

Lifelong Learning @ Rock Hill Advisory Committee

November 17, 2022—2 PM

Minutes

Present: Jody Steele, Bill Rogers, Charles Robinson, Faith Harland-White, Dave Broucek, Dinesh Shah, Barbara Boulware

Absent: None

Staff: Krista Hayes

I. Welcome

- a. Minutes were approved by electronic vote following meeting on 8/18/22.
 - i. *Minutes from this meeting will be emailed and voted on electronically.*

II. PRT Staff Report

- a. New Advisory Committee Member, Dave Broucek
 - i. *Dave introduced himself, as did other committee members*
- b. SCRPA Retreat Highlights
 - i. *Krista shared the Excellence in Programming award with the committee*
- c. Fall Semester Review
 - i. *Positive feedback was shared regarding the broad perspectives, breadth of programming*
- d. Sponsorships—in progress
 - i. *Krista explained that while we are beginning this process, she will be the one initiating contacts with businesses so that questions and concerns will filter through one person in hopes of maintaining uniformity in responses; this will also allow her to learn the questions that may be asked so that committee can be informed in future recruitment*
 - ii. *Advisory Committee is encouraged to recommend businesses and contacts for sponsorship of the spring semester*

III. New Business

- a. Staff addition
 - i. *Krista informed committee of approval for this position and that we are awaiting HR to complete their process so that we can move forward*
- b. Refund Policy
 - i. *Krista will draft this policy and committee will edit via email. Discussion focused on being clear about dates, cancellation policies when instigated by facilitator and/or weather; the need to request a refund in writing; and “Go/No-Go” dates need to be given, as well*
- c. January programs
 - i. *Committee agreed to move forward with three programs in January in order to bridge the gap between semesters. Further communication with possible*

- presenters will determine if all three will be Lunch & Learns or if one may be a Coffee & Conversation*
- ii. Faith reminded us that we are still aiming to learn our audience and their preferences so when we pitch a possibility, if it flops or succeeds, it helps us know the desires of the community.*
- d. Clubs/Special Interest Groups (SIGs)
 - i. Krista informed the committee that the Woodcarving class is beginning to offer a “carving club” on a trial basis*
 - ii. We were encouraged to consider attaching a fee for liability purposes, even if very minimal; doing so would also allow for better tracking of participants/record keeping*
 - e. Registration improvements
 - i. Discussion focused on communicating quickly and clearly when courses are filled, especially at the kickoff so people are not waiting in line just to be told courses are full*
 - ii. Courses will have a number associated with them for the spring catalog*
 - iii. Catalog, website and eBulletins need to articulate the process for getting on the waitlist and why it is important to do so (let’s us know there is a need/want for more!)*
 - iv. A bulleted “How to Register” section will be included in the spring catalog*
 - f. Spring semester kickoff
 - i. The possibility of two sessions was discussed in hopes of eliminating parking “woes”*
 - ii. It was agreed that this event needs to happen as people will be expecting it*
 - iii. We will have a “Hot Chocolate Bar, tea and cookies”*
 - g. Catalog changes
 - i. Consensus is that the group likes the small size*
 - ii. Conversation was had about the cover not informing anyone passing by briefly to know that the program is geared towards “older adults”*
 - iii. The font per semester needs to stand out and be distinguishable from other semesters*
 - iv. The group agreed that an image/picture would look good on the front; we looked at the Pathways program in PA*
 - v. We need to research outsourcing to allow the bleed look and for imprinted tabs/bleeds on inner pages*
 - vi. We discussed lighter paper on the interior*
 - vii. Bill recommended having a footer on each page with the web address for registration so that everyone sees that on each page; we also plan to use shorter course descriptions but link to lengthier ones on the website*
 - h. Spring 2023 Calendar
 - i. We quickly reviewed the potential courses for the spring. More communication will happen via email with the committee*
 - ii. We did not have much time to discuss any concerns about the actual calendar*
 - i. Vision/Goals

- i. *This topic was mainly tabled, but Krista encouraged everyone to keep our eyes forward, to consider what all we may hope to achieve and what all it will take to get there*

IV. Dates to Remember 2022-2023

- ❖ November 30—Community Engagement Event: Back the Pack (RHSEF)
- ❖ December 2—Christmasville Senior Day
- ❖ January 3—PRT Commission Meeting, 6 PM
- ❖ January 11—Lunch & Learn #1 (*tentative*)
- ❖ January 18—Lunch & Learn #2 (*tentative*)
- ❖ January 25—Lunch & Learn #3 (*tentative*)
- ❖ Early February—“How to Register Online” sessions
- ❖ February 3—Catalogs printed
- ❖ February 13—Catalogs mailed
- ❖ February 16—Advisory Committee Meeting, 2 PM
- ❖ February 20—Registration Opens
- ❖ March 6—Spring Semester Begins
- ❖ April 3-7—No programs (*tentative*)
- ❖ April 10—Session 4-week session begins
- ❖ May 5—Spring semester concludes