



Class of 2020  
Pat Alexander  
Margaret Pashko  
Sue Sorem

Class of 2021  
Lyn Gutierrez  
Irv Lubliner  
Bill Mansfield

Class of 2022  
Betsy Gentry  
Larry Hunter  
Elisabeth Zinser

### **Agenda**

OLLI at SOU Council Meeting  
October 22, 2019 SOU Stevenson Union  
Room # 319

Discussion of Action Items and proposed Motions: Prior and following the Council discussion of each motion, the Chair will ask for OLLI member comments, limited to 3 minutes for each speaker.

1. Call to order: President – Pat Alexander
2. Adoption of the Agenda – Pat Alexander
3. Approval of Minutes & Committee Reports – Betsy Gentry
4. Treasurer Report – Irv Lubliner
5. Motion(s)
  - None
6. President’s Report – Pat Alexander  
I’d considered eliminating the informal quarterly leadership meetings in the belief that we already have enough meetings. However, several chairs and Council directors have said that they consider the meetings helpful and enjoyable. Thus, we’ll likely have one on November. The norm is that the VP sets the agenda, etc. If he’s too busy, I’ll fill in.
7. Discussion Topics
  - Please see section in the CCO report.
8. Standing Committee Reports
  - Communications & Community Outreach – Peg Evans
  - Curriculum – Sara Brown & Susan Stitham
  - Funds Policy & Management – George Rice
  - Future Space Needs – Cliff Edwards & Lorraine Vail
  - Landscape – Sandy Hansen
  - Leadership Development & Recruitment – Sandy Theis
  - Member Services – Andrea Gay

9. Medford Task Force:

- MOLLI – Sue Sorem

10. OLLI 2025 Task Force:

- 2025-Larry Hunter/Sally Peterson

11. Additional Remarks

- Assistant Director – Rob Casserly
- Director, Outreach & Engagement – Rachel Jones
- Council Members
- Committee Chairs

12. Upcoming Events

- Council Meeting, November 26 at 3 :30 PM, Stevenson Union, Room 319
- Movie Matinee, November 22, Ashland Street Cinemas, 1-3pm
- Winter Course Catalog Posted , November 11
- OLLI Office Closed , November 27-29

Adjournment

---

## Committee Reports

### ***Communications and Community Relations Committee—Peggy Evans, Chair***

**Course Catalogue:** We are in production for the winter Catalogue. Many people contributed to the catalogue. We anticipate delivery of the final catalogue to the post office on Nov. 4. Kay Godwin and her helpers will begin distributing the catalogue shortly thereafter. The YMCA contributed a discounted ad for the winter catalogue; this should help us with future collaborations with them.

**Open House 2020:** The Open House is scheduled for Friday, July 24. We will have a planning meeting in January for this event. We are beginning to focus on a theme for the Open House and to build the team of volunteers necessary to put on such an event.

**Community lectures:** Camille Korsmo, lead. The September lecture on "Philosophy and the Buddhist Path" was well attended and well received. Our speaker offered to share his PowerPoint with those interested, and several individuals took him up on his offer.

Camille received an email from a disappointed OLLI member who is taking a Friday class at Science Works from 11:30-1:00. She will be unable to attend the next lecture because of the timing. Camille Korsmo has asked Rob Casserly about Campbell Center Friday class times during

Winter term. The late morning time slot will be from 11:00-12:30, so this problem will not recur.

Although there are several possibilities for spring lecture topics/speakers, final scheduling has not as yet occurred. We continue to look for a successor to Camille.

**Promotion:** Anne Bellegia, lead: We produced a new OLLI rack card and provided them to ambassadors attending their meeting. Also drafted revised OLLI business card.

**Community Relations:** (Ambassadors): New Lead: Colet Allen: We had a meeting with the Ambassadors to discuss their responsibilities and whether the materials they are furnishing to organizations are in the right amount. Also discussed were what other organizations should be contacted.

**Public Relations:** Anne Bellegia, lead

- Accepted Outstanding Achievement Award on OLLI's behalf at Ashland Chamber of Commerce Award Dinner on Oct. 3
- Exhibited at Humana Active Aging Week Health Fair on Oct. 5 in Central Point; OLLI received \$110 donation from raffle ticket proceeds from event organizers (Twin Creeks, Fountain Plaza, Horton Plaza)
- Secured table for OLLI at AARP Vital Aging Conference to be held on Nov. 16 at Smullin Center in Medford.
- Confirmed OLLI hosting for Ashland Chamber and ribbon cutting on March 27

**Constant Contact member communications:** Anne Bellegia

- Supported LDRC with Team OLLI 2 publicity by creating invitation and survey-type mechanism for capturing responses; sent event reminder
- Supported Cafe Noir publicity by drafting invitation, event webpage (using flyer art from Richard Brewer) and survey-type mechanism for reservation requests
- Supported lectures series: registration support for Sept. 27 lecture; publicity and registration support for Nov. 1 lecture (using flyer art from Richard Brewer)

**Community Outreach:**

- Secured agreement from Mindy Ferris to serve as Community Partner Lead to foster more yearlong contacts with legacy partners and to provide for more advance planning for their Open House participation
- Sponsor contact
- Unsuccessful meeting with Weatherly Inn Executive Director (the third ED in less than a year) for sponsorship of spring lecture refreshments; several alternatives exist
- Unsuccessful meeting with marketing director at People's Bank for catalog and open house sponsorship

**Advertising:**

- Provided Ashland Parks and Recreation and Camelot Theatre with our ads as part of our ad trades

- Agreed to ¼ page ad in the Rogue Valley Manor resident telephone directory to support both instructor recruitment and membership

**General comments:**

Anne and I continued to meet with prospective committee members. We are having a CCO committee meeting on Oct. 21.

**Proposal from CCO:**

Spoken classroom announcements continue to be problematic. We see two choices:

1. Continue as we have with spoken weekly announcements. Announcements are supposed to be read at the beginning of each class by the class host or instructor. Over the years there have been complaints from instructors (it takes time away from their presentation) and from students. If folks take several classes, they hear the announcements several times. Anecdotally we know that some classes which meet late in the week do not include announcements.
2. On a trial basis, we propose to do away with spoken classroom announcements beginning spring term (announce this change in March).

Probably there are at least some classes without announcements now since we are mostly not at Campbell Center, and it is up to the instructor or the class host to get the announcements in order to read them. Moving to no spoken announcements spring term would not be as great a change as it would normally be.

Move to making the Newsflash THE means of communications---keep each item short with links to more detailed descriptions and sign-ups. Include the weekly announcements in the Newsflash. According to Rob only about 10 people do not have email. So nearly everyone should receive the Newsflash.

Have paper announcements available at Campbell Center and HEC, for those who want them. Have the announcements on the new monitor in the Member Lounge.

Have event flyers in the classrooms, in the glass case in the Campbell courtyard, and in the member lounge at the HEC. An important announcement, such as about 1-credit forms, town halls, or Council elections, could be posted in these same spots in flyer size with arresting graphics. Perhaps have sandwich boards in Campbell Center courtyard. For truly special, out-of-the-ordinary events, we could have classroom announcements.

Ask folks in annual survey in spring how they felt about no classroom announcements; look at statistics as to how many people open the Newsflash each week. Make decision about whether or not to continue spoken classroom announcements by the information gained from these sources.

We hope that everyone hears the announcements when they are given in class, but is that true? We have no way to track this. We also have no way to track how many people read the Newsflash after they open it.

## ***Curriculum Committee- Sara Brown & Susan Stitham, Co-Chairs***

Report to OLLI Council

Curriculum Committee

October 22, 2019

Fall 2019:

1. CC liaisons have completed one on one meetings with the nineteen NTOs (New to OLLI instructors), and are now engaged in attending their classes and offering ongoing instructional support.
2. Although the implementation of the new platform for the submission of course proposals for Fall created some unanticipated consequences for the CP co-ordinator and the liaisons, after meeting with Rob we are hopeful that he's found a solution so that the processing in December for Spring 2020 will be less onerous.
3. Thanks to Cathy Kreisman, CC will be administering an electronic survey to gather feedback from students in the classes taught by Fall NTOs. In order to improve the rate of return, we will be strongly emphasizing the importance of this feedback to our continuing efforts to bring great OLLI classes to our members. As always, we appreciate whatever support Council members can give to this effort as you attend these classes; please encourage members to complete the very short survey.

Winter 2020:

4. CC is beginning the organization of liaisons' work with the Winter term NTO's which will commence in November.

CC Initiative #1: Instructor Support:

5. The subcommittee on this initiative is bringing recommendations to the November CC meeting on the following:
  - a. Administering a survey of all instructors from 2019 asking for their suggestions for topics for Instructors Workshops.
  - b. Scheduling an Instructor Workshop for mid-Winter 2020; (and retiring the title "From the Podium.")
  - c. Planning a late Winter term session of Ignite the Spark, a 90 minute session for prospective new instructors.
  - d. Scheduling a session of Fan the Flame in early Spring term, a follow up meeting for new instructors interested in completing a course proposal for Fall 2020.

CC Leadership for 2020-21:

6. One of the members of CC has agreed to “intern” with Sara in December as she processes the course proposals for Spring 2020. Another member has signed on to back the intern up. So we are hopeful. Sara has codified the process step by step in a handbook which will be invaluable as CC moves forward.

Respectfully submitted, Susan Stitham and Sara Brown

### ***Funds Policy & Management – George Rice, Interim Chair***

FPMC report for 10 – 22 – 2019

Annual Fund receipts as of 10 – 16 – 2019 \$26,940

Annual Fund Goal \$32,000

Difference \$ 5,060

### ***Future Space Needs – Cliff Edwards & Lorraine Vail, Co-Chairs***

Future Space Needs

Construction remains ahead of schedule. The HV/AC duct installers and the electrician are still working and hope to have their final inspections by the 18th. Most exciting is the addition of the roof trusses over the new addition. SOU IT has installed the speaker wires so the sheetrock can get underway next week. The electrician installed a data cable for the bike security camera and will install the security light for the bike parking as soon as the wall framing is ready. Although there have been some unexpected findings, all have been solved by SOU Facilities. The vending machine supplier for the member lounge remains an open issue.

The flooring products for all rooms have been ordered. The décor team has also chosen the interior paint colors and finalized the furniture layout for the new member lounge. Specific product choices will be reviewed this week. Classroom chairs are being considered and samples will be ordered. Exterior color selection for painting both buildings are underway.

Add-on cost adjustments are not yet available but we are still under the \$25,000 set-aside.

Two grant reports were submitted: one for the City of Ashland (final) and one for the Ben B Cheney Foundation (interim).

Café Noir plans continue and a production collaboration meeting is planned for the 24th. RSVP materials are complete thanks to Anne Bellegia. Pauline and Lorraine met with Aviands Catering

to discuss menu ideas. The cast is in daily rehearsal and Rachel is helping with lighting options. Though the current budget only includes \$3,000 in net profit, we hope there is strong demand and the event yields significantly more. Please RSVP soon and invite friends. Lots of fun awaits.

Lorraine Vail and Cliff Edwards

***Landscape Committee – Sandy Hansen, Chair***

There is nothing to report from the OLLI Gardens at the Campbell Center. We have just been maintaining the gardens

***Leadership Development & Recruitment – Sandy Theis***

The Information Session for Team OLLI 2 will be Thursday, October 17. We expect 23 people to attend the session. A general invitation was sent to the OLLI membership, then others were personally recruited. Team OLLI 2 will come from this group. We are planning four sessions, one each in the next four months. I will update you on the results of the information session at the Council meeting.

***Member Services – Andrea Gay, Chair***

**Host Coordinator:** Linda Price, lead

Linda reports 15 hours were spent managing emails, answering questions and giving out information on class locations and formatting reports for the Host Coordinating team.

Inside OLLI: Robbi McMinimy, lead

No changes reported. Robbi plans on presenting in November pending continued healing.

**Member Memorials:** Baiba Calhoun, lead

Baiba reports two deaths of OLLI members. Virginia Pryne on 9/10/19 and Elinor Breman on 9/29/19.

**Member Recognition:** George Nielsen, lead

George reports that there is a good supply of pins that are stored in the office.

**Member Satisfaction:** Bonnie Johnson, lead

Bonnie states no action for this committee. They will meet in April 2020.

**Office Support:** Maureen Wilson-Jarrad, lead

Maureen reports 124.5 hours including time spent scheduling.

Office Resources: Ruthie Sloan

Office Trainer: Marta Gomez

Marta and I plan to meet on 10/24/19 to discuss the outline of job duties, reporting relationships and how team is managed.

**Share Interest Groups (SIG's):** Barb Barasa, lead

Barb had nothing new to report other than she got the updated ad copy to Peggy Evans.

**Social Crew:** Rob Joseph, lead

Rob reports 3 hours were spent helping to coordinate a Conversation Connection being held in November and checking in with another facilitator of a Con-Con held in October. The Mavens discussions on OSF plays has been a great success.

As new chair I have planned a MSC meeting to be held October 21st in my home to meet Leads discuss current and future plans. For those few who cannot attend I will be meeting with them later. I will submit a summary of this meeting and individual meetings as well.

### ***MOLLI Taskforce – Sue Sorem Chair***

#### **Committee Operations**

*New Instructors/Courses Initiated by MOLLI for Spring Term* – Committee is working with 13 potential new instructors for spring term; 3 to 4 are likely.

*Transportation/Parking for HEC Fall, Winter, Spring Terms:*

Medford parking: With 34 classes at HEC, the most ever, the parking is tight. Some instructors have had to park at Evergreen or Bad Ass Coffee because the lots were full.

*RVTD Transportation:* Two committee members are working on the planning of an event to promote the new express route between Medford and Ashland. This will include a bus ride on the new route and a presentation by an RVTD representative.

Annual Plan 2025: The committee consensus is that the Initiatives 8.1 and 8.2 of the 2020 Goal #8 have been accomplished, however the intention of the goal has not been fully realized. Therefore, all agreed that MOLLI should continue its work to advance HEC “from a satellite campus of an Ashland-based organization” to a second OLLI campus that attracts steadily increasing numbers of courses and members choosing to attend. All agreed that this is a long term goal.

Some ideas expressed during brainstorming:

- Internal champions for HEC need to be present in the OLLI leadership.
- Analyze current demographics for the greater Medford area to determine rate of population growth, especially the retired. This data is needed to set a goal for new OLLI members likely to attend class in Medford.
- The number of OLLI members living north of Talent during the last few years needs to be analyzed to determine growth trend.
  - Propose and gain support for the funding to create a Medford OLLI subsidized parking area, at least for instructors by 2025.
  - Look for locations in Medford for classes (other than HEC) with ample and free parking.

## **OLLI 2025 TASK FORCE-LARRY HUNTER & SALLY PETERSON, CO-CHAIRS**

OLLI 2025 Strategic Plan Task Force

October Council Report

Members

Bob Adams, Pat Alexander, Rob Casserly, Wayne Davison, John Ferris, Larry Hunter (co-chair), Ann Lovett, Margaret Pashko, Sally Peterson (co-chair), Sue Sorem, Lorraine Vail, Elisabeth Zinser

Process Thus Far

We have had two productive meetings. We discussed the Mission, Values, and Vision as our ongoing framework. We discussed the Goals and Initiatives that have been carried over from OLLI 2020. We set our meeting schedule for every other week through February.

Timetable

We have developed a timetable for the process of completing the 2025 document.

October

define timeline and process

review and analyze the 2020 Goals, Intentions, and Initiatives and develop suggestions to be brought to committees and other stakeholders

determine what stakeholders will be involved the process and how we will facilitate their involvement

November (completed by Thanksgiving)

meeting with stakeholders who are involved in the process

committee chairs/committees

staff

other stakeholders as determined

December/January (avoid large meetings during the holidays)

collate and distill information already collected

February

write the document

March

complete document by March 1st

reviews of document by Council and Member Town Hall

#### **TREASURER'S REPORT-IRV LUBLINER**

Treasurer's Report to Council for October, 2019

Numbers  
below  
refer to  
specific  
notes.

Treasurer's Report to Council for October, 2019

Numbers  
below  
refer to  
specific  
notes.

	<b>OLLI @ SOU 2019-20 Financial Report Draft, not yet validated!</b>	Sept. 2019	2019-20 YTD	2018-19 YTD	2019-20 Budget	
	<b>Net Membership</b>	<b>57</b>	<b>1815</b>	<b>1,736</b>	<b>2000</b>	← 1
1	Member Fees	\$6,010	\$215,535	* \$204,070	\$231,000	← 2
2	Annual Fund	\$1,401	\$13,105	* \$14,621	\$32,000	← 3
3	Fundraising Events		\$0	\$0	\$4,500	← 4
4	Sponsorships	\$4,000	\$4,000	\$5,975	\$7,000	
5	Osher Endowment Distribution		\$0	\$122,368	\$126,192	
6	Interest	\$824	\$824	(\$3)	\$765	← 5
<b>7</b>	<b>Total Operating Income</b>	<b>\$12,235</b>	<b>\$233,463</b>	<b>\$215,726</b>	<b>\$401,457</b>	
8	Office Staff Salary/Benefits/Wages	\$21,229	\$62,289	\$52,655	\$261,794	
9	IT Support Student Wages		\$0	\$0	\$7,282	
<b>10</b>	<b>Total Salary/Benefit/PEAK</b>	<b>\$21,229</b>	<b>\$62,289</b>	<b>\$52,655</b>	<b>\$269,076</b>	
11	CC Rent	\$5,405	\$8,288	\$8,649	\$34,594	← 6
12	CC Imprvts/Support		\$282	\$261	\$1,375	
13	CC Gardens		\$0	\$21	\$656	
14	Parking/Trans		\$4,255	\$3,271	\$8,095	
15	Venue Rent	\$750	\$17,840	\$5,472	\$19,470	← 7
<b>16</b>	<b>Total Facilities/Parking</b>	<b>\$6,155</b>	<b>\$30,665</b>	<b>\$17,673</b>	<b>\$64,190</b>	
17	Office Supp/Equipment/Postage	\$591	\$1,205	\$1,289	\$4,456	
18	Duplicating and Printing	\$185	\$7,123	\$5,990	\$16,400	
19	Network/CampusCE/Constant Contact	\$194	\$5,681	\$7,081	\$12,180	
20	IT/AV Lease/Buy/Maintenance	\$28	\$49	\$436	\$700	
21	SOU 10% income/O&E \$9/member	(\$15,141)	\$21,554	\$20,765	\$41,100	← 8
22	SOU 5% : Annual Fund/Sponsorships	\$266	\$691	\$668	\$2,175	
23	Credit Card Fees	\$4	\$7	\$8	\$5,200	
<b>24</b>	<b>Total Office Ops/Business Services</b>	<b>(\$13,873)</b>	<b>\$36,309</b>	<b>\$36,237</b>	<b>\$82,211</b>	
25	Communications & Outreach	\$1,131	\$3,341	\$5,752	\$7,225	
26	Member Services	\$76	\$141	\$0	\$2,956	
27	Fundraising		\$138	\$1,098	\$2,000	
28	Council/Curriculum/Training/Travel/LRC		\$0	\$518	\$1,900	
29	Volunteer Recognition		\$0	\$0	\$1,000	
30	Member Hospitality	\$120	\$289	\$757	\$2,000	
<b>31</b>	<b>Total Member Programs &amp; Outreach</b>	<b>\$1,327</b>	<b>\$3,909</b>	<b>\$8,125</b>	<b>\$17,081</b>	
<b>32</b>	<b>Total Operating Expenses</b>	<b>\$14,839</b>	<b>\$133,172</b>	<b>\$114,690</b>	<b>\$432,558</b>	
<b>33</b>	<b>Operating Income H/(L) Expenses</b>	<b>(\$2,604)</b>	<b>\$100,291</b>	<b>\$131,164</b>	<b>(\$31,101)</b>	
34	ReNEWall Funds Transfer from Acct 0028	\$283,154	\$305,177		\$373,000	
35	Construction/Fees		\$21,630		\$295,000	
36	IT/AV Upgrades		\$0		\$53,500	
37	Furnishings		\$0		\$25,500	
<b>38</b>	<b>ReNEWall Expense total</b>	<b>\$0</b>	<b>\$21,630</b>		<b>\$374,000</b>	
<b>39</b>	<b>ReNEWall Income Transfer H/(L) Expenses</b>	<b>\$283,154</b>	<b>\$283,547</b>		<b>(\$1,000)</b>	
<b>40</b>	<b>Total Income H/(L) Expenses</b>		<b>\$383,838</b>			
41	Beginning 2019-20 Op Fund Balance		\$133,006			← 9
<b>42</b>	<b>2019-20 Year to Date Op Fund Balance</b>		<b>\$516,844</b>			
43	2019-20 YTD Osher Endowment Balance		\$2,606,658			
44	2019-20 YTD ReNEWall Balance		\$366,211			

## Notes Regarding the Treasurer's Report

### General Concern:

1. This spreadsheet is a draft, not a final, validated statement for the month. (See "Issues" section below.)

### Membership:

2. In spite of uncertainty about venues as we began the fiscal year, net membership year-to-date is about 4.6% higher than last year. It seems likely that we will go well above the budgeted number of 2000 members for the year. (We ended last year with a total net membership of 2130.)

### Income:

3. Member fee income for September totaled \$6010. As mentioned last month, payments that included both member fee and a donation ("combo" transactions) are now being handled differently than in the past. To enable a direct comparison with last year's income, the 2018-19 year-to-date income figure (marked with an asterisk) has been adjusted to reflect current accounting practices. Using this figure, we can make an aligned comparison with last year and determine that there has been a 5.6% increase in member fee income.
  4. Annual fund donations for September total \$1401. This figure is the sum of a \$1000 adjustment for "combo" transactions (for August) and \$401 in donations. Because of the change in accounting practices mentioned above, the 2018-19 year-to date figure (marked with an asterisk) has been modified, making a direct comparison possible. Using this figure, we can determine that there has been a 10.4% decrease.
  5. Last year, because a transfer was not made from our SOUF Annual Fund Account to our SOU interest-bearing account, we were charged a maintenance fee. This year, timely transfers have been made from both the SOUF Annual Fund and Renovations accounts, enabling us to earn interest. Interest will continue to be higher than anticipated because incoming bills will be paid over the next several months, during which our account balance will remain high. Note that the year-to-date interest already exceeds budget expectations for the year.
- The Finance Committee met to discuss updates to the current "conservative budget" adopted at the start of the year, but I am not ready to put forth a motion for the adoption of a revised budget. I expect the committee will, at an upcoming meeting, recommend an increase to the number of members and donations, as well as to a few expense categories that we realize need correction.

### Expenses:

6. There was no rent charged in August, so the \$5405 figure represents rent for a two-month period. Campbell Center rent has been recalculated and will be approximately \$180 less per month than it had been. (Rent for July was \$2883, but August and September rent was \$2703, and that will be the monthly rent going forward.)
7. The bill for Senior Center rent was \$750, as budgeted.

8. As mentioned last month, the SOU 10% income assessment for August was incorrect. The negative quantity shown for September is due to the correction of that error.

**Issues:**

9. The dollar amount shown on row 41 is being investigated. Given that this cell shows our fund balance when the fiscal year began, it should not change from one month to the next. However, we have found that it has been reduced by \$14,623.30 in SOU's records and are trying to get that corrected. (We believe the SOU accounting error has been pinpointed as this is the amount of the City Of Ashland permit that was paid in July and our beginning of year fund balance will be corrected.)