

BOARD DECISIONS – FROM BOARD MINUTES

Note: This is intended only as a brief description of decisions made by the Board. You can search for topics using the “Search” function. If more detail is needed, the full minutes for the identified meeting can be reviewed using either electronic or paper files. Missing months indicate either that no meeting was held or that no policy decisions were made at that month’s meeting. After 2010, meetings have been regularly scheduled only in odd numbered months.

2002 -----2002

August: Organizing Meeting

- Arlington LRI should not be associated with Fairfax LRI but could benefit from guidance from FLRI
- Initial officers and committee chairs appointed
- Initial Board to comprise officers, committee chairs, and John McCracken.

September: Organizing meeting

- Adopted Mission Statement
- ALRI name selected
- Interim policies, procedures, and rules approved
- Draft Affiliation Agreements with Arlington Public Schools and George Mason University approved to be sent to School Superintendent and GMU President.

Oct. 9: Board Meeting

- Approved proposal to give Dept. of Adult Education \$5.00 per membership to cover DAE administrative expenses.

Nov. 6:

- Public Relations Committee established and Co-chairs named.

Dec. 4:

- No policy decisions made

2003 -----2003

Jan. 2:

- Volunteer Committee: Board voted to make Volunteer Committee permanent rather than ad-hoc.
- Affiliate Agreements: Agreements have been signed with Arlington Public Schools and GMU, will try to adapt APC agreement to meet needs of Parks and Recreation for an agreement with them.

Mar. 5 , Mar 12, Mar. 19, and Mar. 26:

- Press releases: Board approved a press release from the Potomac Institute but stipulated that future press releases must be approved by the Public Relations Committee.

- By-laws, Nominating Committee: Approved amendment to Article 6B, Section 1.
- Class Aides and Liaison (Class Aide coordinator) Appendix C, to the minutes establishes roles for aides and Liaison.

Apr. 2, Apr. 16, and Apr. 30:

- Information Technology Committee: Board approved establishment of this committee.
- Committee descriptions: Approved drafts of committee descriptions.
- By-laws amendments: three amendments were approved to correct inconsistencies.

May 7 and May 28:

- Membership fees and period: Approved 12 month membership on a rolling monthly basis, will take effect on the first day of the month when payment received. Approved a two tier system, membership and class fees separate. Set fees at: \$45 membership and \$35 per course.

July 16:

- Course refund policy: Approved full refund if written request received at least 5 working days before course begins.
- Class size: Unless instructor requests variance, size will be 6 minimum and 25 maximum.
- Priority of Course Registrations: Procedures for priority of processing submitted registrations was approved.
- Articles of Incorporation: Board approved as drafted by the Organization Committee.

Aug. 20:

- Possible cancellation of courses, notification of instructors and students: If enrolment is below minimum after initial registration: AP Comm. Chair will consult with instructor and decide whether to cancel. The final decision will be made no later than three weeks before class is scheduled to begin. For cancelled courses, students will be informed no later than two weeks before the class was to begin.

Sept. 26:

- Expansion of Board: six new directors (Committee Chairs whose election was also approved.) were added to the initial Board of five officers.
- By-laws accepted:
- Fiscal Year: Decided that fiscal year would be July 1 to June 30.
- Tax status: Board agreed to fund application for 501 c. 3 status and to apply for an EIN.

Oct. 24:

- Privacy policy approved.

Nov. 21:

- Revised privacy policy approved.

Dec. 16:

- Library lecture series: Board voted to establish a lecture series, open to all members, in conjunction with the Arlington County Library.

2004 -----2004

Jan. 22:

- Checking account: Board approved establishment of a checking account at Wachovia. Procedures for access to account to be established later.
- Donation to McCracken fund. Approved donation of \$1,000 to the fund at Arlington Community foundation.

Feb. 26:

- Visitors: Policy approved that non-registrants may attend one class if the instructor agrees and space is available.
- Late registration: Approved policy that members may register after the first class by paying the full fee if instructor agrees and space is available.

Apr. 29:

- Affiliation agreement with Arlington County: Board approved signing the document as written.
- Hiring part-time employee: A draft job description was approved and a committee appointed to do the hiring.
- Amendment of By-laws: Board accepted Executive Committee recommendations that two sections of the by-laws be amended to:
 - o Set policy on absentee voting at the Annual Meeting and
 - o Define Board size as 5 to 20 members comprising officers and chairs of standing committees.
- Increase in fees: Membership was set at \$55/year and registration at \$45/course.

May 27:

- Tax status: Treasurer Matt Adams informed that 501 c 3 status has been granted and the Employer Identification Number (EIN) is established.

June 24:

- Change in registration policy: Board approved a change from the lottery system of accepting registrations to first come- first served.

Oct. 21:

- Benefits for instructors: Various additions and clarifications regarding instructors' free membership, free classes, and parking were adopted.

Dec. 18:

- New Contracting Policy approved.
- Modified Privacy Policy approved.

2005 ----- **2005**

Jan. 18:

- Broadcast Emails: Board decided that broadcast Emails to members would be sent for open membership meetings and special events. All others will need to be cleared by the President.

Mar. 28:

- On-line payments: Board approved IT to proceed with testing of on-line payment system.

Apr. 25:

- Absentee ballots for annual meeting: Approved the use of absentee ballots for agenda items, including a proposed change to the by-laws, at the annual meeting. Deferred a decision on whether to include votes for the Board in the absentee ballot.

May 23:

- ALRI scholarships: Board endorsed plan to set up program in cooperation with the Arlington county Council on Aging.

June 27:

- Budget attributions: Board endorsed Executive committee's formulation for assigning budget costs to officers, committee heads and administrator.
- Special Events Committee established: Board approved breaking Special Events from the Public Relations Committee and making its chair a board member.

Sept. 19:

- Retained Earnings: Board discussed whether there is any restriction on amount of retained earnings. Organization Committee to check with outside counsel.
- Establishment of Publications Committee: Agreed that after study of possible structure, the Board would establish the new committee at the next meeting.

2006 ----- **2006**

Mar. 31:

- Purchasing Procedures: A paper on purchasing procedures, prepared by the Organization Committee and incorporating the previous one page paper on contracting procedures was approved by the Board.

Apr. 24:

- Class Aides Committee: Board approved the establishment of this new standing committee.
- Refund-Transfer policy: Board approved the policy proposed by the Executive Committee with the addition of some clarifying language.
- Absentee ballots for the annual meeting: Board approved the use of absentee ballots for the 2006 meeting and further to make this an ALRI policy.

May 22:

- ALRI Scholarship Policy: The Board approved a new policy and procedure for scholarships as proposed in the VP's report.
- Regular times for Board meetings: Approved holding the meeting on the third Friday of each month for the foreseeable future.

June 19:

- Policy on Class Size: Board approved changes to the policy to say that minimum class size should be six unless the instructor requests a higher number. The maximum class size to be determined by the size of classrooms available and the discretion of the instructor.

Sept. 9:

- Financial reporting to members: The need for cash reserves and for reporting ALRI's financial position to the membership was discussed.

Oct. 20:

- Refund Policy: Board agreed to maintain current policy but agreed that exceptions could be approved, on a case by case basis, by a vote of three members of the Executive Committee.

Nov. 16:

- Survey of member's background and skills: Approved survey. VP Gibson to implement.
- Refund Policy: Changes to wording of refund policy approved.
- Scholarship policy: Approved granting scholarships for one year beginning in either spring or fall term.

Dec. 15:

- Finance Committee: Agreed that the new Finance Committee would not be part of the Board

2007 ----- **2007**

Jan. 19:

- Special Events Policy - Agreed to maintain policy that a member cannot sign up for a special event that will occur after his or her membership expires.
- Calendar formats, content , and use: Board decided that:
 - a. Committee Meeting dates will be included on the Executive Calendar but not on the member calendar.
 - b. A rolling 12 month tickler calendar (Fields Calendar) of recurring annual events will be maintained by the Administrator, distributed by the Secretary as hard copy and filed in the Board Book.
 - c. The Executive Calendar of dates including Special Events and committee dates will be maintained by the Administrator.
 - d. Board members will advise the Administrator of away dates.

Feb. 23:

- Organization Committee: It was noted that the work of the Organization Committee is complete and agreed that the Committee be disbanded on June 30, 2007.
- Course Evaluation Forms: Agreed that levels of ratings on the forms will be expanded from three to five.

Mar. 16:

- Publicity - Publicizing Events of other organizations: The Board agreed that a policy was necessary and should include categories of applicants, avenues available for publicizing events, and details of how it should be accomplished. The Board further agreed that of the four categories of applicants, outside entities/persons and members would not be included, leaving only affiliates and instructors for further consideration. A more formal presentation of options and recommendations will be prepared for Board consideration.

June 18:

- Long term planning discussed. No decisions.

July 31:

- John McCracken GMU Foundation scholarship fund: Approved a contribution of \$6,000. \$2,000 had been earmarked in the past three annual budgets. The paperwork establishing the fund is complete and ready to receive contributions.

Sept. 21:

- Shorter Courses, Alternative of Workshops to supplement classes and special events: There was a discussion regarding the concept of offering, at no charge, workshops that would be between a regular course and a special event.
 - o Questions arose regarding the name of such an event, where the workshop would be held, and the timing. It was noted that having such events at night might be difficult, since the current class room availability does not include space at night.
 - o If the Board determines that free workshops are to be added to ALRI offerings, then the cancelled class on climate change may be a good test to determine interest. The library would be the best locations for this type of event.
 - o If ALRI does offer workshops it was noted that offering fewer regular classes should be considered.

Oct. 19:

- Transfer of registrations: Board agreed that registrations are not transferable.
- Visitor Policy: Agreed that fully subscribed courses allow no visitors.
- Free attendance for Academic Programs Committee: Approved the policy of reserving one slot per course for APC programmers to attend for evaluation purposes at no charge.

Nov. 16:

- Expiration dates for memberships: Board agreed that expiration date should be one year from receipt of payment rather than one year from expiration of previous membership. The computer program will be fixed to accomplish this.

2008 -----2008

Feb. 15:

- Scholarship Policy Clarification - Board voted unanimously to approve policy that, if a scholarship recipient who wants to take more than the one course provided under the scholarship, he or she should be allowed to apply for any additional courses just as any other member would. It was further decided to send the letter on scholarships awards when the applicant's course application has been processed and the scholarship packet mailed.

Mar. 21:

- No policy decisions

Apr. 25:

- Registrar and 2nd Vice President positions: Board voted to separate the positions and to make Registrar a board position. The 2nd VP position will be left vacant for the moment.
- Minimum class size: Approved changing minimum from 6 to 8

May 16:

- Class size and cancellations:...Size will generally range from 8 to 23, though a few classes may be larger. Once a class has begun, if withdrawals result in the class size falling below 8, the class will be cancelled unless the instructor agrees to continue.

Sept. 19:

- Membership expiration mid-course or mid term: It was noted that the ALRI policy allows a member to enroll in a course even though the membership will expire during the term of the course. The Board **AGREED** not to modify the policy. It was noted that if this becomes a serious issue then the Board would revisit the issue.

Nov. 21:

- Investment Guidelines: Proposed investment guidelines were unanimously approved.
- Breakfast Club: Formation of the new club was approved with stipulation that it would be limited to active ALRI members.

2009 -----2009

Jan. 16:

- Minimum Class size: Academic Programs Comm. Suggested dropping minimum from 8 back to 6 for certain selected instructors. No decision made.

Apr. 1:

- Donation to the Arlington Alliance for Senior Programs (AASP): A one time donation of \$1,000 was approved for a computer program at a senior center, subject to further details being furnished by AASP

- Arlington Community Foundation (ACF) scholarship programs: Approved a one time Donation of \$1,000 for the scholarship fund named for Frank Wilson. Approved and initial contribution of \$10,000 to establish a scholarship fund, to be named for ALRI and administered by ACF. Approved an ad-hoc committee to establish criteria for the scholarship awards.

May 15:

- Arlington Community Foundation (ACF) scholarship: A motion to acknowledge satisfaction with scholarship proposal as written and to start with \$10,000 contribution was approved with an amendment to announce scholarship’s set-up to members and to inform members that they can make a tax-free contribution to ALRI, which will go toward the scholarship, unless the donation is ear-marked to go directly to ALRI.

July 17:

- Arlington Alliance for Senior Programs (AASP): After reviewing AASP’s expanded proposal, a Motion to donate \$1000 to AASP to support the Culpepper Garden Senior Center computer lab was approved unanimously. (See reference from Mar. Minutes.)

Oct. 16:

- Begin bi-monthly meetings: Board agreed that beginning in November 2009 the Board will meet in odd months, using even numbered months for in-depth discussions as necessary.

Nov. 20:

- No Policy Decisions.

2010 ----- **2010**

Sept. 17:

- Renaming, focus group: Approved Exec. Dir. Varner convening a focus group to get ideas on possible new name for ALRI.

Oct. 15:

- In-kind donation for charity auction: Agreed to donate a year’s membership and two free courses to the Arlington Academy of Hope for their auction.
- Conflict of Interest Policy: Approved the conflict of interest policy drafted by Pres. Sprott.
- Outsourcing of bulk mailings: Approved Publication Committee’s proposal to hire firm to do mailings.

Nov. 19:

- Follow-up calls to non-renewing members: Agreed with Membership committee’s proposal to abandon this practice as it had little effect.

2011 ----- **2011**

(Meetings now in odd numbered months only)

Jan. 21:

- Re-branding, re-naming: Several assignments made for initial work. No policy decisions.

Mar. 18:

- Co-chair for Class Aids Committee: Position was approved.
- Sharing of County Fair table: Voted to refuse NARFE’s request to share our table as they are not an affiliate.
- Televising classes on Arlington Public TV: Voted against televising any of our classes for now.

Jul. 15:

- Class size: Larger size for lecture classes at GMU will be authorized on a trial basis.
- Accepting money at membership events: Agreed that membership committee may accept membership applications along with checks or cash at events such as the County Fair.

Sept. 16:

- Re-branding, new name: Board agreed that the Re-branding Working Group should focus further research on the name Encore Learning since this was the most popular option. Working Group will proceed with the legal and copyright checks for the name, Encore Learning

Nov. 18:

- Re-branding, new name: The Board agreed to change the name to Encore Learning with a one year transition period.

2012 -----2012

Jan. 20:

- Re-branding, name change: Board voted to change the name from ALRI to Encore Learning.

May 20:

- Wait list for course registrations: Although it was not a policy decision, the Board was unanimous that the new data base needs to have a wait list capability.

Jul. 15:

- Larger class sizes: Board agreed that Staff, Register and AP Committee consider raising maximum size for certain popular lecture courses on a trial basis.

Sept 21:

- Alliance for Arlington Senior Programs (AASP): The Board approve an annual grant of \$2,000 to AASP subject to satisfactory annual reports from AASP and availability of funds.
- New logo: Board approved the new logo and tagline proposed by the Working Group.

2013 -----2013

Jan. 18: Strategic Planning Session

- Nominating Committee: Decision made to change wording in by-laws regarding the Nominating Committee.

March:

- No Policy Decisions.

May 17:

- Scholarship Contributions: The Board approved the following policy: Encore Learning will contribute \$2,000 each year to the Arlington Community Foundation scholarship program, \$2,000 each year to the McCracken scholarship program, and \$1,500 each year to the Janice Gentry scholarship program. These contributions are subject to Encore Learning's fiscal strength to do so.
 - o Contributions made by individuals through Encore Learning to any of these programs are in addition to these organization contributions.

July 19:

- Chamber of Commerce: Board approved Encore Learning joining the C. of C.
- Insurance: Board approved Executive Committee's recommendation to buy a new insurance policy.

Sept. 20:

- Credit Card Payments: For security reasons, Encore Learning will no longer accept credit card payments on paper registration forms.
- County Fair: Encore will continue to participate in the County Fair. We will request to be near related organizations but will not pay extra for a corner booth.

Nov. 25:

- Volunteer Committee: The Board approved the formation of a Volunteer Committee. The Chair of the committee will be a Board member.

2014 ----- **2014**

Jan. 17:

- By Laws Change: The Board approved a change in by-laws regarding terms of office.

Jan. 21:

- Staff Purchases: The Board approved a policy change to increase the limit of staff purchases.
- Investments: The Board approved the Finance Committee proposal to invest with TIAA-CREF through ACF.

Mar. 21:

- County Fair: Encore Learning will not have a table at the 2014 Arlington County Fair.
- Annual Membership meeting materials will be distributed electronically to all members with email and mailed to all members without email.
- Membership Meeting Voting: Encore Learning will use Survey Monkey to allow electronic voting for its Annual Membership meetings. The availability of electronic voting does not preclude voting in person.

All members with email may vote electronically or in person. All members without email may vote in person or by mailing in a paper ballot.

May 16:

- Budget: The Board adopted the revised draft budget for the upcoming fiscal year.

July 18:

- Budget: The Board increased the budget.

Sept. 19:

- Finance Committee: The Board approved the appointment of John Morton as Chair of the Finance Committee
- Investments: The Board approved the Finance Committee recommendation to increase the limit on investment in stock mutual funds from 20% to 80%.
- Investments: The Board approved the Finance Committee recommendation to add to Encore Learning's Investment Fund.
- Investments: The Board approved the Finance Committee recommendation to use an investment advisor for any investments made.
- Faculty/Aide Benefits: The Board approved modification to the policy on Faculty Benefits and added Class Aide Benefits.

2015 ----- **2015**

Jan. 30:

- Budget: The Board approved the request to increase the budget.

Mar. 20:

- Board of Directors: The Board approved removal of the Registrar position from the Board of Directors.
- Office Hours: The Board approved the expansion of office staff hours to cover Fridays.
- Classrooms: The Board supported the Executive Committee proposal to seek larger GMU space for Hot Spots and Court Cases.

May 15:

- Budget: The 2015-16 budget was approved

July 10:

- Staff: The hiring of a Communications & Data Management Specialist was approved.
- Wait Lists: Unlimited wait listing for course registration was approved.

Sept. 18:

- Clubs: Proposed Kayak Club will be brought to the Executive Board pending favorable review of liability concerns by Encore Learning legal.

Nov. 20:

- Membership & Course Management Software: The Board approved contract with Administrative Software Applications, Inc. for membership management and course and event registration system.

2016 ----- **2016**

Jan. 29:

- Sponsorship: The Board approved the sponsorship of the 92nd Annual Arlington Business Gala.
- Classrooms: The Board approved expenditure for classroom space at Cherrydale United Methodist Church for one course.
- Classroom Equipment: The Board approved expenditure for additional portable PA systems, pointer/clickers.

Apr. 1:

- Classrooms: The Board approved expenditure for classroom space at GMU for one course.
- Insurance: The Board will not pursue Terrorism Insurance.

May 20:

- Budget: The 2016-17 budget was approved.

Nov. 20:

- Policy: The Board approved revision to policy "Courses and Instructors" regarding wait list; new language, "a waitlist option for class registration is available."
- Staff: The Board approved staff hours increase.

Revised 2/2/17

Revised 10/21/2015

Revised 3/27/14

JRoyer 5/30/2013

Rev. 7/30/13