

OLLI^{at}SOU

Council

Class of 2024

Tracy Palermini
Colleen Patrick-Riley
Susan Stitham

Class of 2025

Joyce Avery
Paul Christy
Laura Simonds

Class of 2026

Mary Devlin
Ann Magill

Minutes

October 17, 2023

Campbell Center and via Zoom

Council directors present: Tracy Palermini, Coleen Patrick-Riley, Susan Stitham, Paul Christy, Mary Devlin, Ann Magill. **On Zoom:** Joyce Avery. **Absent:** Laura Simonds, Heather Inghram (ex-officio). **Committee chairs present:** Ginny Blankinship, Dwight Wilson. **On Zoom:** Lorraine Vail, Peg Evans.

1. **Call to Order** - Tracy Palermini called the meeting to order at 3:32 pm.
2. **Approval of the Agenda with Flexibility** -After the addition of another item of New Business, Resignation of Council Member, the agenda was approved without objection.
3. **Approval of Minutes** from September 19, 2023.
MOTION: (Christy: Devlin). **Move to approve the minutes with the addition of Mary Devlin's name to the list of members of the Ad Hoc Committee on Reimagining MSC. Motion carried.**
4. **Treasurer's Report** - Paul Christy pointed out that this month's report contains "nonstandard conditional data," due to the fact that the recent audit of the SOU Foundation has caused a delay in getting timely and accurate reports. He hastened to add that the discrepancies are on paper only. By January the records should be synchronized with the actual transactions.

President Palermini who serves as our Foundation rep this year pointed out that she sat in on the Foundation's audit and finance meeting where she learned that the Foundation had some serious accounting difficulties in past six months. The Foundation received a clean audit report but there were some difficulties with the departure of key personnel.

Treasurer Christy noted that our operating balance is still within the 35% required by OLLI Council policy.

5. **Membership Report** – As of October 10, we had 1,322 members. President Palermini pointed out that we are only 5 members over last year at this time and at this rate, without additional effort, it is unlikely we will get to our budgeted goal of a 6% increase. Examining a comparative chart of membership trends, we get our largest influx of members in July-September, and that typically sets us on a increased trajectory for the year. If we assume the same Spring Special membership bump as last year, we would still be 97 members short of our budgeted goal.

She announced that Vice President Laura Simonds and Administrative Director Heather Inghram are at the OLLI national conference and will likely bring back ideas for membership recruitment and

retention in their report. Laura shared a preconference video from a national task force on recruiting younger members which contains their observation that OLLI membership is trending older. When OLLI was established in the Nineties, that cohort of first members, who joined in their sixties, has stayed together and recruited colleagues. A major source of information about OLLI is word of mouth with friends. We'll continue to discuss this topic but one thought might be that some of us need to develop some younger friends.

6. **Reports** - Questions about submitted written reports and verbal updates:

A. President's Report – President Palermini highlighted the change in the November Council meeting from the third Tuesday to the second, due to Thanksgiving.

B. OLLI Administrative Director's Report – Heather Inghram shared the content of the annual report to the Osher Institute which she submitted at the end of September.

C. Standing Committee Reports

i. Communications and Community Outreach & Rogue Valley Manor Pilot Project – Peg Evans reported that the final edited catalog was approved this morning, and will be mailed next Monday. 26 people attended the public lecture on health last Monday. The Manor Pilot Project enrollment is full, and the Manor will be providing tea and coffee.

ii. Curriculum – Ginny Blankinship reported that CC will be providing the Teaching at OLLI course in the spring session and will again request that enrollment be open to non-members interested in being OLLI instructors.

She also reminded Council that the window for course proposals for Spring has been changed from the month of December to November 15 through December 15. CC plans to write instructors and announce in Newsflash; instructors will need frequent reminders but the change will improve both CC and office work with instructors.

Dwight Wilson mentioned a long time, common instructor complaint about the early deadlines for proposals; Ginny explained that the schedule is determined by all the work that must be done by CC, CCO, and staff to get from course proposals to a print and online catalog of courses.

iii. Member Services: No written report. Liaison Susan Stitham reported that MSC will not meet until they discuss the draft report from the Ad Hoc Committee on Reimagining MSC.

D. Ad Hoc Committee Reports

Reimagine the Mission and Programming of the Member Services Committee – Susan Stitham reported that the group is off to an excellent start.

E. Other Reports

OLLI ABROAD – Lorraine Vail reported that the Wednesday, Friday, and Saturday performances are already sold out; Thursday is half full, and Sunday has a few remaining seats. She received 100% support from the 26 OLLI members approached about offering their “talent” for one set of the fundraising raffles. Michael Sullivan, Colet Allen, and Peg Evans helped solicit gift certificates from the Valley’s finest theatres, wineries, restaurants, and merchants that will be combined with bottles of wine from local vineyards to create five gift baskets with values of \$500 each, one for each performance.

7. Project Updates

Fall Fundraising Appeal – Dwight Wilson presented the final copy of the appeal, praising it as very professional and thanked Tracy Palermini, Heather Inghram, and Marc Friedman of the Foundation for helping to create it. He noted that no postage is required on the return envelope, and there will be blasts on both email and social media to further promote supporting OLLI through donations. The appeal is much more direct than in the past and provides an education on OLLI’s funding picture as well as a request to give. The sentence about keeping fees low and quality high was highlighted by Council members.

President Palermini announced that we are on the verge of being able to accommodate monthly recurring donations on our giving page.

8. Old Business

OLLI Policies and Procedures Handbook Update

MOTION: (Stitham: Magill) **I move to approve the revised draft Table of Contents and Bundle One sections of Policy and Procedures Handbook updates as presented. Motion carried.**

Susan Stitham thanked the Ad Hoc Committee (Priscilla Arnold, Elaine Hamlin, and Margaret Pashko) for their work and announced the rest of the policies will be handled in separate bundles as they will involve work by several committees and staff.

9. New Business

A. Council Vacancy appointment – President Palermini announced that Council member Bonnie Cassel submitted her resignation due to the need to return to California until their new house is built and they can make a permanent move to Ashland.

Motion: (Stitham: Patrick-Riley): **Move to accept Bonnie Cassel’s resignation with regret and expressed hopes to see her return as an OLLI leader. Motion carried with admiring glances and a request to be recorded as unanimous.**

President Palermini outlined the two options in the Bylaws for filling vacancies: (a) an appointment to fill the remaining term, or (b) leaving the vacancy unfilled until the next regular election when the remaining term would be filled. After some Council discussion, the following motion was made.

Motion: Patrick-Riley: Stitham) **Move that the president approach the two remaining candidates from the spring 2023 election, in order of their vote totals, to determine their willingness to serve for the unexpired term. Motion carried.**

B. Standing Committee Charges – Note: the term “Purpose” has replaced “Mission” as standing committees have Purposes in the fulfillment of OLLI at SOU’s Mission. (See attached for all Charges.)

i. Communications & Community Outreach Committee

MOTION: (Patrick-Riley: Devlin) **I move to approve the revised draft Communications and Community Outreach Committee Charge as presented. Motion carried.**

It was noted that the guidelines used for public health lectures should be included in policy, and that the purpose statement includes new language about target markets.

ii. Curriculum Committee

MOTION: (Avery: Stitham) **I move to approve the revised draft Curriculum Committee Charge as presented. Motion carried.**

It was noted that the charge of the Curriculum Committee is large and comprehensive which explains why the co-chair structure is so useful.

iii. Development Committee

MOTION: (Devlin: Magill) **I move to approve the revised draft Development Committee Charge as presented. Motion carried.**

Dwight Wilson remarked that he was grateful to the editors for the streamlined language.

iv. Finance Committee

MOTION: (Christy: Stitham) **I move to approve the revised draft Finance Committee Charge as presented. Motion carried.**

Paul Christy noted that this is the only standing committee with a defined membership.

v. Leadership Development & Recruitment Committee

MOTION: (Devlin: Christy). **I move to approve the revised draft Leadership Development & Recruitment Committee Charge as presented. Motion carried.**

Paul Christy noted that all standing committees now have a minimum number of scheduled regular meetings in addition to meeting at the call of the chair.

vi. Venue & Technology Planning Committee

MOTION: (Magill: Devlin) **I move to approve the revised draft Venue & Technology Planning Committee Charge as presented. Motion carried.**

Susan Stitham noted that these revised and approved Standing Committee Charges will now appear in the Appendix of the Policy and Procedures Handbook.

C. Leadership Position Descriptions. These proposed updates will be included in the Appendix of the Policy and Procedures Handbook.

i. Committee Chair

MOTION: (Stitham: Patrick-Riley) **I move to approve the revised draft Committee Chair position description as presented.**

Motion to postpone: (Stitham: Patrick-Riley)– **I move to defer consideration to the November Council meeting in order for committee chairs to respond to the draft. Amendment carried.**
Motion to postpone carried.

ii. Council Director

MOTION: (Stitham: Christy) **I move to approve the revised draft Council Director position description as presented. Motion carried.**

iii. President

MOTION: (Magill: Patrick-Riley) **I move to approve the revised draft President position description as presented. Motion carried.**

iv. Vice President / President-elect

MOTION: (Devlin: Patrick-Riley) **I move to approve the revised draft Vice President / President-elect position description as presented. Motion carried.**

v. Treasurer

MOTION: (Christy: Magill) **I move to approve the revised draft Treasurer position description as presented. Motion carried.**

vi. Secretary

MOTION: (Stitham: Devlin) **I move to approve the revised draft Secretary position description as presented. Motion carried.**

10. Additional Remarks

- A. There were kudos and admiring glances shared all around for the huge lift involved in the revisions of key OLLI documents approved at this meeting.
- B. President Palermini shared some additional information about membership, remarking that the Vice President and Administrative Director will be bringing back information from the annual conference. The President will be sending Council the 8 minute video from the Osher National Task Force which illustrated the aging trend of OLLI members; comparing the national trends with our local OLLI, we find that our membership skews even older. Mary Devlin proposed thinking about evening and weekend classes as we seek to recruit younger, and perhaps still working, members.
- C. Susan Stitham shared the enthusiasm of a member who had just returned to the “new” Campbell Center after Covid and marveled at the renovation and wanted her praises shared with OLLI leadership.
- D. President Palermini commented on her warm reception at the SOU Foundation Board of Trustees meeting which she attributes to the reinvigoration of our connections with SOU facilitated by Janet Fratella.

- E. Ann Magill reported on the tips for hybrid instructors being generated by successful hybrid instructors such as John Schyler and expressed a hope that these ideas are being gathered and shared by CC.

11. **Adjournment** President Palermini adjourned the meeting at 5:32 pm.

Attachments

- Financial Report
- Membership Report
- #8A – DRAFT Table of Contents Policies and Procedures Handbook & DRAFT Revised Policies and Procedures Bundle One
- #9A – Standing Committee Charges – Includes both the Current Version & Proposed Draft of each Charge
 - Communications & Community Outreach Committee
 - Curriculum Committee
 - Development Committee
 - Finance Committee
 - Leadership Development & Recruitment Committee
 - Venue & Technology Planning Committee
- #9B – Leadership Position Descriptions – Includes both the Current Version & Proposed Draft of each Position Description
 - Committee Chair
 - Council Director
 - President
 - Vice President / President-elect
 - Treasurer
 - Secretary