



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

June 9 , 2020, 1:00 PM

Via Teleconference

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
4. Treasurer Report ( See Motion re: Budget) – Irv Lubliner
5. Motion(s) –
  - Approval of OLLI Budget for Fiscal Year 2020-2021

Rationale-

- The annual budget ensures that OLLI complies with the financial requirements  
As specified in the bylaws and in the policy manual.

6. President's Report – Pat Alexander, OLLI at SOU President

As mentioned in last month's President's Report , the task group met again to discuss potential online courses technology problems . This latest meeting focused on OLLI's learners and what problem they might face. It was clear that some of our members will be reluctant to step in to online learning because of unfamiliarity with the platforms, etc. The group discussed a variety of potential solutions.

It was also clear that other problems would likely occur once classes had begun and that timely help would be particularly important. Action plans have yet to be formulated.

7. Discussion Topics

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
- OLLI at Medford (MOLLI)—Sue Sorem

9. Additional Remarks

- Director of Outreach—Rachel Jones
- Assistant Director – Rob Casserly
- Council Members
- Committee Chairs

10. Upcoming Events

- July 1—Annual Membership Forms Available
- July 27—Fall Catalog Published Online
- July 27—Fall Course Request Lottery Begins
- July 28—Council Meeting

Adjournment

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Lyn Gutierrez  
Irv Lubliner  
Bill Mansfield

Class of 2022  
Betsy Gentry  
Larry Hunter  
Elisabeth Zinser

Class of 2023  
Clark Custodio  
Phyllis Fernlund  
John Ferris

### **Agenda**

OLLI at SOU Council Meeting  
June 9, 2020 2:00 PM  
Via Teleconference

Note regarding 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 Larry Hunter

**2. Adoption of the agenda**

**3. Election of Council Officers**

- **Vice President**
- **Secretary**
- **Treasurer**

**4. Discussion Topics**

- Process for 2020-2021 Annual Plan Development
- Committee Chair Appointments
- Council Liaison Appointments
- Council Meeting /Monthly Report Calendar
- Leadership Team Contact List

## **5. President's Report**

### **Additional Remarks:**

- Rob Casserly, Program Manager
- Rachel Jones, Director, Outreach and Engagement
- Council Members
- Committee Chairs

### **Coming Events:**

- **July 1** - Membership Registration Opens
- **July 27** – Course request selection opens
- **July 23** - 10 am OLLI Council Meeting
- **August 25** – 10 am OLLI Council Meeting
- **September 11** – Leadership Team Workshop

### **Adjournment**

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## OLLI @ SOU 2020-21 Budget Draft (6/1/20)

	2019-20 Original Budget	2019-20 Revised Budget	2020-21 Budget	Notes
<b>Net Membership</b>	2,000	2,237	1,800	The Finance Committee considered a variety of membership targets, ranging from 1700 to 2000. The decision was made to base this budget on 1800 members, and we will watch closely to determine if the budget needs to be redrafted in the coming months.
Member Fees	\$231,000	\$258,374	\$207,900	(number of members) x \$115.50
Annual Fund	\$32,000	\$38,336	\$32,400	Amount suggested by George.
Fundraising Events	\$4,500	\$22,950	\$0	George: Omit projected income for the matinee. It's not going to happen this fall at Thanksgiving in all probability. If the world changes by spring we can have the event and add the revenue to the AF total. Remember that the theater also has a voice in this and their bottom line may have suffered too much to sponsor this charitable event in these times.
Sponsorships	\$7,000	\$7,000	\$5,000	Amount suggested by Peg.
Osher Endowment Distribution	\$126,192	\$126,192	\$130,213	Amount suggested by Rachel.
Interest	\$765	\$1,100	\$765	Amount suggested by Rachel.
<b>Total Operating Income</b>	<b>\$401,457</b>	<b>\$453,952</b>	<b>\$376,278</b>	
Office Staff Salary/Benefits/Wages	\$261,794	\$261,794	\$244,057	Rachel: HR did provide annual salaries (only monthly pay), so there may be a longevity increase for Paige that is not included here, and I have done my best to calculate OPE based on <i>LAST YEAR'S</i> percentages. HR indicated that the furloughs would not impact OPE totals, but I do not feel completely certain that is the case.
IT Support Student Wages	\$7,282	\$7,282	\$7,693	IT classroom support for winter and spring only; no increase to admin fee SOU IT charges OLLI; includes Oregon's 50-cent increase to hourly wage; assumes PEK student-worker program will continue to be funded at SOU (which is iffy) and that OLLI will be awarded a position (also iffy). [amount proposed by Rob]
CC Rent	\$34,594	\$32,605	\$32,432	Amount suggested by Rachel.
CC Improvements/Support	\$1,375	\$1,800	\$750	Very little to no expenses for fall term [amount proposed by Rob]
CC Gardens	\$656	\$656	\$656	Given that the courtyard gardens have no access to a spigot, we need a hose caddy (to keep hose neat and portable). Now, we have to carry water around the building to water new plants. We are going to have to replace some of the plants because of neglect (since we have not been able to have ongoing garden care since August). A lot of mulch will also be needed. [amount proposed by Sandy Hansen]
Parking/Trans	\$8,095	\$6,425	\$4180	Assumes OLLI will renew contracts for Grace Lutheran and SOU lot #16 in anticipation of winter/spring classes; no Cascade Shuttle costs for fall; no Medford parking passes for fall or winter (already have stockpile for winter, if needed). [amount proposed by Rob]
Venue Rent	\$19,470	\$18,968	\$1,200	No ScienceWorks needed for entire year; Grove needed only for winter/spring. [amount proposed by Rob]

Office Supplies/Equipment/Postage	\$4,456	\$4,456	\$4,000	Approximately a 10% decrease because staff will strive to be as economical as possible with supplies. [amount proposed by Rob]
Duplicating and Printing	\$16,400	\$17,381	\$17,000	Assumptions: Catalog costs will remain about the same; little or no office copying in fall term. [amount proposed by Rob]
Network/CampusCE/Constant Contact	\$12,180	\$12,585	\$13,000	Costs will remain essentially flat compared to costs in 2019-20. [amount proposed by Rob]
IT/AV Lease/Buy/Maintenance	\$700	\$700	\$1200	Costs will remain essentially flat compared to costs in 2019-20. [\$700 proposed by Rob, \$500 for MOLLI request mentioned below]
SOU 10% income/O&E \$9/member	\$41,100	\$45,970	\$36,990	Based on projection of 1800 members.
SOU 5%: Annual Fund/Sponsors	\$2,175	\$2,267	\$1,870	Based on projection of Annual Fund & Sponsorships.
Credit Card Fees	\$5,200	\$3205	\$3,000	2018-19 FY: 1.489% of \$199,031 ≈ \$2964 2019-20 YTD: 1.489% of \$\$203,520 ≈ \$3030 Average of the amounts shown above = \$2997
Communications & Community Outreach	\$7,225	\$7,683	\$7795	Peg Evans: Open House canceled for 2020-21. This event had additional costs which were covered by sponsors—its actual cost was higher than budget figures reflected. It is uncertain how our sponsors will be able to help us now (both if they will be able to, and to what monetary amount). With remote classes, this would be a good time to advertise what we do to a wider area in southern Oregon and northern California. We will need to create a mostly new advertising campaign for the fall. For all of these reasons, the advertising request has been increased. [amount proposed by Peg]
Member Services	\$2,956	\$2,956	\$2,000	[amount proposed by Andrea Gay]
Member Hospitality	\$2,000	\$2,000	\$1,500	No expenses for fall; less expense for winter/spring because of “Bring Your Own Cup” policy. [amount proposed by Rob]
Annual Fund Fundraising	\$2,000	\$14,000	\$2,000	[amount proposed by George Rice]
Council	*****	\$450	\$450	[amount proposed by Pat and Larry]
Curriculum Committee	*****	\$450	\$975	[amount proposed by Susan S. Susan S: \$750 for NTO orientations (one per term), \$225 for instructor support meeting refreshments
LDRC	*****	\$500	\$150	[amount proposed by Sandy. Sandy: Hoping for Team OLLI with refreshments, as well as potential members forum in spring.
MOLLI		\$0	\$0	Sue S.: Requested \$500, hoping to purchase a portable amplification system for HEC. This amount was added to the IT/AV/Lease/Buy/Maintenance line.
Staff Training	*****	\$250	\$250	[amount proposed by Rob]
Osher Travel	*****	\$1000	\$0	Rob: It is unlikely that there will be an OLLI national conference. Last year, we budgeted \$1800 for it.
Volunteer Recognition	\$1,000	\$1,000	\$1,000	Pauline would appreciate it if the \$1000 she was unable to spend in 2019-20 is rolled over for next year. [amount proposed by Rob]

\*\*\*\*\* In the original 2019-20 budget, the Council, Curriculum Committee, Training, Osher Travel, and LDRC budget lines were combined, with a total allotment of \$1900. Additional allotments made as part of the revision brought the total allotment to \$2650.

1% Contingency			\$3,763	Finance Committee guidelines call for 1% of expenses to remain unallocated to cover unknown expenses that arise during the year.
<b>Total Operating Expenses</b>	<b>\$432,558</b>	<b>\$446,383</b>	<b>\$387,911</b>	
<b>Operating Income H/(L) Expenses</b>	<b>-\$31,101</b>	<b>\$7568</b>	<b>-\$11,633</b>	[Total operating income] – [Total operating expenses]
Net change	<b>-\$56,101</b>	<b>\$7568</b>	<b>-\$11,633</b>	
Beginning Op Fund Balance	<b>\$118,382</b>	<b>\$118,382</b>	<b>\$143,000</b>	
Ending Op Fund Balance Estimate	<b>\$62,281</b>	<b>\$125,950</b>	<b>\$131,367</b>	
<b>% Beg Op Fund of FY Op Exp</b>	<b>20%</b>	<b>28%</b>	<b>36%</b>	
<b>% End-of-Year Fund of FY Op Exp</b>			<b>34%</b>	

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## Committee Reports

Communications and Community Outreach Committee—Peggy Evans, chair

Catalogue: we are gearing up for the production of the catalogue. Anne Bellegia has contacted several organizations about possible sponsorships. We are solidifying the catalogue content and contributors of that content have been given deadlines for submission.

We are reexamining the catalogue distribution process, since some folks who have helped with that may no longer be able or willing to do so, and some businesses and organizations which have had catalogues readily available for their clientele may no longer be open or have restrictive openings, etc., etc. Our Ambassadors will shortly be contacted about this. Since our marketing campaign is now geared for the entire state of Jefferson, we are thinking how the printed catalogue can be made more readily available in a wider geographic area. If the Campbell Center is not available in July, we are coming up with plans as to how the catalogues can physically be bundled for distribution.

Marketing: we are refining our new marketing message of online learning for a wider geographic area. That requires explanation as to what we are. Ads for Ashland Parks and Rec and the Jefferson Journal have been created. Anne will be meeting very soon with representatives of Rosebud Media (Medford Mail Tribune, Ashland Daily Tidings, etc.). We continue to brainstorm marketing ideas. With the staff furloughs at SOU in the printing and graphic design areas, we are finding out who is working and when.

Anne contributed content and editing to the annual meeting video. I have attended several meetings of task forces on remote learning resources for our instructors and our students.

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Report to OLLI Council  
June 9, 2020

**Curriculum Committee**: Sara Brown and Susan Stitham

### Spring 2020:

1. Research for BEST PRACTICES Manual: We will be sending out surveys to the 24 Spring online instructors this week, seeking their input for the manual. Thanks to Dan Dawson for compiling the results of the student survey, and to Ian Templeton who will be authoring the manual, which will provide a framework for the Teaching on Zoom class this summer.
2. Thanks to Spring (and all 2019-20) Instructors: we are continuing to think of ways to recognize our instructors who stepped up, particularly in Fall '19 and again in Spring '20 and for Fall '20. We are open to ideas for such recognition in this unusual time.

### Fall 2020:

1. Course Proposals: As of May 31<sup>st</sup> at midnight, we had received an astonishing 107 course proposals for Fall. The liaisons worked throughout the month, assisting instructors with thinking through this unknown territory and connecting them with resources. CC will approve the megafile of final courses for the catalog at our meeting on June 15<sup>th</sup>, and send them on to the OLLI office.
2. Instructor Recruitment: A special thanks to Anne Coleman, and to all the liaisons and other OLLI members for the many contacts with past instructors. The overwhelming turnout is a tribute to the loyalty our OLLI inspires in both instructors and members.
3. Instructor Support for Fall '20:
  - a. Fall NTOs: We have 9 NTOs for Fall; CC is working on adapting our NTO Support process to our online circumstances.
  - b. Zoom Pro Access: Instructors will be provided access to Zoom Pro through SOU via the OLLI office, beginning in early July in order to provide opportunity for instructors to practice before September. Those who want it will also be given access to Moodle, a learning management system as distinct from a video conferencing platform.
  - c. Technical questions: All instructors and potential instructors who have technical questions about teaching online are directed to contact the OLLI office. Those who wish will be provided a Technical Consultant to work with them, as happened in Spring.
  - d. Specific Zoom support: because the vast majority of course proposals received so far for Fall intend to use Zoom, CC is focusing on providing support for that platform.
    - a. Zoom Mentors: Nancy Rhoades will be working with Pauline Black to identify and recruiting OLLI volunteers who are experienced in teaching on Zoom to work with Fall instructors through the Teaching on Zoom class and follow up practice sessions.
    - b. Practice Partners: Nancy Rhoades will also be working with Pauline Black to recruit OLLI members who volunteer to serve as "students" in practice sessions. Fall instructors who want to schedule "live" practice session(s) will be able to draw on this pool of volunteers.

- c. **Teaching on Zoom Class:** We are beginning work on the design and delivery of this course, drawing particularly on experienced OLLI Zoom instructors. We hope to schedule it for mid July.
- d. **Survey of Fall '20 Instructors:** We will be surveying all Fall instructors as to their level of comfort and experience with using Zoom. We will be strongly urging all instructors, except those identifying themselves (and identified by their students) as adept with the platform, to enroll in the class. **Question for Council: does our goal of member satisfaction require that we mandate that preparation?**

4. **Support for Students:**

- a. **Catalog Page:** CC worked with CCO and MSC on text for a catalog page with helpful information and resources for members encountering Zoom.
- b. **Missing Links:** CC is very interested in OLLI figuring out an effective and efficient way to help members who run into difficulties with the link to a course in which they are enrolled as they attempt to join a class session. Such assistance in the Fall was identified by some Spring instructors as being extremely welcome.

**Winter 2021**

- 1. **Course Proposal Window:** The window opens August 1<sup>st</sup>. In order to recruit instructors for Winter term, it is important that the decisions about the format of OLLI's Winter schedule be made in time to inform prospective instructors.
- 2. **Member Satisfaction Survey:** CC is requesting a question on the upcoming survey which asks members how willing they are to attend in person class sessions in the Winter term should they be permitted by SOU and the Council decide to offer them.

**“The Queen is Dead; Long Live the Queen”** – With this Council meeting, Sara Brown leaves CC after six years of stellar service; her graceful leadership, commitment to excellence, and dedication to the best of OLLI will be much missed. CC is very grateful to Ginny Blankinship who assumes the mantle of Co-chair for Course Proposals for the coming year. “Thanks, thanks, and ever thanks,” as the patron saint of Ashland once said.

**FPMC Report to Council for June 9, 2020 by G. Rice, Temp. Chair**

**Annual Fund (AF)**

Total donations per report of 6/03/2020	\$35,840
Donations not yet on report	130
Total donations as of 6/05/2020	35,970
2019 - 2020 AF Goal	\$38,336
Difference to meet 6/30/2020 goal	< \$ 2,366 >
Crossed, squeezed fingers held aloft will assist in making up this difference.	

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## Future Space Needs Committee Report, June 2020

We have no new information from Facilities or from SOU IT. We are awaiting the final invoices for the technology work.

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### Leadership Development and Recruitment Committee June, 2020 Report

We have completed a successful election for Council directors. Results are forthcoming. In addition, several people who participated in Team OLLI 1 and 2 have joined committees or are performing other volunteer roles in OLLI. I consider this a successful year.

Sandy Theis, Chair

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## June 2020 Member Services Monthly Report

**Chair: Andrea Gay**

Member Services committee leaders are continuing to develop transitional means of connecting with our members as a part of **OLLI 2U** online learning and social connection.

**Barb Barasa** continues to move forward with interesting new **SIG's**.

**Rob Joseph** is promoting new **Con-Cons** with the **Social Team**.

**Bonnie Johnson** is putting together her committee for the upcoming **Member Satisfaction Survey**, which had been delayed while OLLI transitioned from classroom to online.

\*I have been working together with Rob Casserly and Pauline Black in putting together a Zoom support team for members while Susan Stitham focuses on instructor Zoom support. A member Zoom class is being discussed and developed. We understand this needs to happen in a short time frame.

During Task force meetings, I am hearing suggestions for virtual social events like Zoom Happy Hours, game nights, best decorated hat night and other fun social opportunities to help members see one another and stay for the connections. I think we could promote these as **"OLLI 2U Social Hour"**.

I will be seeking feedback from others on how best to implement this. I may try something out with committee members first as a "trial run". I am looking at a monthly event, perhaps the first Friday night of each month, promoting it in the News Flash and perhaps emails out to members the night before. This of course would entail seeking volunteers to "Host" this once a month event. It is a purely "fun" event but like all virtual projects, will need a level of order to it.

Respectfully Submitted,

Andrea Gay

MSC Chair

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## MOLLI Council Report 6/09/2020

The committee is working on its Conversation Connections Series for fall term. We have four topics with five facilitators (one topic will have co-facilitators) will be offered. Sue will be the administrator since she is the only one with Zoom Pro and therefore she will host and send out the invitations. The initial announcement will be in the catalog along with other submitted Con-Con's but the dates and times will be decided in mid-July and will be in the August News Flashes along with sign-up details.

Instructor Recruitment Activities for Fall 2020: Two MOLLI-sourced instructors submitted their proposals for fall term.

Submitted by: Sue Sorem, 6/4/2020