

**Chabot Las Positas Association of Retired Employees  
Board Meeting  
March 7, 2016**

**MINUTES**

Present: Dick Albert, Helen Bridge, Gay Conner, Tom Gerrits, Rachel Maldonado Aziminia, Joanne Neu, Don Nilson, Irene Plunkett, Chet Rhoan, Art Tenbrink, Bill Threlfall, Sharon Trethan, Bob Wiseman;

Excused: Art Larson (emeritus)

**CALL TO ORDER**

Tenbrink called the meeting to order at 11:05 a.m.

**APPROVAL OF MINUTES**

**The October 12, 2015, minutes were approved with the following corrections, under the Newsletter heading, change December to November; under the Activities Report heading, change 12 p.m. to 12:45 p.m. and 1:30 p.m. to 11:45 a.m., and under the Communications Director Report heading, change 100 to 200.**

**DEVELOP PLAN OF ACTION, 2016 AND BEYOND**

**Logistics of New Member Engagement**

Tenbrink reiterated his thoughts on how to engage new members to join CARE and participate in CARE activities.

Trethan shared the following data on membership from 2005 to 2014:

- 475 members
- 205 have never paid dues
- 110 stopped paying dues
- 64 lifetime members
- 124 paid members in 2015
- 51 paid members to-date in 2016

She has created a list of names and the last time they paid membership dues as well as a list of lifetime members. She is not always able to obtain retirees' addresses from the district and therefore must use her personal resources to get this information.

She shared data on the number of retirees from 2007 to 2015:

- 2007 – 14
- 2008 – 25
- 2009 – 49
- 2010 – 04
- 2011 – 36
- 2012 – 11

- 2013 – 09
- 2014 – 19
- 2015 – 24

Tenbrink reviewed the procedures used to contact recent retirees:

- The CARE President writes a letter to the retiree. He provided a draft of a revised letter.
- Threlfall follows up with an email and reiterates what was said in the President's letter. In some instances, this email may precede the letter.
- A board member will follow up personally with the retiree.

Furthermore, at the Chabot College campus, contact is made with the retirees at the annual retirement event and at the Las Positas College campus Tenbrink has made contact at the commencement ceremony.

After some discussion, Tenbrink proposed the CARE Board seek to increase paid membership by approximately 5%, 5 new paid members and to increase attendees to the annual luncheon by approximately 10%, 5 new attendees

### **Role of Board Members**

Plunkett presented her thoughts on the role of board members. She suggested that the board members have a discussion on how to sharpen the image of CARE. She proposed that the board consider having name tags to wear at functions that would identify them as a member of the CARE board. She provided an example of attending John Sims retirement party and that having a name tag would have been a way to identify the presence of CARE.

**M/S/P (Threlfall.Neu) that Plunkett be authorized to investigate the purchase of name tags and to allocate an expenditure of two hundred dollars (\$200).**

She further proposed developing a nonfinancial relationship with the Chabot College Foundation and its Executive Director, Maria Ochoa, as well as to continue to maintain relationships with staff at both campuses and the district.

The outreach committee was formed and Plunkett, Bridge, Maldonado Aziminia, Trethan, and Wiseman will serve on the committee.

### **CARE Grant Funding Commitment 2016-17**

Threlfall reported that funds for CARE grants are from the CARE Funds and not from the CARE membership dues. Wiseman recommended that the interest from the CARE Funds be used to fund the grants. This amount is approximately \$2,500. Threlfall was directed that the expenditures for the CARE grants are not to exceed the interest of the CARE funds and to confirm this amount with Wiseman. The CARE committee members are: Threlfall, Chair; Tenbrink, President; Plunkett, Vice President; Wiseman, CARE Fund; and Gerrits.

### **Vacancy of Las Positas Liaison**

Tenbrink has approached Gilberto Victoria to serve as the Las Positas liaison. He will keep the board apprised of Victoria's possible agreement to serve on the board. Plunkett reported that a possible liaison for Chabot is Jane Vallely. Any recommendations to serve on the Board are to be emailed to Tenbrink.

### **Changes in CLPCCD Board Policy**

A discussion ensued on Board Policy 7380 and the changes that are being proposed to clarify the language that was approved on August 15, 2015.

**M/S/P (Threlfall/Neu) that the CARE Board authorizes the committee consisting of Tenbrink, Threlfall and Trethan to contact Chancellor Jannett Jackson to seek revision of Board Policy 7380, Retirees Health Benefits.**

**M/S/P (Threlfall/Bridge) that the CARE Board authorizes the committee consisting of Tenbrink, Threlfall and Trethan to approach members of the Board of Trustees if the committee is not able to resolve the policy with Chancellor Jannett Jackson.**

### **2016 Reunion Debriefing**

Tenbrink reported that the 2016 Reunion Luncheon held on January 22 was a success and that all in attendance enjoyed the event. The next luncheon will be held on January 21, 2017. Threlfall proposed that the board may want to consider another venue that may be more appealing to the CARE membership. Tenbrink advised the board to send any ideas to Activities Director, Connor.

### **PRESIDENT'S REPORT**

No report.

### **VICE PRESIDENT'S REPORT**

No report.

### **TREASURER'S REPORT**

Trethan distributed and reviewed the Treasurer's Report.

### **CARE FUND MANAGER'S REPORT**

Wiseman reported on the CARE funds.

### **SECRETARY'S REPORT**

No report.

### **NEWSLETTER EDITOR'S REPORT**

Threlfall distributed and reviewed the CARE newsletter spring 2016 content sheet. The articles are due by May 9, 2016. Gerritts is assigned to write his autobiography. In addition to the regular articles, Threlfall proposed several possible articles: 1. an appeal for donations to the CARE Fund by providing draft

language on *contingent beneficiary* that can be put in a trust or will, 2. a visit to the District Office, and 3. an interview with the District benefits staff.

**CHABOT LIAISON'S REPORT**

No report.

**LAS POSITAS LIAISON'S REPORT**

No report.

**DISTRICT LIAISON'S REPORT**

No report.

**COMMUNICATION DIRECTOR'S REPORT**

Threlfall distributed and reviewed the CARE Communication Report. There are 199 participants in the email member directory, 456 U.S. postal addresses and 214 email addresses. The 2015 cost of the care-news.org website was \$219.43. The traffic from October 12, 2015 to March 5, 2016 was 1,072 visits with 915 unique users and 137 visits from Chabot, Las Positas and District. The most popular page visited is the Member Directory. He reviewed the technical and geographical data and the top cities that visit the website.

**ACTIVITIES DIRECTOR'S REPORT**

No report.

**DEE ROSHONG'S MEMORIAL**

Dee Roshong's Memorial will be held on Saturday, March 19, 1 p.m. to 3 p.m., at the Holiday Inn, 6680 Regional Street, Dublin, CA. For information, call (925) 828-7750.

**NEXT MEETING DATE**

The next meeting will be held on Monday, July 18 at 11:00 a.m. at the San Ramon Country Club.

**ADJOURNMENT**

The meeting adjourned at 1:55 p.m.

Respectfully Submitted  
Rachel Maldonado Aziminia