

November 20<sup>th</sup>

Commission Meeting

Nashville Community Education

Main Office

**In attendance:**

Commission Chair Kecia Ray

Commissioner Brian Gilson

Commissioner Dalila Durate

New Superintendent Appointee Doug Renfro

**Staff:**

Mary Beth Harding, Executive Director

Philip Stoecklein, Programs Coordinator

Imelda Alamilla, Administrative Services Officer

**Call to order:**

4:07 pm by Commission Chair Kecia Ray

**Legal Notice:**

Commission Chair Kecia Ray

**Public Comments:**

N/A

**Notes from Executive Director**

**Spring Schedule**

Executive Director gave a brief summary on the spring schedule. So far there are 132 classes, including 17 new classes. ED is looking forward to having Wright Middle School active for two nights a week. Currently Wright Middle School is having classes only once a week. The ED will mail new catalog to the residents with the zip code 37211. Hopefully this will create awareness and boost enrollment at the satellite location, Wright Middle School.

Q: Any new classes you are excited about?

A: Yes. We are excited about the Five Phases of Chinese Medicine, Asking for Askers, and the sequence of the language classes.

Q: What is the cost for the languages classes?

A: The cost is \$50.

Q: Have you considered having the catalog in Spanish?

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A: We have, but have determined that this would not appropriately serve Spanish-speaking students right now because none of our classes are taught in Spanish. If/when more of our services are available in Spanish, we will distribute more collateral in Spanish.

**Advocacy:**

The ED has met with some of the council members. She is hoping to hear back from Mayor Megan Barry for an upcoming meeting date. Doug Renfro is welcomed to the meeting. He will replace Kecia Ray as a commissioner (not commission chair).

Q: Have you talked to Council member Fabian Bedne? He could probably help you reach out to the mayor.

A: No. I have not met him yet. We reschedule a meeting date.

**Updated Marketing Efforts**

- a) **Logo:** ED presented the new logo. She chose the weaving because the program is designed to unite and strengthen the community. It is also a representation of bringing the diversity of Nashville together. ED wanted a more modern look for the logo.
- b) **Photography:** ED hired Samantha Angel to take professional pictures during class time. Those pictures will be used for the catalog and advertising.
- c) **Design:** The design was made by the Executive Director. She printed two copies of the final draft for the Spring 2016 catalog.
- d) **Rollout:** The slogan for the department was, "Providing Personal and Professional Enrichment to the Nashville Community." Since the department has a new logo, that slogan has changed. The new slogan is, "Enriching the diverse fabric of Nashville."

**Action Items:**

**Consideration of new online registration system**

The ED gave details on the current online registration system being used. The system is difficult to navigate internally and externally. She presents three bids to the commissioners. The current registration system, SBSI, did not give exact price for the new add-ons. For that reason, the commissioners did not vote for a new registration system. The ED will email the commissioners with the exact price for each bid.

**Consideration of Gift Certificates**

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The ED would like to have gift certificates for the department. This is a great way to create additional revenue and take advantage of the holiday season. The purchases will be recorded on Microsoft Excel spreadsheet.

Q: Have you check with the finance department to see if it's okay to create gift certificates?

A: No. I will check with the finance department as soon as possible.

Q: Can it be redeemed online?

A: No, but with the new system we could probably do so. It can only be redeemed in the office.

**Discuss Advocacy Efforts:**

We have two open positions for commissioners.

Q: Do you need our help with recruiting new commissioners?

A: Yes, and we need diversity.

**Discuss January Retreat:**

Since two commission positions need to be filled, the January retreat will be in February. Date to be determined.

**Vacation and Sick Accrual:**

No comments.

**Motion to adjourn:**

Commission Chair Kecia Ray motion to adjourn. The meeting was adjourned at 5:20pm.

**Next Meeting - January 22<sup>nd</sup>**

**Cohn School**

**4:00pm**