



## ***2021 ANNUAL MEETING***

Sunrise Senior College  
116 O'Brien Ave  
Machias, Maine 04654

207-255-1384

[machias.edu/ssc](http://machias.edu/ssc)

## ~ Note from the Acting Board Chair ~

Dear SSC Members,

What a remarkable year we have just come through. Covid-19 had us pretty well shut down in March of 2020. The annual meeting did get postponed until November and was finally held on Zoom. In June we barely knew what Zoom was. Your board elected a new Chairman - thank you, Gail Peters - and she kept things running despite the many challenges and steep learning curves we had to endure. SSC was able to hold 10 summer classes with 243 people signing up for them due to the quick action by your Curriculum Committee and Public Relations. With no time to breathe, they put together a fall semester which saw us holding 15 classes with three of them being small in-person classes, even with all the Covid-19 restrictions in place, the rest were held on Zoom. UMM at that point was completely shut down to us and we operated using Zoom, email and phones from our homes. In all, SSC had 951 people, from all over the United States, sign up for 48 different offerings last year. To me, this speaks volumes to the magnificent work done by a dedicated, small group of volunteers in planning the classes, getting the work done and getting the message out. Many of the Maine Senior Colleges had to suspend or severely restrict what they did. I want to extend my eternal thanks to each and every one of you for all your hard work and commitment to SSC.

The work required was often very stressful and demanding on each and every one of the volunteers, and during this period we regrettably lost our Board Chair, who left for personal reasons but had steadily guided us through 6 months of extensive challenges and learning periods. It was at this time the Board asked me to step back into an Acting Chair position from Past Chair to fill out her term.

Covid-19 and the uncertainty of when restrictions might be lifted presented many new challenges for SSC. We made an appeal for more volunteers and this help reduced the stresses we were facing, making it possible to continue into this summer and fall. It was apparent things had to change. Our first task was to clearly redefine our mission, values and strategy. We also defined a Board Excellence Statement which, along with the other three, help define what SSC is and what we stand for. As we begin our Annual Meeting, members of our board will be asked to read this as we do at the start of every meeting. We then formed an ad-hoc committee to study what changes were needed to make us more effective and how we could make SSC even stronger after having gone through this last year - their report is included in this package. After much discussion, what became apparent to the board was that our way of doing business and the structure and by-laws we are operating under were in direct conflict and they needed revision to be able to operate in this new, more flexible model. The board then created a second committee that worked very hard for a month to review and revise the SSC by-laws and, in many cases, bring them back closer to what they originally were. These were approved by the board and are being submitted to the full membership for a vote.

Due to the complexity of the changes, they are attached separately as part of the annual report documentation. It consists of a letter from the board explaining the changes, the current by-laws marked up with strikeouts and new wording in blue, and the draft of the revised by-laws as they will look. We ask that you please review them carefully.

SSC wants to welcome all talented people with new ideas who may have a few free hours and want to help SCC become the best senior college in Maine. Volunteers can be anyone willing to help us on any task or committee or project. We are encouraging all of you to volunteer and help us out. I also encourage you to talk to your friends and neighbors about helping us and our mission. We have many important tasks that need to be done in order for us to keep this organization strong and you all have skills and talents to contribute.

You will see us trying many new ideas, some will turn out well, others maybe not so much, but all of them help us grow SSC and makes us stronger.

This summer SSC will hold our first (outdoor) classes at UMM since the Covid-19 outbreak and we are planning some in-person, combined with Zoom classes at UMM this fall as the restrictions are lifted. As we become more fully vaccinated and CDC restrictions continue to ease, I see a great, bright future at the end of this long journey for SSC.

Jacqueline M. O'Clair  
SSC Acting Board Chairperson

## **Sunrise Senior College Mission – Vision Statement**

**MISSION:** The mission of Sunrise Senior College shall be to provide a community of “life-long” learners with curriculum and special activities for all people at least fifty (50) years of age and their partners/spouses.

**STRATEGY:** By excelling in serving the Seniors of Washington County and beyond with challenging materials, insights, enlightenment, interaction and enjoyment.

**VALUES:** Excellence, Integrity, Compassion, Communication, Volunteerism, Ownership, Empowerment, Diversity, Fun.

**VISION STATEMENT:** Sunrise Senior College is the go-to organization for learning opportunities within Washington County. With a mix of in-person and online courses, it’s diverse array of innovative and informative offerings attract members and instructors from within and outside of the region, resulting in a growing, vibrant organization.

**BOARD EXCELLENCE STATEMENT:** Sunrise Senior College commits to treat all seniors with dignity and respect by creating a welcoming, open environment, being financially responsible stewards of the funds entrusted to us and by carefully balancing our expenses and the benefits provided to all our members and the community we serve. We also pledge to promote this throughout the organization.

### **Meeting Minutes Sunrise Senior College Annual Meeting November 6, 2020**

Gail Peters called the 18<sup>th</sup> Annual Meeting of the Sunrise Senior College (SSC) meeting to order at 2:08 pm. Participants met via Zoom. A quorum was present.

Attendees: Barbara Anthony, Anne Archie, Anne Baker, Mark Brown, Gretchen Cherry, Sharen Eaton, Sandy Fairbanks, Marci Gaglione, Helen Kozlova, Becky LaBrosse, Nancy Lewis, Karen Mabus, Joan Miller, Beverly Nichols, Jim Oberly, Jackie O’Clair, Suzie O’Clair, Gail Peters, Wayne Peters, Bill Plaskon, Cathy Prince, Steve Rutter, Catherine Ryanquint, Eric Schnauffer, Thiela Schnauffer, Les Simon, Joel Wilcox

**2019 Annual Meeting minutes:** It was moved (Anne Archie) and seconded (Catherine Ryanquint) that the minutes be accepted as presented. There was one correction noted: Charles Parker should be listed at Chairman, not President. With this correction the minutes were unanimously accepted.

**Treasurer’s Report:** It was moved (Marci Gaglioni) and seconded (Nancy Lewis) that the Treasurer’s Report be accepted as presented. Gail Peters pointed out that Treasurer’s Report does not reflect current expenses. There are charges associated with CourseStorm which SSC is absorbing. Course fees have not been changed except for the one-day fee which has increased to \$10. We are now required to pay a fee to UMM for handling finances. There were several questions about cost of CourseStorm. An initial fee of \$500 was required at the outset. SSC absorbed this cost. If we can get people who are paying by credit card up to 75% of total transactions, then we don’t have to pay by transaction anymore. When CourseStorm pays us the money for the class, they deduct the amount of the credit card fees. The credit card charge is approximately \$2/transaction. SSC is absorbing this cost. This is offset somewhat by reduction in costs associated with moving to online brochures. With online classes we have ability to reach more people and this may in time offset additional costs. The report was accepted unanimously.

**Nominations:** The Nominating Committee (consisting of Gail Peters, Marci Gaglioni, Mark Brown) has proposed the following slate:

Anne Archie - Curriculum Committee Chair

Anne Baker - Secretary  
Jo Anne Meyer – Member-at-Large and Outreach Coordinator  
Barbara Anthony – Volunteer Committee Chair

There was a call for nominations from the floor for Board members. Nancy Lewis nominated Mark Brown and Mark agreed to accept the nomination. It was moved (Suzie O'Clair) and seconded (Nancy Lewis) that the proposed slate with addition of Mark Brown be accepted. The motion passed unanimously.

### **PROPOSED BY-LAWS CHANGES**

Gail Peters notes that the proposed By-laws changes were precipitated by changes in the roles and functions of various committees. The changes have been available on the website for member review and are as follows (*in italics, only sections and sentences involving changes are included*):

#### **ARTICLE IV MEMBERSHIP MEETINGS**

**4.1** The Sunrise Senior College shall hold an annual membership meeting in June *if possible. In the case of an emergency outside the control of Sunrise Senior College the board may delay the in-person meeting until such time as it can be reasonably held or vote to use an online medium to hold said meeting.*

**4.2** Each annual meeting shall include a business meeting during which the membership shall elect a Board of Directors, receive reports from standing and special committees, adopt resolutions, approve the Treasurer's report, and conduct any other business. *All proposed resolutions from the membership shall be submitted in writing at least 14 days prior to the annual meeting.*

#### **ARTICLE VII COMMITTEE STRUCTURE AND PROCEDURE**

**7.1** The Sunrise Senior College shall operate through standing committees and ad hoc committees, as necessary. The standing committees are the Finance Committee; the Curriculum Committee; the Membership Committee, the Public Relations Committee; the Nominating Committee; the Volunteer Committee; *the Market and Market Research Committee, the Outreach Committee, and the Policies and Procedures Committee.* The Sunrise Senior College Board of Directors will also consist of a *Member-at-Large who will be a full member of the Board and serve as additional support for whatever duties the Board or Committee Chairmen may need.*

**7.3 Curriculum Committee.** *The Committee shall be responsible for planning the curriculum for Summer Series, Winter Warm-ups, and Special Events, such as lectures or other onetime Events, to be offered by Sunrise Senior College based on the interests of the membership and the qualifications of potential instructors.*

**7.4 Membership Committee.** The Membership Committee is responsible for serving as the *registrar and IT and Administrator for online registration, keeping up-to-date on Sunrise Senior College's members by informing them of dues payments, creating and maintaining membership records, keeping lists of addresses and e-mails, sending out information to faculty, and collecting dues and tuition and transferring monies so collected to the Treasurer.*

**7.5 Public Relations Committee.** The Public Relations Committee shall be responsible to work with the *Outreach Committee* to coordinate public outreach events.

7.5b. The *Outreach Committee* shall be responsible for coordinating public outreach events such as the Annual Meeting, Margaretta Days, Down East Community Health Fair, and any other event that the Sunrise Senior College Board of Directors decides is important for recruitment and advertising.

It was moved (Suzie O'Clair) and seconded (Anne Archie) that the By-laws changes be accepted as presented. The By-laws changes were approved unanimously.

**Committee Reports** are available on the website. There has been a tremendous amount of work done by the Board as we've shifted from in person classes to a digital format. Not all of the senior colleges in Maine (only 10 of 16) have been able to move into the digital realm.

**Chairperson's Remarks:** Thank you for attending the 18<sup>th</sup> Sunrise Senior College annual meeting. Never have so many, owed so much to so few. Famous words by Winston Churchill under extreme circumstances. None the less, I think they are the best way of summing up how I feel about the hard work done by our board which has so few members. I am astounded at all we have been able to accomplish as each new month seems to bring a new challenge. We have accomplished an on-line registration system, Zoom classes of the highest quality, a superb website, and Facebook page. We are continuing to produce our semi-annual Jabberwocky and now we are initiating a monthly The

News to get timely information out to our members without flooding you with individual e-mails. Thank you, Jackie and Suzie O'Clair, Marci Gaglione, Sharen Eaton and Cathy Prince as Membership and Public Relations Committees.

Members of the Board have been attending the weekly Maine Senior College Network meetings. Are you aware that SSC is one of 16 senior colleges in Maine? As a member of SSC, you are a member of the network and able to take on-line classes from any of the other senior colleges. It is all on the Maine Senior College website. Thank you to Steve Rutter, Karen Mabus and Marci Gaglione. SSC has made an excellent showing among the other senior colleges of Maine. Some colleges are much larger than us and have paid staff. Some have not been able to get their courses on Zoom. We have had 24 members of other senior colleges join in our Zoom classes this semester. That is a strong endorsement of the programming we offer. Make no mistake, all this happened because a few did so much for so many. Thank you to Steve Rutter and Anne Archie and the Curriculum Committee.

Considering our numbers, we have accomplished an awesome amount. How amazing? Sunrise Senior College has been asked by the Anne Cardale, Chair of the Maine Senior College Network to work with Downeast Senior College, in Ellsworth. They have been unable to create on-line classes. We are now talking with them about how to best accomplish their participation in our program. All of this has reshaped our senior college. At the end of my e-mails my signature includes the reminder "Everyone likes progress, but no one likes change." But, changing we are! We have new financial obligations to the University of Maine at Orono and to our on-line registration program CourseStorm. However, we will be saving money in other areas hoping to offset these expenses. We are committed to continuing to offer the best programming at the lowest possible price. We are also committed to reaching as many communities as possible in Washington County and sometimes beyond through on-line learning experiences even when we will be back in person.

All of this takes people with various skills some very specific ones. So, if you are not a volunteer now, consider joining us. Thank you for your past and present support. We are moving into the future together.

**Meeting adjourned** at 2:43 pm.

### Treasurer's Report Sunrise Senior College Annual Meeting 2021

TREASURER'S REPORT: 2020 - 2021	ITEM TOTAL	ITEM BREAK OUT	CATEGORY TOTAL	ACCOUNT TOTAL
<b>ENDING BALANCE: April, 2020</b>				<b>\$17,035.43</b>
<b>INCOME:</b>				
Annual Fees	\$2,396.34			
Course Fees	\$4,701.77			
Donations	\$427.50			
Miscellaneous	\$3.98			
Refunds	-\$1,131.34			
2020 Spring semester		-\$1,065.00		
2020 Fall semester		-\$57.57		
<b>TOTAL INCOME:</b>			<b>\$6,398.25</b>	
<b>EXPENSES</b>				
Scholarships	\$500.00			
SSC scholarship - 1st & 2nd semester payouts for Celia Jo Jellison		\$500.00		
Catering Svcs	\$0.00			
Food Svcs	\$0.00			

Membership Dues	\$75.00			
Machias Bay Chamber of Commerce (MBCC)		\$75.00		
Subscriptions	\$700.00			
Annual Payment to CourseStorm		\$700.00		
Postage & Delivery Svc	\$473.20			
Postage 4/1/20 to 5/31/20		\$445.90		
Postage 7/1/20 to 10/31/20		\$9.75		
Postage 11/1/20 to 3/31/21		\$17.55		
Advertising	\$0.00			
Printing & Copying Services	\$0.00			
Printing	\$0.00			
Books	\$186.00			
Amazon - books		\$27.17		
Amazon - books		\$42.76		
Amazon - books		\$41.12		
Amazon - books		\$74.95		
Supplies and Materials	\$896.46			
Amazon - Office Supplies (Toner for SSC printer & battery for SSC laptop)		\$158.35		
4Imprint - bags for promotional purposes		\$637.14		
Jackie O'Clair - reimbursed for supplies purchased in support of Covid-19 purposes		\$42.57		
UMM - 2 reams of paper to print class registrations		\$7.40		
Amazon - books		\$51.00		
Food & Provisions (Sodexo)	\$0.00			
Office Supplies	\$0.00			
In-State Travel	\$0.00			
Maintenance Copiers	\$9.49			
Photocopying / Copier Maintenance		\$9.49		
Payroll Entry	\$2,499.96			
Non-Faculty Salaries - May, 2020 through April, 2021		\$2,499.96		
Benefits Adjustment	\$201.67			
Employee Benefits for Non-Faculty Person - May, 2020 through April, 2021		\$201.67		
<b>TOTAL EXPENSES:</b>		<b>\$5,541.78</b>	<b>\$5,541.78</b>	
<b>ENDING BALANCE: April, 2021</b>				<b>\$17,891.90</b>

**CourseStorm Payout Information  
May 1, 2020 to April 30, 2021**

TOTAL PAID BY STUDENTS	TOTAL FEES PAID	TOTAL PAYOUT REC'D
\$7,241.19	\$1,464.94	\$5,776.25

Respectfully submitted,  
Suzie O'Clair

Treasurer

**Slate of New Board Members  
Sunrise Senior College Annual Meeting  
2021**

The following SSC members have been recommended for the Board of Directors:

**STEPHEN R. KELLY** (Trustee): Stephen is a former journalist and diplomat who for the past decade has been affiliated with Duke University, first as a diplomat in residence, then as full-time faculty and now as a research scholar.

**JOAN MILLER** (Secretary): Like so many of the Sunrise Senior College members, Joan is not a Maine native. She was born and raised in Illinois, became an RN and spent 2 years in the USAF Nurse Corps. She married a military man and, on his retirement, moved to his home town, Machiasport. She retired from working as a nurse at the Down East Community Hospital in 2010 after which she found and became a member of SSC and has enjoyed the opportunity to learn and to be part of the wonderful social group of SSC members. For over 6 years Joan functioned in various roles from learner to committee chair to Board Chair to committee member and is currently being considered for the position of Secretary of the Board.

**JAMES (JIM) OBERLY** (Trustee): Jim is a part-year resident of Perry, Maine. He is a retired history instructor and past chair of the History Department at the University of Wisconsin-Eau Claire. He is the author of *Sixty Million Acres: American Veterans and the Public Lands before the Civil War* (1990); *A Nation of Statesmen: The Political Culture of the Stockbridge-Munsee Mohicans, 1815-1972* (2005); co-author of *From a Multiethnic Empire to a Nation of Nations: Austro-Hungarian Migrants in the US, 1870-1940* (2017); and editor of *Budapest Blackout: The Wartime Diary of Dr. Mária Mádi* (forthcoming 2022). He is a past Fulbright Scholar at Károli Gáspár University of the Reform Church in Hungary (2013) and anticipates an appointment as a Fulbright Scholar at Comenius University of Bratislava, Slovakia in 2023.

**JACQUELINE O'CLAIR** (Board Chair): Jackie started serving on the Membership Committee in the Spring of 2014 where she handled registrations for 5 years. After that she served as Board Chair for the 2019-2020 year and Acting Chair for the past 6 months. She is a Trustee for DECH, serving on their Board for 3 years. She was a Systems Development and Design Engineer for Aetna/Travelers from 1972 to 2013 when she retired before moving to Maine.

**THIELA SCHNAUFER** (Trustee): Thiela has a B.A. in Latin and an M.A. in the Classics from the University of Georgia. She taught for 33 years until retiring in 2011 and was Chair of the Blue Ridge High School Foreign Language Department from 1996 - 2011.

Other Nominations:

**Special Ad-hoc Committee Report  
Restructuring SSC Coming Out of Covid-19  
Sunrise Senior College Annual Meeting  
2021**

**Overview**

An ad hoc committee made up of BOD members Karen Mabus, Susan O'Clair, Mark Brown, Jo Anne Meyer and Catherine Ryanquint has met weekly since the March meeting to discuss what changes and proposals we feel are necessary to keep SSC viable going forward. At this, our April board meeting, we unanimously recommend to the BOD this proposal on the organizational structure of Sunrise Senior College, its Membership, Board of Directors, Committee

structures and the use of Volunteers in the SSC organization.

The goal is to make Sunrise Senior College a more flexible and dynamic organization that can adapt quickly to any situation and easily meet the needs of our members and the community we serve as we come out of Covid-19.

### **Attending classes and events at SSC:**

- **What does it mean to be a full Member of SSC?**
  - You have all privileges as currently stated in the by-laws under Article III.
  - Summer Shorts and the winter program shall be free or available at reduced costs based on recommendation by the Curriculum Committee with input from Finance and approved by consent by the board of directors.
  - You are an active Member of Sunrise Senior College (an educational and social organization located in Washington County, Maine) with voting rights.
  - You can attend the annual meeting event and your meal is free of charge.
  - You have first choice in selecting limited attendance classes.
  - You can take classes at other MSN Colleges without paying their Membership Fee.
  - You will receive invitations to special events.
  
- **MSCN members – what privileges do we extend to them?**
  - Flexible privilege policy that can be easily altered to fit a specific class's needs.
  - Can take Zoom or in-person classes - a specific date will be published when they can sign up on that date or after. Materials will not be purchased by SSC except online and copied material will be provided by us.
  - Minimum \$5.00 fee for summer and winter programs.
  - Can attend "Open to the public" classes free.
  
- **Allowing the public people (nonmembers) to take classes at SSC?**
  - "Open to the public" classes may charge service fee of \$3.00 to cover costs.
  - Can attend summer semester classes for a \$10.00 fee.
  - Must pay for own books and materials (can charge a service fee for printed materials.)
  - Must pay full class price.
  - Can attend regular unlimited class offerings only on Zoom and must pay Course Fee. Must register in CourseStorm and pay by Credit Card.

### **What does it mean to be a Board Member at SSC:**

- You serve as a Trustee of SSC – You are not required to serve on another committee but are encouraged to do so. You can be the chair of a committee and/or do other volunteer duties.
- You are elected by SSC active membership at an annual meeting and have their full faith to act in their best interest.
- If a SSC non-board member is elected as the chair of a committee by that committee, they serve as an Acting Chair and must be approved by the Board of Directors at the next BOD meeting and then may serve for the remainder of that reporting year with full voting rights. Their name must be submitted by the board and approved by the SSC membership at next annual meeting. They will then begin serving an official 3-year term of which they can serve one additional term.
- Elects your own officers (Chair, Vice Chair, Secretary, Treasurer)
- 3yr year term 2 terms max. If special circumstances warrant it, a Trustee can be asked by the BOD to serve an additional term.
- Have Financial Responsibilities to Membership.
- Set Policies and Direction based on recommendations from Committees and BOD for Sunrise Senior College.

- Approve by consent of the board, procedures, methods and reports as established by the different committees concerning their own or sub-committee operations.
- Approve the Annual Budget and one-time motions for expenditure's exceeding \$500 of their budget if presented by a committee. Any additional expenditure deemed necessary and appropriate and approved by the BOD.
- Members-at-Large – Recommend that the term go away
- We need at least 4 members and with a maximum of 15
- A committee Chair has the option to be a member of the Board Member. If the chair chooses not to be a board member they may elect to participate in a specific meeting at their choice. The Vice Chair would present any motions needing BOD votes to the board in absence of the committee chair being a board member.

**Committees and Sub-Committees members:**

- A committee member can be a member of SSC or just a volunteer and not be a member of SSC but have something to contribute to that committee.
- The individual Committees elect their own Chair; Volunteers can serve as chair but cannot be on the board unless they are a SSC Member.
- Sub-committees are ad hoc and are part of the committee they were created from and they report to that committee for their direction.
- The need for a committee's existence is determined by the SSC Board.
- Do tasks or assignments that are under the direction of a committee. If the ad hoc committee is created by the Board of Directors, it is under the direction of the trustee designated by the BOD.

**Volunteers:**

- Volunteers - should be qualified or be willing to be trained to do the task they are being asked to do.
- Do not need to be a SSC Member.
- They have to have some reporting connection (directly or loosely) to a committee or sub-committee they are doing the work for.

**By-laws Changes:**

- By-Law Changes – Must be ready for a vote by the May meeting by BOD and a vote to become effective at Annual Meeting in June: We will look to modify those sections and wording of the current by-laws that are confusing and that are in conflict with the BOD from doing their business based on these recommendations.

**Adoption of Changes to the By-Laws  
Sunrise Senior College Annual Meeting  
2021**

May 21, 2021

To all members of Sunrise Senior College,

We are in the process of coming out of living with Covid-19 restrictions and although a little rag-tagged, SSC has come through this time in amazing shape. Our membership is up, we have offered great classes over the last year and we have all become familiar with seeing ourselves on a computer screen. If I had even suggested 2 years ago that you would all be Hollywood TV types, you would have laughed me right out of Maine.

Times have changed and SSC has had to adapt. You have seen this change as we have had to adopt new ways to communicate with you and using an online registration system for classes. Thank you to each and every one of you

for coming along on this amazing journey.

As we start the final phase of seeing how we can again hold at least some of our classes through an in-person model and start to regain an important part of what it means to be an SSC member, we are once again turning to you. In looking at the changes needed to keep Sunrise Senior College an exciting and vibrant group that people want to be involved with, the last big piece we need to do is to simplify the by-laws we operate under so that it is easier for the board to respond to changing conditions while still ensuring the Board of Directors is absolutely responsible as its Trustees to the membership of this organization for everything it does on their behalf.

Your Board of Directors felt that, due to the complexity of how the bylaws were written, they were becoming more complex each time we were forced to make changes in order to continue operation (three changes were required in just the last three years) and that this was the perfect opportunity to look to revise them so they are flexible and easy to understand and positions SSC as we move forward to be able to easily react to any changes in the future.

At this time, I wish to gratefully thank Karen Mabus, Catherine Ryanquint, Mark Brown, Susan O'Clair, Jo Anne Meyers and Jim Oberly for all their hard work in crafting a "Coming out of Covid-19" proposal that set the vision of how we will operate going forward and then the tedious task of revising the by-laws to reflect this new vision.

In an effort to bring all of you up to speed with this committee and subsequently what the board has passed is a complete copy of the latest bylaws with all mark ups of what is being deleted (struck through) and where the new wording revisions are in **blue type**. There is also a second version with "Draft" on it reflecting how the final version will look.

Sincerely yours,  
Jacqueline O'Clair  
Sunrise Senior College, Acting Chair

Please see the two attached by-laws documents as referenced in the above statement by clicking on the links below.

[Current SSC By-Laws with Markups](#)

[Draft 2021 By-Laws](#)

## **Committee Reports Sunrise Senior College Annual Meeting 2021**

### **Curriculum Committee Recap of 2020 Summer and Fall Classes, 2021 Winter and Spring Classes**

Sunrise Senior College's Curriculum Committee continued their excellent work to provide classes for members despite the Covid-19 pandemic. Some senior colleges in Maine shut down during the pandemic due to factors associated with offering classes during these hard times, but SSC was among those chapters in the Maine Senior College Network which continued classes and began to thrive in the new zoom environment. The 2020 Summer Classes were all offered by zoom and despite the abrupt change in the way SSC offers classes, members adapted to the new delivery system and SSC offered 10 Summer Classes that attracted class numbers ranging from 21 to 47 registrations. Registrations were received from several points in Maine as well as other States! There were some classes with limited registration as they were in-person classes held outside.

The Fall Semester offered 16 classes (two additional classes were cancelled due to continued pandemic restrictions). Registrations dropped a bit in the fall but a new phenomenon was showing itself with members from other Maine Senior College signing up for SSC courses. This new registration demographic continued through the Winter/Spring 2021 classes. The 2021 Summer Series promises to be extra-special as SSC will offer more outside in-person classes.

The Curriculum Committee membership lost and gained membership over the year and members brought in excellent course proposals for each semester. The hard-working and energetic members of the Curriculum Committee are:

Sandy Fairbanks, Marci Gaglione, Jackie Lowe, Karen Mabus, Jo Anne Meyer, Joan Miller, James Oberly, Sue O'Clair.

Anne Archie, Chair  
Curriculum Committee

### **Policies and Procedures Committee**

Policies and Procedures Committee is in the process of assembling a new version of the Operations Manual. Because of the change to an online registration system and Covid-19, many revisions are taking place. As policies and procedures change, they are distributed to the members of the Board of Directors and when the process is complete, a 2021 edition of the Operations Manual will be distributed.

Karen Mabus, Chair  
Policies and Procedures Committee

### **Marketing & Marketing Research Committee**

Due to Covid-19 restrictions, our M & MR committee was very active in promoting SSC through the news media and various electronic means. We tried an expanded Winter series looking at Side-Hustles of 4 entrepreneurial people. This was followed up in the spring with a series "Innovations in Rural Maine" which was opened to the public in an effort to promote small business ideas and endeavors in Washington County.

A special thank you to Steve Rutter for his tireless work in bringing these events to us and making them come to fruition.

Respectfully submitted,  
Marketing and Market Research Committee

### **Membership Committee**

<b>2020 - 2021 Season</b>	<b>Registration Count</b>	<b>Number of Offerings</b>
Summer Session	243	10
Fall Session	289	15
Winter Session	148	4
Spring Session	271	19
Totals	951	48
<b>Administrative</b>	<b>Count</b>	<b>Dollars Received</b>
Memberships	170	\$3,785
Donations	28	\$510

Respectfully submitted,  
Membership Committee

### **Public Relations Committee**

This past year has been a year unlike any other for us all with things changing almost every day with your Public Relations teams being right in the thick of it. Even though we were not been able to promote SSC in person, we worked hard to present the vibrancy and resiliency of our organization through publicizing SSC classes and activities in the local papers as well as on our Website and Facebook. We continue to rise to the challenges in front of us and look for new ways in which to reach out to our community.

Respectfully submitted,

## SSC Proposed 2021-2022 Budget

SSC Budget 2021 - 2022 Season	2021/22 EST	Breakdowns		Difference
<b>INCOME:</b>				
Annual Fees	\$4,000.00			
Course Fees	\$5,465.00			
Donations	\$500.00			
Miscellaneous - Petty Cash	\$35.00			
Refunds	(\$100.00)			
<b>TOTAL INCOME:</b>	<b>\$9,900.00</b>			
<b>EXPENSES:</b>				
<b>Scholarships</b>	\$500.00			
UMM Scholarship		\$500.00		
<b>Catering Svcs</b>	\$600.00			
Curriculum		\$300.00		
Public Relations		\$300.00		
<b>Membership Dues P/R</b>	\$75.00			
Public Relations (MBACC)		\$75.00		
<b>Postage &amp; Delivery Svc</b>	\$500.00			
Public Relations		\$500.00		
<b>Advertising</b>	\$325.00			
Public relations		\$325.00		
<b>Printing &amp; Copying Services</b>	\$200.00			
Curriculum		\$100.00		
Public Relations		\$100.00		
<b>Books</b>	\$500.00			
Curriculum		\$500.00		
<b>Supplies and Materials</b>	\$500.00			
Curriculum		\$200.00		
Public Relations		\$100.00		
Volunteer		\$200.00		
<b>Office Supplies</b>	\$350.00			
Curriculum		\$50.00		
Public Relations		\$100.00		
Membership		\$100.00		
Volunteer		\$100.00		
<b>In-State Travel</b>	\$120.00			
Curriculum		\$120.00		
<b>Maintenance Copiers (Photocopying)</b>	\$115.00			
Curriculum		\$100.00		
Public Relations		\$15.00		
<b>Payroll Entry</b>	\$828.00			
Treasurer		\$828.00		
<b>Benefits Adjustment</b>	\$72.00			
Treasurer		\$72.00		
<b>CourseStorm Charges</b>	\$1,800.00			
Treasurer		\$1,800.00		
<b>TOTAL EXPENSES:</b>	<b>\$6,485.00</b>	<b>\$6,485.00</b>		
<b>ENDING BALANCE:</b>				<b>\$3,415.00</b>

Respectfully submitted,  
Suzie O'Clair  
Treasurer

## **SSC Board of Directors and Volunteers 2020 – 2021**

### **2020-2021 SSC Board Members**

Jackie O'Clair - Acting Board Chair

Jackie O'Clair - Acting Board Chair, Membership Committee, Suzie O'Clair - Board Treasurer, Board Vice Chair  
Marketing and Market Research Committee

Anne Baker - Board Secretary

Anne Archie - Curriculum Committee Chair

Catherine Ryanquint - P/R Distribution Chair

Jo Anne Meyer - Outreach Events Chair

Mark Brown - Membership Committee

Karen Mabus - Policy & Procedures Committee Chair

Rose Mondeville - UMM Liaison ~~ Dr. Eric Jones - UMM Faculty Liaison

### **Curriculum Committee**

Anne Archie - Chair

Sandy Fairbanks  
Marci Gaglione  
Joanne Jacob

Jackie Lowe  
Karen Mabus  
Jo Anne Meyer  
Joan Miller

Jim Oberly  
Suzie O'Clair  
Lynn Sullivan

### **2020 ~ 2021 Instructors**

Anne Archie  
Robert Arseneau  
Debra Bokur-Rawsthorne  
Captain Jonathan Bratten  
Mark Brown  
Dr. Michael Brown  
Betsey Brown-Benner  
Suzanne Carlisle  
Christina Craveiro  
Peter Duston  
Richard East  
Ben and Allie Edwards  
Charlie Harrington

Doug Hitchcox \*\*  
Hosanna Erin Jensen  
Tora Johnson  
Eric Jones  
Stephen R. Kelly  
Christine Laurel  
Cathy Lookabaugh  
Nicholas Lund \*\*  
John McMurray  
Monica Moeller  
Yogi Morgan  
Dana L. Morse  
Dr. Gerard NeCastro

Gail Peters  
Patricia Pinto  
Dr. Robin Pinto  
Jaclyn Robidoux  
Rebecca Sargent  
Thiela Schnauffer  
Jon Southern  
Elizabeth Sprague  
Dr. Sally Stockwell \*\*  
Jillian Taylor  
Eric Topper \*\*  
  
\*\*Maine Audubon Society

### **2020 ~ 2021 Schedulers**

Anne Archie  
Marci Gaglione

Jo Anne Meyer  
Jim Oberly

Suzie O'Clair

## **2020 ~ 2021 Hosts and Co-Hosts**

Anne Archie  
Marci Gaglione  
Jackie Lowe

Karen Mabus  
Jo Anne Meyer  
Joan Miller  
Jim Oberly

Jackie O'Clair  
Suzie O'Clair  
Steve Rutter

### **Membership Committee**

Jackie O'Clair, Suzie O'Clair, Mark Brown

### **Policy and Procedures Committee**

Karen Mabus - Chair

### **Public Relations Committee**

Marci Gaglione – Past Chair

Anne Archie - Email Administrator, MVNO Reporter

Joan Miller - Voice Mail Operator, MVNO Reporter

Suzie O'Clair - Jabberwocky Chief Editor, Webmaster

Jackie O'Clair - Webmaster

Jim and Celeste Sherman - Walking Group Leaders

Lynn Sullivan – Facebook Administrator

Bob Wassmer - Substitute Email Administrator

### **P/R Distribution Committee**

Catherine Ryanquint - Chair

Diane Crockett  
Marci Gaglione

Suzie & Jackie O'Clair  
Cathy Prince

### **P/R Outreach Committee**

Jo Anne Meyer - Chair, Marci Gaglione, Suzie O'Clair

### **A Special Thanks To Those Who Have Served**

We would also like to thank those that have had to leave us during the past year - Barbara Anthony, Sharen Eaton, Gail Peters, Wayne Peters, Steve Rutter, Anne Baker and Marci Gaglione, who had to resign as a Board member - all of whom have served as volunteers on various committees, Board chairs and in many other capacities assisting SSC in fulfilling its mission. We are grateful for everything you have done for SSC.