

**Chabot Las Positas Association of Retired Employees**  
**Board Meeting**  
**May 9, 2025**  
**DRAFT**

*Present:* Tom Gerrits, Irene Plunkett, Mark Symthe, Art Tenbrink, Bill Threlfall,  
Katherine Tollefsen, Scott Hildreth  
*Excused Absent:* Rachel Maldonado Aziminia, Carol Edson, Sharon Trethan,

**GREETINGS AND CHECK-IN, INTRODUCTIONS**

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

**AGENDA CHANGES/ADDITIONS**

No changes to agenda were raised.

**APPROVAL OF BOARD MINUTES OF August 9, 2024**

**=> M/S/P (Tenbrink/Gerrits) to approve the March 29, 2024, minutes.**

**BUSINESS ITEMS**

**CARE Reunion**

Tom Gerrits reported the date for the 2025 CARE Reunion (Friday, October 10) has been reserved, once more at the Las Positas College faculty lounge patio, to begin at 11:00 AM. He proposed the same committee as last year to oversee the planning.

**=> M/S/P that the Board appoint Tom Gerrits, Katherine Tollefsen, and Art Tenbrink to the 2025 CARE Reunion Planning Committee.**

Bill Threlfall reviewed his recommendations for the event shared in the agenda, including inviting both college foundation directors (Yvonne Wu Craig of Chabot, and Kenneth Cooper of LPC) to offer presentations on their work and efforts to raise funds, and having Scott briefly mention the CARE grants program and the importance of using interest on the CARE Fund (separate from the CARE operating budget) to underwrite the grants. Bill also discussed how we need to contact David Everett, regarding both LPC's Viticulture program success, as well as how we might again have wine at the reunion. Board members commented upon how the wine was a very welcome and important factor in creating a festive and friendly atmosphere for everyone at the reunion (politely termed as "social lubrication.")

Cost for the luncheon was discussed, and by consensus it was agreed to keep the cost at \$25 pending discussions with the caterer, which Tom will have later this summer. Bill asked that Katherine (and others) take pictures that might be used in the next newsletter. The Board recognized that the reunion often cost a bit more than what was taken in as payment by attendees (last year about \$200-300 short), but agreed that subsidizing this small shortfall was reasonable and worthwhile.

## BUSINESS ITEMS (cont.)

### CARE Newsletter

Bill shared a draft of the Newsletter, currently pegged to run 8 pages (in a 4-page front/back format) and to be printed by the Chabot Reprographics Print Shop. He reiterated the importance of getting the final draft to the college no later than 15 July so that we don't impose on their time preparing for the fall semester. We need a short bio from Katherine, and a brief update from Mark on the Retirement Board of Authority. The Board also encouraged Mark to consider writing a short piece on his inspirational volunteer work at a homeless shelter.

Remaining Tasks & Dates for the newsletter and reunion are as follows:

- Confirming Catering & Menu (Reunion committee)
- Pre-announcement emailed to members (Bill)
- Newsletter mailing date (to be completed by college staff)
- Event reminder emailed (Bill)

Tuesday July 15:	Camera-ready newsletter PDF provided to college
Wednesday October 1:	<b>Registration deadline</b> (to be printed in BOLD on registration form in newsletter)
Friday October 10:	<b>CARE Reunion</b>

Bill shared that of 520+ CARE members, about 225 have provided email addresses, with some members preferring not to have their emails made public. Mark asked whether we might consider using Facebook or Instagram as additional means of communications with members, and in particular, serve as a repository for pictures of the reunion that could be uploaded by attendees. The Board had a general discussion about using those apps, and decided that for the large majority of current members, those tools might not be something folks are very comfortable using. Mark did point out that newer retirees might be more comfortable, though, with social media technologies, and we might want to think about alternatives down the road.

### CARE Grants

Bill led a discussion with the Board about the continuation of the CARE Grants, suggesting a similar amount (\$3000) be allocated, with grants possibly limited to \$500 to help ensure awards across the SDistrict. Bill also clarified how CARE manages two funds – one for its operational expenses, and a separate fund drawing interest that is used for the grants. Bill shared how publicizing the 2024 CARE grant opportunity was successful at Chabot, thanks to the work of Yvonne Wu Craig who sent out campus-wide notices, and that we hoped for 2025 to engender much more visibility for the grants at LPC. In particular, we need to contact Kenneth Cooper at LPC to encourage submission of proposals from their team. The Board discussed the value of the grants to the District and Colleges.

## **BUSINESS ITEMS (cont.)**

### **CARE Grants (cont.)**

Bill discussed how publicity for the grants was redirected from the District to the college foundations, and how we will need to work closely with each foundation to make the grant program a success. Bill shared that in the past emails were sent about the grants to each of the instructional areas and division deans, with a request to share that information with faculty and staff. Scott shared that sometimes those notices were shared in division meetings, but might be missed given all the other business items often discussed; he hoped to use the positive responses from the 2024 grant awardees in a flyer as a resource in soliciting new applications.

Bill shared his very positive conversation with Dr. Jamal Cooks, President of Chabot College, regarding the College's continued assistance in printing and mailing the newsletter, after sharing with Dr. Cooks how CARE members contribute funds for the grants, and also participate in scholarships. The Board discussed and agreed that the grants continue to be a good idea, leading possibly to legacy gifts by CARE members to the colleges. Bill suggested that the existing Grants Committee continue, and that Scott lead the grants process this year, with the help of Carol at LPC, Tom, and himself.

**M/S/P that the Board appoint Bill Threlfall, Carol Edson, Scott Hildreth, and Tom Gerrits, to the CARE Grants Committee.**

### **Vice President**

Tom shared that he has been President since 2019, and would like the CARE Board to return to a cycle of 1-year terms for President. He also said the Board needs a Vice President, and promised to continue his efforts to recruit. The Board discussed how we might reach out to new retirees for their consideration and participation in CARE. Tom and Scott and Bill will be attending Chabot's upcoming retiree celebration on Thursday 22 May, to talk about CARE, and Art was asked to find out if LPC was offering a similar event this year. Scott mentioned that he knew a few of the folks planning to retire this year, and would talk with them, along with reaching out to Scott Vigallon at LPC.

### **Mary Hargis**

Tom shared that he has reached out via email to Mary but not as yet received a reply. The Board agreed that with Mary able to attend nor participate, she would no longer be on the Board.

## **TREASURER'S REPORT**

Tom shared the Treasurer's report via email along with the agenda for the meeting. A copy is attached. Bill mentioned that CARE members have the option of paying \$10 annually, or \$100 for lifetime membership, which can make budgeting a bit challenging, with larger inflows one year but less in subsequent years if folks have opted for the lifetime choice. Bill shared that Sharon keeps track.

## **BUSINESS ITEMS (cont.)**

### **TREASURER'S REPORT (cont.)**

Bill also shared that he and Tom will soon be officially registered with the credit union as backup for the Treasurer, and that they have access to a Google drive with CARE technical and membership files. The Board discussed some challenges posed by the current management of the credit union, and the possibilities of accepting deposits via mobile phone, to be discussed with Sharon at an upcoming meeting.

### **OTHER REPORTS / ANNOUNCEMENTS:**

#### **Website**

Bill shared that he did indeed arrange for a SSL (Secure Sockets Layer), an encrypted data security system, for [care-news.org](http://care-news.org) so that visitor no longer see a security warning. He also shared that the site had been down for the prior 5 days due to a problem with the provider, which he has escalated. (The site is back up and working as of Friday 5/9 late afternoon.)

#### **President**

Tom shared that his band, the **Delta Wires**, will be performing (again!) at the Umbria Jazz Festival July 11-20 in Perugia, Italy. The entire Board wished him well and want pictures.

#### **Past President**

No report

#### **Vice President**

Vacant

#### **Secretary**

No report.

#### **CARE Fund Manager**

No report.

#### **Chabot Liaison**

No Report.

#### **Las Positas Liaison**

No report.

#### **District Liaison**

No report.

**Newsletter Editor**

Already reported

**Communications Director**

246 total email addresses on file

220 Directory participants

**OTHER? GOOD OF THE ORDER?****ADJOURNMENT**

The meeting was adjourned at 12:30 PM

Respectfully Submitted

Scott Hildreth (subbing for Rachel!)