



<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  
February 25, 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, Cliff Edwards, Peggy Evans, Sandy Hansen, Rachel Jones, Sally Peterson, George Rice, Susan Stitham, Saundra Theis, Lorraine Vail.

1. Call to order – President - Pat Alexander: 3:30 p.m.
2. Adoption of the Agenda—Pat Alexander: **m/s/p**
3. Approval of Minutes – January 28, 2019 Meeting, Betsy Gentry, Secretary: **m/s/p**
4. Presentation by Dan Crocker, CEO – Ashland YMCA

Margaret Pashko introduced Dan who has been with the Y organization for over 30 years. He's excited by the possibilities of the MOU with OLLI, especially in adding a learning component to their strong wellness programs.

5. Treasurer's Report – Irv Lubliner

Membership is still a bit lower than the budgeted amount, but fundraising and interest income are higher. 2019-20 income could be at risk by \$2000.

6. Motions

- Elisabeth Zinser moved (seconded by Irv Lubliner) to approve the Memorandum of Understanding between the Ashland YMCA and OLLI at SOU, dated 1/29/2020, pending

review by SOU. The Council had discussed this MOU at its January meeting and minor changes have been made since then. It was noted that Rob Casserly would have monthly check-ins with the Y staff and that the current committee would continue joint planning and oversight; course proposals from the Y would go through the regular OLLI process; and thanks to the group for their work in developing this! The motion **passed**.

- Sue Sorem moved (seconded by Elisabeth Zinser) that the Council approve the revised Committee Charges as submitted. This updates the Committee Charges that were approved in 2017. The motion **passed**.

#### 7. President's Report – Pat Alexander

Pat emphasized that it is the responsibility of all Council members to recruit candidates for Council. Please give names to Sandy Theis. Sandy noted that they have 3 definite candidates for this year's election, with 3 more possibilities.

#### 8. Discussion Topics

Presentation concerning TODD (Transfer on Death Deed), an estate planning tool – George Rice and Bill Mansfield. On behalf of the Legacy Fund, George and Bill are planning some estate planning education sessions for OLLI members, with a first one on April 3, 11 – 12:30, in Room D. He passed out an outline describing TODDs, which will be the subject of the first session.

#### 9. Standing Committee Reports

- Communications and Community Outreach – Peg Evans. They are beginning to get paying sponsors for the Open House.
- Curriculum – Susan Stitham. Twelve of fourteen New to OLLI instructors (all that will be in town) have signed up for the new instructor orientation on February 29. The Committee has prepared a power point presentation that can be a template for future sessions and one-on-one meetings. They will evaluate the new process and come back to the Council, probably in June, to consider making the orientation mandatory for new instructors.
- Future Space Needs – Lorraine Vail/Cliff Edwards. There will be a drinking fountain with a water-bottle filling station in the new member lounge. There will be two celebrations of the opening of the renovated Campbell Center on March 27. At 10 am there will be a ribbon-cutting and from 3:00 to 5:00 pm a member celebration. Cliff thanked the 8 people who came to the Campbell Center on Saturday to assemble 110 chairs. There will be another furniture assembly party on March 14. Most of the electronics are being delivered next week and the SOU IT department hopes to have everything installed by March 20.
- Landscape – Sandy Hansen. Her focus right now is on beautifying the courtyard for the March 27 celebrations.
- Leadership Recruitment and Development - Sandy Theis. The forum for Council candidates will be held on May 6 at 3:30.

- Member Services. Andrea Gay could not attend, but reported that the response to the Bring Your Own Cup campaign has been very enthusiastic.
- MOLLI Task force – Sue Sorem. Nothing to add to her written report
- OLLI 2025 Task Force - Sally Peterson. SOU President Linda Schott will meet with the committee this week. The document is basically written. The committee will plan a town hall for members soon, and will present the plan to the Council for approval in March or April.

#### 10. Additional Remarks

- Rob Casserly noted that Charley Pagani, a long time OLLI member, died recently. Rob will begin the process of negotiating space at the Grove and Science Works for next fall and will also explore using space at the YMCA. The Medford Member Service Specialist position has been posted, and he hopes it have it filled by March 30. A reception to celebrate OLLI instructors will be held on April 27 at 4 pm in the Rogue River Room of the Stevenson Union.
- Rachel Jones thanked Rob for covering the position in Medford and Sue for helping with the candidate review. She summarized SOU’s policy on alcohol at events: it depends on the intent of the event. If the event is educational, then alcohol would not be appropriate, but if it is celebratory, alcohol would be permitted. Elisabeth noted a student hospitality club does catering and makes excellent non-alcoholic drinks.
- Irv Lubliner reported that two Honors College students are (finally) starting a student mentoring program and will be recruiting OLLI members.

#### 11. Upcoming Events

- March 13 – Winter Term ends
- March 24 – OLLI Council Meeting
- March 27 – ReNEWal, Grand Reopening of the Campbell Center

Adjournment: 4:45 p.m.

- **OLLI Council, Report from CCO, Feb. 2020**
- **Communications and Community Relations Committee—Peggy Evans, chair**
- *Course Catalogue:*
- Spring term catalogues have been mailed to members and nearly 850 have been delivered to various locations. Special thanks to Rob Casserly who at the proofing stage dealt with many last-minute changes, large and small. Many thanks to all who contribute to the catalogue, to its production, and to its distribution.
- *Open House 2020: Friday, July 24, in the Stevenson Union.*
- We had a brainstorming meeting of people involved with several of the past open houses—Larry Hunter, Margaret Pashko, Mindy Ferris, Rob Casserly, Pauline Black, Anne

Bellegia, and Peggy Evans. Our theme is continuing to be refined. It's currently "well aging" in its various aspects (financial, social, physical, community, purpose-filled). There is a meeting scheduled with Sheila Clough of Asante Ashland and Sandra Slattery of the Ashland Chamber of Commerce in mid-March to discuss participation by these organizations.

- Anne met with several sponsor prospects—Dan Crocker at YMCA and Steven Saslow at Rosebud Media. In line with the MOU, the YMCA will participate as a community partner. Rosebud has agreed to support the event; details to be confirmed. Anne made a pitch to Bandana Shrestha of AARP Oregon on expanding their community partner presence as a paid sponsor. She is evaluating. Rogue Credit Union is still considering. Anne will meet with Asante on March 19.
- Pauline Black and Anne met with Josh Lanier of Aladdin (the food service at SOU) regarding refreshments. They will accommodate our budget of about \$2000 with beverages, fruit and a possible other healthy item and agreed we could ask retirement communities for donated items. If desired, they will open Elmo's with a limited menu for those wishing to purchase lunch prior to the event. They will donate Raider cups as a giveaway. Josh will ask his wife, marketing manager at Southern Oregon PBS, about their interest in being an Open House sponsor.
- Anne worked on a flyer for the event.
- *Community Lecture Series: Camille Korsmo, lead, assisted by Linda Hart*
- The spring lectures have been scheduled. Richard Brewer is working on the posters for them:
- · Creating Live Theatre: The Collaborative Theatre Project, presented by Susan Aversa-Orrego, Artistic Director of CTP, along with actors. board & staff members
- · The O & C Trainwreck: How the "O&C Act" Shaped Forest Management in Southern Oregon, presented by Brodia Minter of KS Wild
- One of the 2020 fall term lectures has been tentatively scheduled, thanks to a lead from Pauline Black. The subject is the Doctors Without Borders/ Médecins Sans Frontières program through the eyes of Linda Tetrault, a non-medical field worker and OLLI member. Linda Hart and Camille met with the lecturer and were fascinated by what she has to share.
- Linda Hart is working on finding a co-lead for the 2020-21 lecture program.
- *Ambassadors: Colet Allen, lead*
- The Ambassadors delivered the Spring Catalogs beginning on Friday, Feb. 21. Ashland Ambassadors picked up their catalogues at the Campbell Center and Colet picked up catalogues and delivered them to the other Ambassadors for their deliveries around the valley. We have delivered 834 spring catalogues and we will revisit the numbers and organizations that we serve in early summer before planned delivery of Fall catalogs.
- *Community Partners: Mindy Ferris, lead*
- The newly established Community Liaison team will meet next week to establish a timetable for approaching our community partners.
- *Community Outreach: Anne Bellegia*
- Anne created a PowerPoint presentation for the YMCA's Wellness Wednesday on February 26 on the topic of Identity, Meaning and Purpose for Aging Adults. She will supply attendees with a copy of our Spring catalog.
- Anne created an OLLI-themed PowerPoint presentation for OLLI's hosting of the Ashland Chamber Greeters meeting on the morning of March 27. Member Services is arranging refreshments. A ReNEWall ribbon-cutting for Chamber members and VIPs will follow.
- Anne provided AARP Oregon with materials about a senior technology fair produced by Oasis in San Diego as a possible theme for AARP's fall Vital Aging Conference; OLLI

would be provided a table at the event with which to support MOLLI outreach for instructors and members.

- *Advertising and Promotion: Anne Bellegia*
- Anne created and placed a one-page color ad promoting the Spring Special in the Jefferson Journal. She also produced a Spring Special flyer for posting in the classrooms and in select community locations. Anne did extra publicity for the Comic Con lecture due to light registration.
- *PR/Media Relations: Anne Bellegia*
- Jim Coleman (our Media Relations lead) and Anne met with the JPR News and Jefferson Exchange teams and floated the idea of OLLI serving as a contact provider by supplying them with a pool of experts on various topics from among our extensive contacts. Jim subsequently drafted a list of individuals and topic areas and will share it with JPR to see whether there are individuals on the list in which they would be interested.
- A similar offer was made in a meeting with Steven Saslow, Rosebud's publisher, and he asked that Jim and Anne meet with Justin Umberson, editor of the Mail Tribune and Ashland Tidings.
- Anne sent a press release about the Spring term courses and special membership fee to Healthy Living, Mail Tribune and Ashland Tidings.
- Anne alerted the editor of Healthy Living about the theme of the July Open House. Anne will follow up to see if feature coverage is possible in their July/August edition.
- As part of the Rosebud outreach, there is interest in holding an OLLI class there, possibly for fall term.
- *Miscellaneous:*
- LDRC support: Anne set up a survey and email to solicit input from a dozen other OLLI programs regarding their leadership development efforts. She agreed to assemble the bios and photos for the candidates in the upcoming Council election.
- ReNEWall Opening Celebration: Anne created an invitation to VIPs for this with RSVP link within Constant Contact. She will produce a single topic member invitation and registration link.
- *Diversity:* Anne met with Pacific Retirement Services about the possibility of their underwriting member scholarships for some of their Section 8 housing residents. They are considering doing this from their foundation funds for a dozen or so individuals to evaluate the idea of broader outreach to lower income seniors.
- *Archive:* Anne identified key CCO files relating to the course catalog, open houses, advertising, promotion, and presentations for the last five years and transferred these to a flash drive. She will give this to Barb Barasa who will standardize the file nomenclature. Whether the files will remain on a flash drive in the office or stored online is still to be determined.
  - Curriculum – Sara Brown& Susan Stitham
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  - Funds Policy & Management – George Rice
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  - **Future Space Needs – Cliff Edwards & Lorraine Vail**
- **Future Space Needs Committee February Report**
- *Construction:*

- 1. A few items remain on the Campbell Center construction punch list. We are hopeful these will be cleared in the next week or so.
- 2. The initial estimate for the metal shed roof over the bike rack was \$5000 when this vendor was not available a new vendor quoted \$10k-\$15k. We will be contacting other vendors (although limited numbers exist in the valley) for bids. We do not expect this work to be ready for spring term.
- 3. The handrails for the courtyard's new ramp have been installed. Facilities will move the concrete bench/table a short distance to provide better access to the ramp.
- *Furnishings:*
- 1. Orders have been placed for the classroom tables, courtyard benches, member lounge furniture including the artificial plant and bulletin board. All shipments are expected to arrive during the first week of March. An assembly party is tentatively planned for Saturday, March 14. Because of the number of items to be put together, we will need a good showing of volunteers.
- 2. A group of 8 people met on Saturday, February 22, and assembled all 110 of the new classroom chairs. Where possible, these were placed in their appropriate rooms.
- 3. A pendant light was selected and ordered in preparation for the electricians to install all new lighting in the member lounge. Facilities has arranged for a local contractor to begin the work on Tuesday, March 3, after the A/V equipment has been removed from the old Classroom C. Following the electrical work, Facilities will make the necessary repairs and repaint the patches completing the conversion to a new member lounge.
- 4. The list of one thousand plus members and friends who supported the renovation is now with the graphic artist for preparation for printing. The poster will be framed and hung next to the Giving Garden mural in the member lounge. All those who contributed to the ReNEWall fund, Café Noir, and the Annual Fund which was merged with the ReNEWall appeal, are included.
- 5. As a result of feedback from the Bring Your Own Cup campaign, we have revived plans to install a drinking fountain and bottle filler in the kitchen area of the new member lounge.
- 6. Margaret Pashko, a member of the décor team, is managing the "Calling all Artists" project to adorn the walls with member art.
- *Technology:*
- 1. All A/V equipment has been ordered for the new classrooms. Large screen TVs have been delivered and are awaiting installation in Room E.
- 2. SOU-IT has begun installation of the new equipment, including PA speakers in the ceilings and running wires to the outlets.
- 3. Removal of the projector and other A/V equipment from Room C will begin as early as Friday, February 28, in preparation for the electricians to work on new lighting for the member lounge.
- *Finances:*
- 1. With the exception of the unknown expense for metal shed roof for the bike rack, all estimates remain covered by the latest information. We expect to have the final CCR accounting In May except for the bike rack shed. The negative balance on the Council report will be eliminated once the final transfer of funds from the SOUF account to SOU is transacted this month.
- 2. The final accounting for the Café Noir will be available next month. There remain questions regarding income and the SOU SU rental expense.
- *Grand Opening Event:*

- 1. Promotional materials for the 3/17 10am ribbon cutting and the member 3-5pm afternoon celebration are being finalized with CCO. Be sure to RSVP to both events.
- Lorraine Vail and Cliff Edwards. 2/25/2020

- **Landscape – Sandy Hansen**

**OLLI Landscape Monthly Report 2020**

- January/February 2020
- We had a work day on February 1st, a small group showed up and we managed to get all of the deadheading done. The North courtyard patch needed the most attention, so three of us worked on that area.
- Terry and I planted two Red Twig Dogwoods in the front West garden on February 8th. I bought three and will plant the third one in the same plot after the open house in March. I want to use one in a container as a prop to enhance the garden.
- Since the Open House is coming up soon I am starting to stock pile some colorful plants to put into containers. Each month leading up to the open house the gardens will look better and better, but I still want to bring in more color to show off how nice the buildings look since they have been painted.
- I am going to start recruiting for new gardeners, many of the gardeners have had to drop out for one reason or another.

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

- **Leadership Recruitment and Development Committee**
- **February Council Report**

- Team OLLI 2 ended successfully this month. Most members are already participating in a volunteer role in OLLI or expressed an interest. Two members expressed interest in running for a Council position. We invited members to evaluate the sessions and we have recommendations for next year. We believe that the Team OLLI concept is a good way to provide members with a more in-depth view of OLLI. It will probably never yield 6 people to run for the OLLI Council.
- In regard to the Council election, a notice has been in the weekly news that people interested in running for Council should contact Sandy Theis or the office. So far we have two candidates for sure, with another firm possibility. Committee members have contacted others and we are hopeful for a full slate. If Council members and committee chairs have recommendations they would be appreciated. The deadline for declaring interest is March 16. The date for the forum is May 6 at 3:30.

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- **Member Services – Andrea Gay**

- **MSC Monthly Report to Council: February 2020 Chair: Andrea Gay**
- *Host Coordinator:* Linda Price Will be discontinuing the class announcements starting Spring term. Announcements will continue to be shared via fliers in the classrooms and the News Flash.
- *Inside OLLI:* Robbi McMinimy Presentations at the Campbell Center on February 20th and at the HEC on February 27th.

- *Member Memorials:* Baiba Calhoun OLLI member Ronald Brown passed away on 12/19/2019. A News Flash announcement will appear to remind members to notify office of deceased members.
- *Member Recognition:* George Neilsen Status unchanged.
- *SIG's:* Barb Barasa "The Common Good" SIG has terminated. New SIG's on "Writing" are beginning shortly. SIG's continuing to remain strong.
- *Member Satisfaction:* Bonnie Johnson Member Satisfaction Survey team will meet the beginning of April to choose questions to be asked. Curriculum Committee would like to pursue finding out how much interest there is in online only OLLI courses. Survey will be finalized in April with a mid-May deadline for completion. The results will be analyzed and reported at the June Annual meeting.
- *Social Crew:* Rob Joseph Approximately 5 hours spent on emails with Conversation Connections and other OLLI related matters. 2 trips to the Campbell Center regarding preparation for the upcoming Campbell Grand Opening Celebration.
- *Office Support:* Maureen Wilson-Jarrard There was 132.5 office hours covered. MSC Chair: Andrea Gay Completed Team OLLI 2. Attended Inside OLLI at Campbell Center. Met with Rob Casserly and Rebecca Walker of SOU to discuss presentation to OLLI members regarding Sustainability and the BYOC initiative. I have received several emails from members supportive of this. Presentation date is April 1st at the Campbell Center, Room E. Have met with Pauline Black, Lorraine Vail and Rob Joseph regarding the Campbell Center Grand Opening Menus. Submitted a request to Irv Lubliner and Pat Alexander for \$350.00 to be granted to the MSC budget to cover cost of morning events for the grand opening that was not initially allocated in the MSC budget.

### **Medford Task Force:**

- **MOLLI – Sue Sorem**
- **MOLLI Monthly Report – February 25, 2020 Council Meeting**
- *Committee Operations:* MOLLI met on February 15th. Next meeting TBA
- New Instructors/Courses Initiated by MOLLI for Spring Term: MOLLI generated five new courses and one new-to-OLLI instructor for spring. To date we have six potential new instructors for fall term but no commitments at present.
- *Conversation Connections:* Five committee members have committed to facilitate one con-con session each during spring term. Plans and dates have been set and the title of the series will be "Conversation Connections - Brown Bag Spring Series - at the HEC Lounge".
- *Subjects:* Serendipity, Power of One, Should Oregon Initiate a Sales Tax?, What Movies or Books Changed your Attitudes about "Others"?, How Do You Choose the Movies You Attend?
- *Potential MOLLI Annual Goals:* The committee discussed the following possible goals for this next year.
  - · Promote the OLLI Medford Campus at local events, e.g., the OLLI Open House, the AARP Senior Fair and the Medford Open Streets.
  - · Standardize the HEC Greeter Program for the first two weeks of each term. Create brief training for new recruits who want to volunteer as greeters.

- Study the feasibility of purchasing a portable sound system for HEC instructors who need to amplify their speaking voices, since the HEC classrooms are not wired for microphones. If feasible, draft a proposal and present to finance committee for inclusion in the budget.
- Submitted by : Sue Sorem

## **Funds Policy and Management Committee-George Rice**

- *FPMC Report for February 25, 2020 Council Meeting*
- *Spring funds letter appeal.*
- Bill Mansfield and George Rice met on Friday, February 21st with new FPMC member Jim Early to discuss the spring letter fundraising campaign. This campaign consists of a President’s letter to each member requesting support of the Annual Fund. A remit envelope is enclosed. No other information is included in the every member mailing. In past years the response to this mailing has been very successful. Jim Early has agreed to take charge of this project. Pat and Rob will meet with Jim to discuss tasks and logistics.
- OLLI Legacy Fund TODD program.
- Bill Mansfield and George Rice have prepared an OLF sponsored program on estate planning that will explain the Transfer on Death Deed as an alternative to a trust. It will be presented on April 3rd from 11:00 to 12:30 in Room D. The syllabus for the presentation will be presented at the Council meeting with a brief explanation on how the program will be conducted. Council members can call or email Bill or George with any questions or comments. Questions can also be asked at the March Council meeting.
- George Rice, FPMC interim Chair

## **Curriculum Committee-Sara Brown and Susan Stitham**

### **Report to OLLI Council**

#### **Curriculum Committee**

February 25, 2020

Winter 2020:

#### *CC Initiative #1: Instructor Support:*

*a. The Instructor Workshop, “Oops! I Thought It Was Funny” led by Sara Brown, was held February 17. We had a full enrollment of 30, with 25 attendees, and the discussion of how to avoid inappropriate jokes, stories and remarks in the OLLI classroom was very positive as was the review of the OLLI Code of Conduct.*

*b. CC subcommittees are busy organizing our two “Ignite the Spark” sessions– 90 minute meetings to recruit and encourage new OLLI instructors. The first is scheduled for March 2 at HEC (4 – 5:30 pm), and the second for April 6 at the Stevenson Center, same time. The program*

will share some of the logistics of OLLI teaching but the highlight will be brief presentations by four current OLLI instructors who teach GOCs (“great OLLI classes”) and who’ve agreed to share their enthusiasm for OLLI teaching and respond to questions. Participants who wish to take the next step of submitting a course proposal for Fall ’20 or later will be invited to the follow up session, FAN THE FLAME, scheduled for May 11th, where they will get individual help from liaisons on thinking through their course proposal. Thanks to Pauline Black for handling the publicity and reservations.

*c. Pilot: NTO Orientation* – The first NTO Orientation will take place at The Hawk on February 29th. Whether it was the “free lunch” (thanks, Council) or our having found the sweet spot and “teachable moment,” we are delighted to report that all 12 of the 14 Spring NTOs who will be in town plan to be in attendance. The CC subcommittee working on the agenda and logistics has laid out an excellent agenda; special thanks to Ginny Blankinship, Ellen Downes, Allen Tomaszefsky, and Linda Jaffe as well as a number of others, including long time GOC instructor Suzanne Witucki who will be sharing some “Tips for Teaching Great OLLI Classes” with the NTOs.

I.T. Training for NTOs: a definite advantage of the Orientation will be the immediate scheduling of training sessions for all NTOs planning to use I.T.

Evaluation of the Orientation: in addition to immediate feedback from the participants, we will have two other sources of data to determine the efficacy of this approach to NTO orientation: (1) the individual liaison-NTO follow-up meetings in March, and (2) a proposed gathering of the Spring NTOs after their initial courses are ended, in June 2020.

This plan represents a change from our original presentation to you, in that the earliest we would come to you for a policy to make this orientation mandatory would be at your June Council meeting. We will make an interim report at the March meeting.

Spring 2020:

*d. “Ignite the Spark” #2:* Repeat session planned for April 6th in Ashland.

*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.

*Other Business*

*a. Online OLLI Courses:* Sara Brown’s 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” has begun work, and is gathering data widely.

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

## **OLLI 2025 Strategic Plan Task Force February 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 month of January, the task force has focused on gathering input from committees and working with committee members to develop initiatives.

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

The Executive Summary, Conclusion, and Appendices are being written and revised.

President Schott will be coming to speak to the task force February 27th to share the information about SOU's Strategic Plan. This will inform our process and strengthen the connection between the two plans.

### Timetable

#### *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*

- 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*

- 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*

- 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*

- collate and distill information already collected

- write the document
- March
- Town Hall and Council Approval

## Treasurer's Report to Council for February, 2020

	<b>OLLI @ SOU 2019-20 Financial Report</b>	<b>Jan 20</b>	<b>2019-20 YTD</b>	<b>2018-19 YTD</b>	<b>2019-20 Revised Budget</b>
	<b>Net Membership</b>	<b>24</b>	<b>2020</b>	<b>1,963</b>	<b>2237</b>
1	Member Fees	\$2,945	\$239,950	\$231,510	\$258,374
2	Annual Fund	\$50	\$19,470	\$17,381	\$38,336
3	Fundraising Events	\$105	\$22,859	\$1,620	\$22,950
4	Sponsorships	\$0	\$4,000	\$5,975	\$7,000
5	Osher Endowment Distribution		\$126,192	\$122,368	\$126,192
6	Interest	\$0	\$3,073	\$345	\$1,100
7	<b>Total Operating Income</b>	<b>\$3,100</b>	<b>\$415,544</b>	<b>\$379,199</b>	<b>\$453,952</b>
8	Office Staff Salary/Benefits/Wages	\$18,126	\$144,717	\$122,557	\$261,794
9	IT Support Student Wages		\$0	\$0	\$7,282
10	<b>Total Salary/Benefit/PEAK</b>	<b>\$18,126</b>	<b>\$144,717</b>	<b>\$122,557</b>	<b>\$269,076</b>
11	CC Rent	\$2,703	\$19,099	\$20,180	\$32,605
12	CC Imprvts/Support	\$53	\$1,874	\$896	\$1,800
13	CC Gardens	\$0	\$32	\$48	\$656
14	Parking/Trans	\$0	\$5,105	\$5,815	\$6,425
15	Venue Rent	\$0	\$19,608	\$5,972	\$18,968
16	<b>Total Facilities/Parking</b>	<b>\$2,756</b>	<b>\$45,719</b>	<b>\$32,912</b>	<b>\$60,454</b>
17	Office Supp/Equipment/Postage	\$808	\$2,762	\$2,655	\$4,456
18	Duplicating and Printing	\$0	\$11,837	\$10,887	\$17,381
19	Network/CampusCE/Constant Contact	\$194	\$8,706	\$10,106	\$12,585
20	IT/AV Lease/Buy/Maintenance	\$5	\$54	\$5,366	\$700
21	SOU 10% income/O&E \$9/member	\$295	\$23,995	\$23,519	\$45,970
22	SOU 5% : Annual Fund/Sponsorships	\$3	\$2,303	\$872	\$2,267
23	Credit Card Fees	\$37	\$81	\$32	\$3,205
24	<b>Total Office Ops/Business Services</b>	<b>\$1,342</b>	<b>\$49,739</b>	<b>\$53,437</b>	<b>\$86,564</b>
25	Communications & Outreach	\$23	\$3,921	\$5,834	\$7,683
26	Member Services	\$0	\$141	\$0	\$2,956
27	Fundraising	\$3,076	\$12,929	\$14,588	\$14,000
28	Council/Curriculum/Training/Travel/LR C	\$0	\$176	\$2,767	\$2,650
29	Volunteer Recognition	\$0	\$0	\$280	\$1,000
30	Member Hospitality	\$544	\$878	\$1,321	\$2,000
31	<b>Total Member Programs &amp; Outreach</b>	<b>\$3,643</b>	<b>\$18,045</b>	<b>\$24,790</b>	<b>\$30,289</b>
32	<b>Total Operating Expenses</b>	<b>\$25,866</b>	<b>\$258,220</b>	<b>\$233,695</b>	<b>\$446,383</b>
33	<b>Operating Income H/(L) Expenses</b>	<b>(\$22,897)</b>	<b>\$157,324</b>	<b>\$145,504</b>	<b>\$7,569</b>
34	ReNEWall Funds Transfer from Acct 0028	\$0	\$305,177		<b>\$373,000</b>
35	Construction/Fees	\$14,196	\$301,657		\$295,000
36	IT/AV Upgrades	\$4,718	\$4,718		\$53,500
37	Furnishings	\$1,467	\$8,405		\$25,500
38	<b>ReNEWall Expense total</b>	<b>\$20,381</b>	<b>\$314,780</b>		<b>\$374,000</b>

Numbers  
below refe  
to specific  
notes.

- 1
- 2
- 3
- 4
- 5
- 6

39	<b>ReNEWall Income Transfer H/(L) Expenses</b>	<b>(\$20,381)</b>	<b>(\$9,603)</b>		<b>(\$1,000)</b>
40	<b>Total Income H/(L) Expenses</b>	<b>(\$43,147)</b>	<b>\$147,721</b>		
41	Beginning 2019-20 Op Fund Balance		<b>\$118,382</b>		
42	<b>2019-20 Year to Date Op Fund Balance</b>		<b>\$266,103</b>		
43	2019-20 YTD Osher Endowment Balance		\$2,627,906		
44	2019-20 YTD ReNEWall Balance		\$97,298		

## Notes Regarding the Treasurer's Report

### **Net Membership:**

1. The year-to-date net membership is 2.9% higher than last year, but a bit lower than the 3.2% year-to-date increase at the time of the adoption of the revised budget at our January meeting. Given where we currently stand, it seems appropriate to mention the following footnote, which accompanied the budget revision:

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 \$4000 to \$4500, compared to the \$7568 shown above. The range is the result of the undetermined mix of winter (full-price) and spring (discounted) memberships.

[The dollar amounts in this note have been updated to reflect corrections made to the revised budget just prior to its adoption by the Council (changes to lines 23 and 28).]

### **Income:**

2. To achieve the full-year member fee income budget amount, we would need \$18,424, which is roughly equivalent to 246 discounted ("spring special") memberships. Last year's spring special brought in 175 members. While we expect this year's spring special to over-achieve last year's, there could be risk to membership income (of \$3000 to \$5250). Given that there will be fewer expenses (such as per-member assessments) with fewer members, there is little risk that this factor alone would cause a net operating deficit.
3. The current Annual Fund income figure, \$19,470, reflects a 12.0% increase from last year. The Annual Fund goal for the balance of the year is \$18,866.

Note: A year-to-date decrease was indicated in last month's report due to an accounting error related to last year's "combo" transactions. That error that has now been corrected.

4. The \$22,859 year-to-date figure for fundraising income is much higher than last year's figure because of the Café Noir performances. Fundraising expenses (shown on line 27) are also higher. The net gain is substantial.
5. Bottom line: 2019-20 income could be at risk by \$2000, which is a net of the member fee income risk reduced by over-achieving in the fundraising and interest categories.

**Expenses:**

6. The revised budget (approved at the January Council meeting) specified the following spending allotments: CC: \$450 / LDRC: \$500 / Osher travel: \$1000 / Training: \$250 / Council: \$450
7. At this time, there is no apparent risk to the total budgeted expenses.

**Issues:** none to report

**Committee Charge 2020**

**CURRICULUM COMMITTEE**

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**Mission:** To meet the expectations of OLLI members for a wide variety of high-quality learning experiences by recruiting and supporting instructors and processing course proposals in the preparation of accurate course descriptions for the catalog.

**Responsibilities:**

**1. Recruit instructors and develop curriculum**

- a. Identify possible new courses and new instructors, particularly in areas of high OLLI member interest, and meet with them to provide assistance in CP process as necessary.
- b. Encourage new and veteran instructors from within OLLI membership, from SOU and from the community at large to teach at OLLI

- c. Evaluate and edit, as necessary, course proposals (1) for their alignment between catalog descriptions and actual classroom experiences and (2) evidence of the instructor's knowledge and organization of the material, and to prepare a megafile of courses for the catalog.

## **2. Support instructors**

- a. Offer regular workshops on teaching at OLLI
- b. Provide mentors and orientation for instructors new to OLLI
- c. Co-ordinate I.T. training for all instructors, as needed.
- d. Survey instructors each term with an online feedback form.

## **3. Maintain quality of curriculum and member satisfaction with courses**

- a. Review member comments relating to courses and instructors obtained from surveys and other means and implement changes as necessary.
- b. Collect member feedback from courses taught by new to OLLI instructors and returning instructors and share feedback with instructors.
- c. Identify courses in trouble through member feedback, class attendance and CC liaison observation and work with instructors to improve their pedagogy.
- d. Provide information on courses and teaching at OLLI gatherings, such as the Open House and Member Orientation.

### **Structure:**

1. Leadership: Co-chairs (Administration/Course Proposals), Vice-chair, ad hoc project leads.
2. Membership: Catalog Category Liaisons, Course Proposal editor, IT Training Co-ordinator, Instructor Support lead.
3. Meeting schedule: Monthly meetings plus ad hoc meetings and/or email discussions .

February 2020