

OSHER LIFELONG LEARNING INSTITUTE  
at the University of Delaware in Dover

Council Meeting Minutes

December 4, 2017

ATTENDANCE: Cheryl Moore, Rosemary Engle, Diana Faison, Betty Ipnar, Anna Moshier, Joe Bailey, Phyllis Handler, Paula Wood, Caroline Baxter.

CALL TO ORDER: The meeting was called to order at 10:00 a.m.

APPROVAL OF MINUTES: Rosemary Engle called attention to the misspelling of Madelyn Wright's name under the Travel Team. November minutes approved with corrections.

NEW BUSINESS:

Scheduled Events Requiring Council Approval:

Diana Faison reported that there are no requests requiring approval at this time.

Kevin McGrath Farewell:

Betty Ipnar asked if we will be setting a precedent by doing something special. Cheryl Moore suggested that since OLLI is a member-based organization and our members need to be appreciated – could we showcase his achievements in our newsletter over the next few months. It was suggested approaching Art McLaughlin for help with the project.

Follow-up Items from November Meeting:

Anna Moshier reported a room darkening, pleaded shade for Room 107 is on order at a cost of approximately \$50.00. The mail sorter has been purchased and installed in the hallway outside Room 107.

Request for Purchase:

Anna Moshier requested the Council consider the purchase of a document presenter (portable document enlargement projection equipment) for classroom use at a cost of approximately \$100.00. The purchase was approved.

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**TEAM REPORTS:**

Course Development:

Betty Ipnar reported that she had sent thank you cards to speakers. Anna Moshier reported that the team will begin soliciting courses in January in order to have catalogs ready for the 55+ Expo.

#### Member Relations:

Betty Ipnar reported the team is ready for catalog distribution.

#### Community Relations:

Joe Bailey reported that Betsy Patterson had taken the survey to the AAUW meeting. A request was made for suggestions of other organizations the team could approach. Cheryl Moore suggested the two universities because they have a list of alumni over 50. Phyllis Handler suggested the retired teacher organization. Joe Bailey will continue submitting This Month at OLLI.

#### Travel:

Anna Moshier reported that the Spring trip has been scheduled to the National Aquarium at the Inner Harbor in Baltimore on Thursday, April 19.

#### Special Events:

Rosemary Engle had questions about the Open House on January 10 – is there an agenda/what is being expected? It was suggested that there be a tour of the facility, that walk-in registration be set up in Room 103, there should be greeters and a sign-up sheet, coffee and light refreshments, and a demonstration of a class. Anna Moshier suggested that we have a member talk about the history of the program. She said she has a slide presentation that is used at Lewes that can be adapted for Dover. Cheryl Moore suggested OLLI contact Senior Centers and community organizations to make sure they know about the Open House. For the next end of semester luncheon, Rosemary would like to have it be here with a potluck lunch and a showcase of some of the class activities such as English country dancing, recorder group and others. Since previous luncheons have averaged 60 people, she was concerned about the space in the OLLI facility. She is open to suggestions of other locations. It was suggested that an item be placed in the OLLI newsletter and This Month at OLLI.

#### Faculty Relations:

Phyllis Handler reported the Instructor Orientation is scheduled for January 17 from 10:00 a.m. to 11:30 a.m. All instructors, whether they are teaching this semester or not, are invited to attend. Paula Wood has volunteered to cover information technology. For the preparation and planning portion she was going to ask Alice Cataldi. The response to the instructor's survey was much improved. Phyllis will address directly the concerns the instructors have voiced in the survey. Some issues on the survey were lights, sidebar discussions, class size and a list of housekeeping items.

#### Scholarship:

No report at this time.

#### **STAFF REPORTS:**

It was announced that due to budget issues, starting January 1, 2018, Paula Wood's working hours would be reduced. She will be coming in to working on specific projects.

Anna Moshier reminded the Council members of the Statewide meeting on December 13 and that a bus will be picking Dover members up at 9:30. The Dover office will be closed on the 13<sup>th</sup>. The catalog is live online. Priority registration will be January 11, 2018. Anna reminded the Council that the nominating process starts in January. Cheryl will need to determine whose terms are expiring and propose a chairperson for the Nominating Committee.

Diana Faison spoke on the changes to the Dover OLLI facility – new mailboxes, rearrangement of classrooms, new lunch arrangement in common area, changes in the administrative office, etc.

NEXT MEETING: Monday, January 8, 2018, at 10:00 a.m.

ADJOURNMENT: The meeting was adjourned at 10:45 a.m.  
Respectfully submitted: Caroline M. Baxter