



<u>Class of 2020</u>	<u>Class of 2021</u>	<u>Class of 2022</u>
Pat Alexander Margaret Pashko Sue Sorem	Lyn Gutierrez Irv Lubliner Bill Mansfield	Betsy Gentry Larry Hunter Elisabeth Zinser

Minutes

OLLI at SOU Council Meeting
January 28, 2020, 3:30 p.m.
Campbell Center, SOU, Room A

Present: Council Members - Pat Alexander, Betsy Gentry, Lyn Gutierrez, Larry Hunter, Irv Lubliner, Bill Mansfield, Margaret Pashko, Sue Sorem, Elisabeth Zinser. Committee Chairs and Director/Assistant Director - Sara Brown, Rob Casserly, Peggy Evans, Andrea Gay, Rachel Jones, Sally Peterson, Susan Stitham, Sandra Theis, Lorraine Vail.

1. Call to order – President - Pat Alexander: 3:30 p.m.

2. Adoption of the Agenda—Pat Alexander: **m/s/p**

Pat congratulated our own Sandy Theis, who was recently awarded the James Ragland Memorial "Volunteer Spirit" Community Service Award by the City of Ashland!

3. Approval of Minutes – December 3, 2019 Meeting, Betsy Gentry, Secretary: **m/s/p**

4. Treasurer’s Report – Irv Lubliner

Membership is 3.4% higher than last year; fundraising income is substantially more than last year because of the success of Café Noir; total operating income is also up from last year. Credit card charges will be higher than expected last fall (but less than feared last summer).

5. Motions

- Irv Lubliner on behalf of the Finance Committee moved to approve the proposed budget revision (attached). He called attention to the note that the budget reflects the Strategic Plan goal of 5% growth in membership; at present, our growth rate is tracking at less than that. The motion **passed**.

- Elisabeth Zinser on behalf of the Member Services Committee moved to approve the *Bring Your Own Cup* (BYOC) Pilot Program that has been recommended by the Membership Services Committee and presented in December to the Council, and to delegate to the Membership Services Committee responsibility to implement and evaluate the BYOC Pilot Program in Spring Term. She described the proposed implementation of the pilot: “The Committee, in consultation with Assistant Director Rob Casserly, will inform members about the Pilot, ask them to begin carrying their own cups to and from classes and other activities at Campbell Center and the Higher Education Center, obtain feedback through the spring member survey and prepare a report to Council in the summer. Any substantive and substantial suggestion/s that may emerge from the Pilot phase will be duly considered before establishing this sustainability practice as a policy to be fully implemented in Fall Term.” The motion **passed**.
- Lyn Gutierrez on behalf of the Curriculum Committee moved that Council authorize an expenditure of up to \$250 to provide lunches for the Curriculum Committee’s Orientation of Spring NTO (New to OLLI) instructors to be held at SOU’s Hawk conference room on February 29. Susan Stitham explained the Committee wants to pilot an orientation workshop for all NTO’s to cover material about teaching at OLLI that was previously shared by liaisons in individual meetings. There will be individual follow up by liaisons after the workshop. The Committee also believes that workshop will encourage camaraderie among cohorts of NTO’s. The motion **passed**.

6. President’s Report – Pat Alexander

Pat referred to his report in the Agenda, and added his thanks to all who have worked so hard this past year under the challenging circumstances of the Campbell Center renovation. It’s “pretty...amazing” what’s happened this year!

7. Discussion Topics

Memorandum of Understanding with Ashland YMCA – Elisabeth Zinser. A group of OLLI leaders has been meeting with representatives of the Y to discuss how our missions overlap and where we could reinforce and support each other. The MOU proposes that we work together on sharing assets, expanding programs and building support. The MOU would be subject to an annual review each January. Benefits to OLLI might include use of Y facilities (for instance for movement and art classes), programs at the Y’s new Camp DeBoer, and member recruitment and growth. OLLI and the Y will cross-reference addresses (not names) of members to monitor the extent of membership overlap. It was noted that the Council needs to consider the bigger question of overall membership growth and its impact on our volunteer committees, and also noted that the Ashland Y has no religious affiliation. OLLI leaders are urged to contact Pat Alexander, Elisabeth Zinser, Margaret Pashko or Rob Casserly with any questions/comments on the proposed MOU. It will be brought back to the Council for a vote in February.

8. Standing Committee Reports

- Communications and Community Outreach – Peg Evans. The Committee has the first sponsor for the summer Open House. They will look into distributing catalogs in Grants Pass.
 - Member Services – Andrea Gay. Inside OLLI sessions will be held on February 20 in Ashland and February 27 in Medford. There are currently 11 active SIG's.
 - Curriculum – Susan Stitham. The Committee is planning a series of workshops to support OLLI members making new course proposals: two "Ignite the Spark" workshops and one "Fan the Flame". Rob Casserly expressed concern from a risk management point of view about serving alcohol at these kinds of events; Rachel Jones will look into SOU's policies and the Council will review this further. There will also be a workshop for OLLI instructors, "Oops, I thought it was funny" to focus on the OLLI Code of Conduct for both instructors and students. A study group is looking at on-line courses; there will be questions about such classes on the spring member survey.
 - Future Space Needs – Lorraine Vail. Thanks to all who worked so hard on the Café Noir event (and thank you, Lorraine, for pulling it all together!). Lorraine and Rachel have been working on getting the bills paid and the remaining issues settled.
 - Leadership Development & Recruitment – Sandy Theis. There is one more session coming up for Team OLLI. All current Council members should be involved in recruiting new Council members. Please send the names of people who would be good candidates to Sandy.
9. MOLLI Task force – Sue Sorem. The group will hold several Conversation Connections at the HEC during the spring, probably on Fridays when there are no RCC or SOU classes. There are 30 OLLI courses being offered at the HEC this term; 15 of those were wait-listed. People will come to Medford if there are good courses offered there.
10. OLLI 2025 Task Force - Sally Peterson. The group has been doing behind-the-scenes work looking at initiatives and consulting with various committees. Thanks to Lorraine who has been the "scribe" pulling it all together. SOU President Linda Schott will be meeting with the committee in late February to share SOU's strategic planning process.

11. Additional Remarks

- Rob Casserly noted there are 43 new courses being offered this spring, including Beginning Tango, Butterflies, and Dragonflies.
- Rachel Jones and Larry Hunter will attend the national OLLI conference.
- Bill Mansfield suggested the Council revisit the old report on growth in the "Greater Medford Area."
- Betsy Gentry distributed copies of the SOU Foundation Annual Report, which includes a report on our ReNeWall campaign and the generosity of the Evans sisters.

12. Upcoming Events

- February 24 – Spring Catalog posted
- February 25 – Council meeting
- March 13 – Winter Term ends

Adjournment: 5:10 p.m.

Committee Reports

OLLI Council, Report from CCO, Jan. 2020

Communications and Community Relations Committee—Peggy Evans, chair

Course Catalogue: Spring term catalogues are being designed. Many thanks to all who contribute to the catalogue. Anne Bellegia obtained cover art from Sydney Embry and ads from Rogue Valley Manor, Asante, Camelot, and Ashland Parks and Rec. She offered assistance to David Ruppe (our catalogue designer) on the new instructor ad, the Spring Special page, and Save the Date for the Campbell Opening Celebration “ad,” and other details. We continue to work on making our distribution system more efficient- getting the right number of catalogues to the right locations. Anne and I met with David Ruppe, our catalogue designer, to talk over several details.

Open House 2020: Friday, July 24, in the Stevenson Union. We continue to brainstorm about our theme of “Wellbeing” in its various aspects (financial, social, physical, community, purpose-filled). We have begun outreach to potential sponsors and collaborators: Asante Ashland, Rogue Credit Union, the Ashland Chamber of Commerce, and the Rogue Valley Manor. Anne has talked with Rosebud Media about in-kind advertising in trade for sponsorship. No definite answers yet. We hope very soon to have a meeting of OLLI folks to brainstorm and begin to plan the Open House.

Community Lecture Series: Camille Korsmo, lead, assisted by Linda Hart

Richard Brewer has created another eye-catching poster for the February lecture. The two lectures for spring 2020 have been scheduled. On April 24th, Susan Aversa-Orrego, Artistic Director of CTP, will be joined by actors and staff to present Creating Live Theatre: The Collaborative Theatre Project. On May 29th, Brodia Minter, an attorney and Conservation Associate for Klamath Siskiyou Wildlands Center, will present The "O&C" Trainwreck: How the "O&C Act" Shaped Forest Management.

Thanks to Pauline Black, two potential co-chairs for the 2020-21 lecture program have been identified and one excellent fall lecture presenter has been identified to tell about her experiences with Doctors Without Borders. Linda will follow up with these individuals, and Camille will offer information and advice as needed.

Ambassadors: Colet Allen, lead

Colet, Anne and I have had several ambassador strategy meetings. One of the Ambassadors' jobs is helping to distribute OLLI catalogues throughout the community to increase awareness of

OLLI and encourage potential new members. A questionnaire was sent to each Ambassador to evaluate this. We are reducing the total number of catalogs that will be distributed for spring term while maintaining what each Ambassador felt was the correct number for their organizations. The information that was received will help us make future improvements resulting in better use of each volunteer's time and OLLI's resources.

Constant Contact member communications: Anne Bellegia

Anne sent an e-blast to 2019 community partners and refreshment sponsors that included a link to the winter catalog and a save the date notice for the Campbell opening and Open House. She supported Cafe Noir by sending reminder to attendees. She supported the lectures series by creating event registration for the January 24 lecture, sent reminder to registrants and produced check in list.

Publicity: Anne met with Jim Coleman to provide an overview of his media relations role and gave him background materials. Anne has talked/will talk with Rosebud Media and JPR about our goal in having Jim serve as a content provider.

Community Partners: Mindy Ferris, lead

Wayne Davison and Karen Culver have agreed to serve as 2 of the 3 captains of this group of nonprofit partners. A potential person for the third position has been identified and will be asked in the near future. Once all three captains are on board a brief information meeting will be scheduled.

Community Outreach: Anne Bellegia

Anne met with Molly Kreuzman, the new volunteer coordinator at Ashland Independent Film Festival. She attended the Southern Oregon Networking and Resource (SONAR) meeting and announced our winter sign up. She had an introductory meeting with the new manager at the Ashland branch of Washington Federal. She created a PowerPoint presentation for residents at Weatherly Inn; however, the presentation was cancelled.

Miscellaneous: Anne had discussions with Sue Sorem on CCO support for MOLLI. Anne and I met with Margaret Pashko and Larry Hunter about the Strategic Plan 2025 and this committee's initiatives. I made a Powerpoint presentation to Team OLLI 2 about CCO. Barb Barasa has agreed to serve as OLLI's archivist; now we are working on the details.

Future Space Needs Committee Report

Construction:

1. The Campbell Center's interior construction work is complete, and City of Ashland approved the final inspection. We are grateful for the quality of work and attention to detail given to this project by SOU Facilities' Jim McNamara and Drew Gilliland, Vitus Construction, and Matt Small, architect. A few items remain on a punch list but will be completed soon.

2. The project was completed ahead of schedule and under the initial estimates which allowed us to complete other improvements.
3. There is a punch-list that needs to be completed, including fine-tuning the HV/AC.
4. The bike rack, with security camera, light, and a metal shed-roof will be completed in time for the grand opening on March 27. The roof is being made by a local craftsman through SOU FMP.
5. The handrails for the courtyard's new ramp are being made locally and are in the work queue and expected to be installed in February.

Furnishings:

1. The purchase order has been issued for the tables for Classroom C and the new Member Meeting Room. They are the same product as the tables in classroom A. We will know the delivery date in the coming week.
2. The purchase order has been issued for the 3 loveseat sofas, six lounge chairs, and the dining room table for the member lounge. We will know the delivery date in the coming week.
3. We expect to have the purchase order for the three end tables and two coffee tables issued next week. These are being made locally. We will know the delivery date in the coming week.
4. We are in the process of selecting the courtyard benches and the hanging lamp for the member lounge dining room table.
5. The Giving Garden mural will return to the Campbell Center in late March. A framed print of the names of all who contributed to the ReNEWall appeal will be hung next to the mural in the member lounge.
6. SOU IT will remove the current Classroom C projector, screen, wiring in early March and SOU Facilities will then install the recessed can lights and also make the necessary repairs to the plaster/paint in time to the grand opening.
7. Office staff will arrange for Aviands to install the member lounge vending machine and Krieg coffee maker in time for the grand opening.
8. Courtyard benches are being ordered soon. SOU Facilities will review and approve the chosen product.

Technology

1. Final selection of all A/V equipment for the new classrooms, small meeting room and member lounge have been made and confirmed by SOU-IT.
2. Televisions have been specified (82" for classrooms, 65" for SIG and 45" for member lounge).

3. SOU-IT submitted order to the Service Center and the purchase order process underway. Dates unknown for work to begin.

4. In-ceiling PA speakers should have been installed in each of the new classrooms. Remaining equipment will be installed in coming weeks, except for Room C which will need to wait until March when it's no longer needed in the old classroom.

Finances:

1. A final financial report will be presented once all expenses are known, this will likely be April or May.

2. We are confident that we have raised all the funds needed and will NOT be needing any operating funds. Final ReNEWall pledges will be paid in 2021.

Café Noir:

1. By any definition, Café Noir was an incredible success. A thousand hours of volunteer time was given by the OLLI members performing and producing the show. Over 340 OLLI members and guests from the community had fun and witnessed what can be accomplished when dedication and passion join together.

2. We are especially grateful for the work and support given by the OLLI Improv players and director Karen Campbell, Anne Bellegia (promotion and outreach), Margaret Pashko (table décor), Andrea Gay (refreshment set-up), MSC's Social team (greeters), member John Pratt (wine sponsors), Aviands catering, Oregon Stage Lighting and Sound, SOU Student Union staff, Paige Jensen for income accounting, and Pauline Black for event administration, and Rachel Jones for the lighting contract and support.

3. Not all suppliers have billed so we will not have a final financial report until next month. Income is estimated at \$22,000+ and profit \$10,000+. All income is reported as Operating Fundraising Events except those funds specifically identified for the CC renovation account. With the exception of lighting and table décor, all expenses benefited the University and its vendors.

Lorraine Vail and Cliff Edwards. 1/23/2020

MOLLI Monthly Report to Council

Committee Operations – MOLLI met on January 18th. Next meeting TBA

New Instructors/Courses Initiated by MOLLI for Spring Term – MOLLI generated four new courses and one new-to-OLLI instructor for spring. To date we only have two potential new instructors for fall term.

Winter Term HEC Greeter Program: Ten time slots were covered by four committee members and two other OLLI volunteers. All reported positive experiences with new and returning

members. Besides welcoming all, we helped new members locate their classrooms, answered several questions about parking, informed many about the lounge location and code for coffee/tea, recommended local restaurants and greeted old friends. The greeters reported that they had fun and talked to many non-members giving out catalogs as appropriate. All agreed that we should continue this for every new term because of the positive and warm social interactions.

Annual Plan 2025: The committee discussed a working draft of goal #5 which will be submitted at the next strategic plan committee meeting. The work continued after the meeting via email and a final copy of the draft was agreed to by all.

Conversation Connections: In order to generate enthusiasm in Medford for con-con's, four committee members committed to facilitating one session each during spring term. It was decided to offer these on Fridays at HEC, in the lounge or lobby, because SOU/RCC do not offer classes on Fridays and the building is quiet and peaceful.

Submitted by: Sue Sorem

Monthly Report to Council: January 2020 Member Services Chair: Andrea Gay

Host Coordinator: Linda Price

Linda reports 50 hours for December/January. Tasks include getting templates and files updated, selecting and preparing host, and responding to emails. Linda would like to edit the host letter to include the fact that at some locations hot beverages are not available (ex: Science Works)

Inside OLLI: Robbi McMinimy

Inside OLLI presentations have been scheduled for Winter term. We are scheduled in Ashland on February 20th and in Medford on the February 27th. Both presentations will be at 11:00am.

Member Memorials: Baiba Calhoun

No deceased members or other issues for January 2020.

Member Recognition: George Nielsen

The monthly audit on pins was done and there is sufficient supply.

Member Satisfaction: Bonnie Johnson

No activity at this time.

Office Support: Maureen Wilson Jarrad

Due to less request for office staff during the December holiday time, there were only 57 hours of office support reported.

SIG's: Barb Barasa

There are currently 11 active SIG's: (1) Art On Fire, (2) Come Work On Your Watercolor Goals, (3) Day Hiking, (4) Eleusis Logic Game, (5) Knitting For Fun, (6) Men's Talk, (7) Science Fiction Group, (8) Strummin For Fun (Guitar), (9) The 3 Principles of Sydney Banks, (10) The U.S. Constitution In Light Of Current Events, and (11) Write Your Own Story. The SIG's are going strong and are an indication of how well received they are among OLLI members.

The Rogue Folders SIG folded due to lack of commitment but may be reborn as a class.

Kathleen Lamborn has agreed to act as back up SIG coordinator for Barb Barasa. Kathleen is currently attending Team OLLI 2.

Social Crew: Rob Joseph

Two Hours spent on emails regarding the Campbell Center grand opening and related catering requests. Met with MSC Chair Andrea Gay to discuss promoting small group events within OLLI to increase the opportunity for members to get to know each other better.

MSC Chair: Andrea Gay

Throughout December and January, I have met with team leaders to discuss the implementation of the upcoming Campbell Center Grand Opening event, which will consist of a morning community leader and ribbon cutting event and an afternoon membership celebration of the newly remodeled center.

On January 24th I will meet with Rob Joseph and Peg Evans regarding the morning community event for the Campbell Center. We will discuss participation numbers, budget and what the needs of the social crew will be. The following week I will meet with Lorraine Vail regarding the afternoon event for members. It has been determined that the morning event will come from the MSC budget and the afternoon event will come out of Lorraine's budget.

I met with Rob Joseph on the idea of smaller group social events which were requested in last year's member survey. We discussed the idea of a movie day with a follow-up discussion.

I will be attending the February 20th Inside OLLI in Ashland. I will not be able to attend in Medford due to being in class at the time scheduled.

I will be meeting with Linda Price the week of the 27th to discuss Host information packs.

In addition, I have met with Rob Casserly, communicated with both Elizabeth Zinser and Lorraine Vail on the presentation of the BYOC initiative. If this initiative is approved, I will work with Bonnie Johnson on putting forth a question(s) regarding the BYOC campaign in the next member survey to gain member feedback.

Thanks to Pauline Black, two potential co-chairs for the 2020-21 lecture program have been identified and one excellent fall lecture presenter has been identified to tell about her experiences with Doctors Without Borders. Linda will follow up with these individuals, and Camille will offer information and advice as needed.

Leadership Development and Recruitment Committee

January, 2020

We have had 3 of 4 of the Team OLLI 2 sessions. They have been well attended and I believe participants have received valuable information. Time will tell if they volunteer for OLLI leadership positions. In the next few weeks we will be sending a general request for OLLI members to inquire about running for OLLI Council. We will have a short session for those who volunteer who were not a part of Team OLLI. If you know of OLLI members who should consider running for Council please talk with them and let me know of their interest. Word of mouth is often the best recruitment tool.

We have reached out to other OLLIs regarding their leadership development activities, but have not received any responses to date. We will call some similar OLLIs to see if we can get some information.

Sandy Theis

FPMC Report to Council for January 28, 2020 by G. Rice, Temp. Chair

Annual Fund (AF)

Total donations to 1/23/2020 report \$49,453

Less renovation donations 30,723

Less Café Noir sponsorship . 500

Annual Fund donations to date \$ 18,230

AF Goal \$32,000

To date 18,230

Difference \$13,770 (To meet 6/30/2020 goal)

We are on track to meet or exceed our AF goal of \$32,000.00

OLLI Legacy Fund (OLF)

The OLLI Legacy Fund Activity Report from the Southern Oregon University Foundation (SOUF) was released on December 17, 2019 for the fiscal year July 1, 2018 to June 30, 2019, together with the Annual Report of the SOUF.

The Market value of the OLF on 6/30/2019 was \$19,192.61

In December, 2019 an additional gift of \$10,000.00 was received.

Presently, the approximate total market value of the OLF endowment fund is \$29,000.00.

OLLI 2025 Strategic Plan Task Force

January 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

During the months of November and December, the task force focused on developing the Goals, Intentions and Initiatives of the Strategic Plan. Drafts have been prepared to share with the various committees. Our task members have been assigned committees and the responsibility of gathering input from those committees.

During the month of January, the task force has focused on gathering input from committees and working with committee members to develop initiatives.

Lorraine has been writing and rewriting the Goals, Intentions, and Initiatives throughout the process.

President Schott will be coming to speak to the task force in February to share the information about SOU's Strategic Plan. This will inform our process and strengthen the connection between the two plans.

Timetable

We have developed a new 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
- begin discussion of 2020 document and suggestions to be brought to committees and other stakeholders

November (no meetings)

- continue to look at the Goals, Intentions, and initiatives from the 2020 Strategic Plan and come to our December meetings with notes ready to discuss any thoughts, rewording, addition, deletion, and the like in preparation for our December meeting

December 5th and 19th

- 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 in the process and how to best involve them

January 30th

- review information from meetings with stakeholders who are involved in the process – council, committee chairs, committees, staff, other stakeholders as determined

- continue to write and revise Initiatives

February 13th and 27th

- collate and distill information already collected

March 12th and 26th

- write the document – complete by April 1st

April (meetings to be determined if necessary)

- reviews of document by Council and Member Town Hall

Landscape Committee Report, January, 2020

Not too much to report. Rand and Terry cut down two of the trees in front on the South side of the garden on Francis St. One of the trees was damaged during construction. The other tree had major infestation from what looked like a woodpecker searching for bugs. The trees will be replaced in the Spring with Red Twig Dogwoods.

We're planning a work group at the end of January. Other than that, we gardeners will observe the stillness of winter.

Sandy Hansen, Landscape Chair

Report to OLLI Council

Curriculum Committee

January 28, 2020

Fall 2019:

1. Fall NTO Review: we reviewed the data for the 19 new instructors, using the “three-legged stool” of student feedback, attendance trends, and observations by CC liaisons. All but one were very successful; that one will be flagged for future reference.
2. Hard Copy Feedback Forms: the return on the electronic forms continues to be disappointingly low. For the 18 Winter NTOs, we will return to hard copy forms, distributed and collected by liaisons during a class break. CC feels that the benefit of a more robust response outweighs the added burden of the preparation and liaison time.
3. Lead for Instructor Support: CC voted to add a third non-liaison position on CC to join the Catalog Editor and IT Training Coordinator. Nancy Rhoades has joined CC in this position.

Winter 2020:

CC Initiative #1: Instructor Support:

- a. An Instructor Workshop is scheduled for February 17 at Campbell Center (4 – 5:30 pm). The topic will be the Code of Conduct, specifically focusing on inappropriate comments, and entitled “Oops! I thought it was funny.” Thanks to Pauline Black for handling the publicity and reservations, via the weekly Newsflash, for all our workshops.
- b. “Ignite the Spark” #1 – a 90 minute meeting to encourage new OLLI instructors to propose a course is scheduled for March 2 at HEC (4 – 5:30 pm). Refreshments will be served. We are happy to announce that new CC member Anne Coleman is a licensed Oregon pourer.
- c. Pilot: NTO Orientation – CC proposes to hold a four hour orientation session for the 16 Spring term NTOs on February 29 at the Hawk conference room, to include lunch. The content will consist of the common material about teaching at OLLI which is shared by liaisons in their one on one meetings with NTOs in the current practice as well as some basic tips about teaching at OLLI, gleaned from our previous TEACHING AT OLLI course.

This session will be voluntary, but if the pilot is successful we plan to return to Council in March to ask for a policy which would make it a required activity, beginning in Fall 2020.

CC is requesting, via our Council liaison Lyn Guterrez, a special appropriation of up to \$250 to provide lunches (@\$10 apiece) for participants in the Orientation, both NTOs and facilitators. There will be no charge for the use of the Hawk conference room since we are an SOU affiliate.

If the pilot is successful and the Orientation continues, we will request a budget amount in future budgets to cover the cost.

Spring 2020:

- d. “Ignite the Spark” #2: Repeat planned for April 2nd at Campbell Center.
- e. “Fan the Flame”: Follow up 90 minute workshop for interested participants from the two “Ignite the Spark” sessions to include one on one help with completing the course proposal form

and making the instructional decisions necessary for proposing a successful class. Planned for May 11 at Campbell Center.

f. Instructor Workshop: “Five Things to Avoid in Teaching an OLLI

Course.” TBD. Session for current instructors; topic selected from the survey of 2019 instructors.

CC Initiative #2: Diverse Array of Courses With Catalog Entries that Accurately Reflect the Course Experience

a. Spring catalog data:

i. 116 course proposals submitted; 9 withdrawn by instructors; 1 course not approved by CC = 106 courses

ii. ARTS – 20

HISTORY – 8

LANGUAGES/CULTURES – 2

LIFE PLANNING – 4

LITERATURE – 9

MOVEMENT – 9

NATURE – 7

PERSONAL EXPLORATION – 15

RECREATION – 9

STEM – 18

SOCIAL SCIENCES – 6

iii. NTOs - 15

Other Business

a. Online OLLI Courses: Sara Brown is chairing a subcommittee to examine OLLI’s experience with online courses and to develop a proposal for criteria to apply in approving such courses as part of OLLI’s offering of “great OLLI courses.” In the interim, CC voted not to approve any on line course proposals. CC will request that a question relating to member interest in online and streamed courses be added to the spring membership satisfaction survey.

b. Bob Adams from the OLLI 2025 Task Force and Ann Lovett from both CC and the Task Force led a discussion with CC about the Goals and Initiatives that have fallen under our

purview, as well as those that CC has forwarded to the Task Force for their consideration. We appreciated the opportunity.

c. Orientation to CC: As reported previously, three OLLI members participated in an internship process, which involved them in learning about course proposal processing and working with instructors under the mentorship of their category liaisons. We are happy to announce that all three have joined CC: Anne Coleman (STEM), Ron Kramer (ARTS), and Lucy Moore (SOCIAL SCIENCES).

CC has formally adopted the internship protocol as a committee process for future new members of CC.

Respectfully submitted, Susan Stitham and Sara Brown, Co-chairs

OLLI @ SOU 2019-20 Proposed Budget Revision

	2019-20 Budget	Rev 1/22/20	notes:
Net Membership	2,000	2,237	* See note below.
Member Fees	\$231,000	\$258,374	(number of members) x \$115.50
Annual Fund	\$32,000	\$38,336	AF equal to last year goal, which was overachieved.
Fundraising Events	\$4,500	\$22,950	\$19990 Dec YTD (including Café Noir income through November and movie matinee) + \$2960 (estimate of Café Noir deposits for balance of year)
Sponsorships	\$7,000	\$7,000	
Osher Endowment Distribution	\$126,192	\$126,192	
Interest	\$765	\$1,100	reflects increased balance in 2019
Total Operating Income	\$401,457	\$453,952	
Office Staff Salary/Benefits/Wages	\$261,794	\$261,794	
IT Support Student Wages	\$7,282	\$7,282	
CC Rent	\$34,594	\$32,605	revised to \$2702/month beginning in August, 2019
CC Improvements/Support	\$1,375	\$1,800	increase for YTD furniture move/other CCR
CC Gardens	\$656	\$656	
Parking/Trans	\$8,095	\$6,425	Fall Medford instructors less than planned
Venue Rent	\$19,470	\$18,968	Reduced for ScienceWorks contract vs actual
Office Supplies/Equipment/Postage	\$4,456	\$4,456	
Duplicating and Printing	\$16,400	\$17,381	Increased for Fall Catalog overage
Network/CampusCE/Constant Contact	\$12,180	\$12,585	Increased for \$600 CampusCE not cost not included in initial budget. Decrease \$195 for network contract
IT/AV Lease/Buy/Maintenance	\$700	\$700	
SOU 10% income/O&E \$9/member	\$41,100	\$45,970	increase due to more members
SOU 5% : Annual Fund/Sponsors	\$2,175	\$2,267	increase due to more members
Credit Card Fees	\$5,200	\$3205	It appeared this expense would be minimal (\$50), but SOU announced a procedural change in January, 2020.
Communications & Outreach	\$7,225	\$7,683	\$607 savings on Open House. \$1065 unplanned expense for community partner directory printing.
Member Services	\$2,956	\$2,956	
Fundraising	\$2,000	\$14,000	Café Noir \$12000; Annual Fund \$2000
Council/Curriculum/Training/Travel/LDRC	\$1,900	\$2,400	CC \$200. LDRC \$500. Osher travel \$1000. Training \$250. Council \$450
Volunteer Recognition	\$1,000	\$1,000	
Member Hospitality	\$2,000	\$2,000	
Total Operating Expenses	\$432,558	\$446,133	
Operating Income H/(L) Expenses	-\$31,101	\$7818	
Renovation support from fund balance	-\$25,000		It appears that the renovation fundraising will cover all expenses, so the \$25,000 that had been allocated will not be needed.
Net change	-\$56,101	\$7818	
Beginning 2019-20 Op Fund Balance	\$118,382	\$118,382	
Ending 2019-20 Op Fund Balance	\$62,281	\$126,200	
% Beg Op Fund of FY Op Exp	20%	28%	

* The 2237 figure reflects the Strategic Plan, OLLI 2020, which calls for 5% growth in net membership from last year's 2130. At present, our growth rate is tracking at 3.2%. If last year's net membership for

the year is increased by that same rate (and not 5%), we would end this year with a net membership figure of 2194. Thus, the net operating income may be in the range of \$8000 to \$8500, compared to the \$10,973 shown above. The range is the result of the undetermined mix of winter (full-price) and spring (discounted) memberships.