
RETIREE GROUP MEETING MINUTES

Tuesday September 29, 2015
1:00 – 2:00 p.m. | B237

Attendees:	Regrets:
Deanna Douglas	Mel Fearman
Gerda Krause (<i>Chair</i>)	Eric Grass
Robin Macqueen	Mike Holmwood
Dawn Palmer	Therese Paradis
Kristen Vincent	Pam Robertson
Gayleen Wren	
	Minutes:
	Anna McAuliffe

The meeting was called to order at 1:02 p.m.

1. Listserv and Invitation Letter (Robin, Kristen)

Lists from the three available databases were reviewed. Kristin noted she is waiting on a current list from the LFA. The HR list includes names and mostly email address, but mailing addresses and phone numbers can be added. The creation of a Retirees 101 Facebook page is in process and anticipated shortly. Gayleen volunteered to be made an administrator of the Facebook page. It was decided that once the page is created, a link would be added to the listserv invitation letter and the letter would be sent out. A dedicated email address (retirees@langara.ca) has been requested from IT for ease of list management.

2. January Retiree Function

a. Space booking, budget, pins (Gerda)

The employee lounge has been booked for January 21st from 3:30 – 6:30 p.m. with the event expected to run from 4:00 – 6:30 p.m. It was noted that a Philosopher’s Jam is scheduled in the same location for 7:00 p.m. Guests from the retiree function will be invited to stay and attend the Philosopher’s Jam if they are interested.

Gerda noted that Lane is supportive of the event and has offered \$2000 towards the budget. He has also offered a separate budget to purchase retiree pins which will be given to attendees. It was decided that the pins would be gold-plated and include the Langara Coat of Arms and an inscription reading “Langara College Retiree”. An example of a pewter Board Alumnus pin was circulated.

ACTION: Gerda to speak to Lane about pin order.

b. Event planning – food, sound, speakers, music (Dawn, Gerda)

A discussion on catering, speakers, and music was held. Dawn noted that an Event Coordinator will tentatively be hired by November and could provide support for the function along with some HR staff. A sub-committee consisting of Gerda, Gayleen and Deanna was struck to organize the event presentation and audio-visual requirements. Lane will speak at the event and a member of the committee will introduce him and the visual presentation. A request for RSVP's will be sent in early December with a reminder to be sent in early January.

ACTION: Gerda to speak with Edgar Avelino about providing background music.

c. Video or PowerPoint

A discussion on the format of a presentation was held. Dawn noted that Communications & Marketing has offered access to put photos on the Facebook page. It was decided that the sub-committee would also oversee design of the presentation.

ACTION: Kristen to contact Marlene to set up time with sub-committee to review Flickr photos, and to determine availability to provide a Facebook tutorial for Gayleen.

d. Questionnaire (Gayleen)

A draft questionnaire was reviewed at the meeting and included the following questions:

1. What made you come today?
2. What are the top three things the retiree group can do for you?
3. What are the top three things you can contribute to the retiree group?
4. Are you interested in giving back to Langara? For example mentoring, giving a lecture, participating in campus events?
5. If so, how do you see yourself participating?

A discussion on the draft questions was held and several changes were made. The questionnaire will include the following questions:

1. Why did you come?
2. What are the top three things the retiree group can do for you?
3. What are the top three things you would like to contribute to Langara? For example, mentoring employees or students; giving a lecture; participating in campus events?

It was suggested that a note about the questionnaire being handed out at the event be added to the invitation to allow attendees a chance to think about their responses.

3. Social Media Update (Dawn)

As mentioned under item 1. Listserv and Invitation Letter, a Langara Retiree 101 Facebook page is being created and Gayleen will be listed as an administrator. A second administrator will be required and volunteers will be requested through the listserv.

4. Other

No other items were presented. It was noted that once the listserv is open, a request for retiree photos or memorabilia that can be displayed during the January event would be made.

5. Adjournment

The meeting was adjourned at 1:52 p.m.