, door prizes, and the bookmarks that will be offered. She stressed the need for current members to invite people they believe would be interested.

Respectfully Submitted, Elizabeth and Tim



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Best Practices for Communicating with Constituent Groups

Constituent Lists: The first priority is to obtain the most current list of constituents as soon as possible. These lists should be provided to Council members as soon as the initial registration period ends. The lists should be updated as needed.

Meeting Venue: Meetings should be held on Zoom so that they are accessible to all members, regardless of distance or mobility.

Schedule: Meetings should be scheduled at least twice per semester, one at the beginning of each 6-week session. If issues of interest to constituents arise between meetings or late in the final 6 weeks, additional meetings should be scheduled.

Recording: Meetings should not be recorded so that members can speak freely. If meetings are recorded, members may not attend the meetings, assuming that they can get the recordings to view. This has the effect of limiting discussion, the very purpose of the meeting.

Meeting Notes: Notes should be sent out to constituents after the meetings summarizing the topics and salient points. These reports should also go to the Council and to relevant committees. This will ensure that constituent feedback is followed up.

Registration Outreach: During each registration period, Council representatives should reach out to their most recently assigned constituent group by email encouraging registration and offering assistance. If there is no response a second email should be sent. This should be followed up with a telephone call with a message if there is no answer. We do not recommend continued attempts by telephone since this may be viewed as too aggressive.

Constituent Communication Recommendations: The following are some more specific suggestions for communicating with constituents:

1. Send an email to previous constituents who have been assigned to another Council representative letting them know of the change. Send an email to current constituents introducing yourself and explaining the constituent group concept, its purpose, and welcoming them to your group. Include a suggested date for your first meeting. Include topics you want to cover but make it clear that you encourage discussion on any other topics they may wish to raise. Ask your constituents how best to contact them (email or telephone).
2. Send a reminder and Zoom link to constituents the day before the meeting. Include “Constituent Meeting,” day, date, and time in the subject line.
3. At the first meeting, introduce yourself and ask each constituent to give a brief (2-minute) introduction including name, how long with RI, how they discovered RI, career, and current hobbies.
4. Introduce some timely topics for discussion
5. Encourage other topics from your constituents
6. Try to keep the meeting to one hour or less

Submitted by Kay Pulcinella, Susan Serotte, Beth Volk, Terry Weisser 10/4/2023



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Sandy listed Renaissance Kiosk Items RI members can handle.

- Parking Stickers, along with where to park questions
- Class locations, along with building locations and directions
- With the next 6-week classes beginning member class changes. Just take down the info Member name, want to add, remove, change a class: need details on what class # they want to add or remove. I will still handle modifying class lists, but this way I have info and don't need to reach back out to a member.
- How to set someone up for a Zoom Class?
- There will be a lot of questions regarding the next semester beginning in February.
 - When will the catalog be available?
 - When will registration begin?
 - When do classes start?
- If there is a requirement for materials to be picked up in the RI Office for classes?
- Reflections materials members drop off or pick up.



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Open House Agenda		
	eating and schmoozing	15
Laurie	Welcome everyone	3
	Tell how I came to RI	
	Introduce Tim with Bil	
Tim	Welcome & Thank everyone	2
	RI's Strat Differentiation	
	Introduce film	
Film		6
Laurie	Introduce Terry	1
Terry	overview of our classes	5
	opportunity to teach	
	group teaching	
Laurie	Introduce Sue	1
	with bio	
Sue	Social and community	5
	wic sic pi day clubs	
Laurie	introduce Elizabeth	1
Elizabeth	different writing classes	6
	stories	
	reading classes offered	
	a little on reflections	
Laurie	introduce Betty	1
Betty	perks and advantages of ri	5
Laurie	introduce john	1
John	door prizes	7
	talk about music and his life at ri	
		59
Q and A		



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OF MARYLAND
UNIVERSITY

NDMU Campus Emergency Instructions

BUILDING EVACUATION

- ✓ Stay calm, do not rush, do not panic.
- ✓ Use the nearest safe stairs, proceed to the nearest exit.
 - DO NOT use the elevators.
- ✓ Evacuate a minimum distance of 100 feet from the building.
- ✓ If you need assistance exiting the building, speak to the Floor Captain or call Public Safety at 410-532-6666. Public Safety shall respond and assist with having you in a designated safe area with arrival from First Responders.
- ✓ Do not re-enter the building until direction by NDMU Public Safety and/or Baltimore City Fire Department Officials.

LOCKDOWN

- ✓ Close and lock all doors
- ✓ Move away from, out of sight of the door
- ✓ Turn off all light sources and switch cell phones to silent mode
- ✓ Remain quiet
- ✓ Seek concealment underneath a desk or behind another piece of furniture
- ✓ Stay away from windows and remain as low to the floor as possible
- ✓ Remain in your area until directed by NDMU Public Safety or Baltimore Police Officers.

SHELTER IN PLACE

- ✓ Remain at your current location
- ✓ Close all windows and doors
- ✓ Stay calm, wait for further instructions via NDMU Campus Emergency Alert System, e2Campus.

SEVERE WEATHER

- ✓ Move to the center of an interior room with no windows, or hallway on the lowest floor by using an enclosed emergency stairwell, if safely possible
- ✓ Move to an interior stairwell if all rooms have windows
- ✓ Stay in place until the danger has passed
- ✓ Stay calm and wait for further instructions via Campus Emergency Alert System, e2Campus.