

OSHER LIFELONG LEARNING INSTITUTE
at the University of Delaware in Dover

Council Meeting Minutes

March 5, 2018

ATTENDANCE: Cheryl Moore, Betty Ipnar, Anna Moshier, Betsy Patterson, Ronnie Grady, Madelyn Wright, Diana Faison, Rosemary Engle, Phyllis Handler, Caroline Baxter.

CALL TO ORDER: The meeting was called to order at 12:00 p.m.

APPROVAL OF MINUTES: The February minutes were approved as submitted.

NEW BUSINESS:

Nominating Team:

Betsy Patterson reported that there are three open slots on the Council. There are three slots open: Travel, Community Relations and Secretary. Madelyn Wright and Caroline Baxter have agreed to a second term and Pat Weaver has accepted to be a nominee for Community Relations. In accordance with the Bylaws, the slate of nominees will now be posted to the general membership. Additional nominations may be accepted from the general membership until the election in April. Nominees must have been members for a minimum of one full calendar year, complete an official nomination form and be endorsed by two additional members. ~~Before-At~~ the April meeting, Council elects three new Council members. The new members' terms begin with the May meeting. Betty Ipnar asked if the one-year membership could be defined. Anna answered that a one-year membership consists of two consecutive semesters, i.e., fall and spring, and will be noted on the nomination form.

Ronny Grady asked if there was a need for someone with a financial background on the Council to provide financial reports. Anna Moshier said that she would be able to provide the Council with that information. Rosemary Engle asked who would be making up the new Budget Planning Committee. The members volunteering are Bob Heifetz, Keith Malloy, John Dacey, Henry Mitchler, Ann Kemmerle and Anna Moshier. Betsy Patterson asked if the names of the members of the Budget Planning Committee could be posted. Cheryl Moore asked if there were any objections, there were none. Anna Moshier asked that this be done after the committee's first meeting on Monday, March 12.

Betty Ipnar asked for an explanation of the Gift Fund. She had heard that it was used to pay the cost of certain members' lunches at the end of session luncheon in the fall. Anna Moshier explained that any expenditure from the Gift Fund must be approved by the Council before the expenditure can be made. The new financial committee will not be handling the gift fund. The question was asked if the changes to the OLLI finances and the new Budget Planning Committee will make any change to the scholarships, the answer was no.

TEAM REPORTS:

Travel:

Madelyn Wright reported promotion has begun for the April 19 trip. If there are any open seats at the end of March, the trip will be opened to the Lewes OLLI members.

Faculty Relations:

Phyllis Handler had nothing to report at this time. Anna Moshier questioned if there would be an instructor orientation for the summer session or should it be taken from the catalog. The answer was that there were no new instructors for the summer session requiring an orientation. The notice can be removed from the summer catalog.

Member Relations:

Betty Ipnar reported that the hospitality team is operating smoothly and team members are getting ready to distribute the summer catalogs. Anna Moshier announced the estimated delivery for the catalogs is mid-April ahead of the 55+ Expo.

Special Events:

Rosemary Engle reported the spring end-of-session luncheon has been advertised. The team has been asked to plan an instructor happy hour in May. She asked if Phyllis Handler and e made Ronnie Grady would be interested in assisting with this event.

Course Development:

Ronnie Grady distributed copies of a report from the team's last meeting. There are approximately 23-25 courses scheduled for the June session. The team will be meeting this week to start planning the fall course offerings. Ronnie voiced a need for reassurance that we will be having classes in the fall semester. Anna Moshier stated that the site location committee is working very hard to secure a new location and has several promising locations. She assured the Council members that no decision would be made without the knowledge and approval of the Dover Council. She further stated that her job performance appraisal is tied to the success of the Dover OLLI program. Ronnie Grady voiced concern that present proposal eliminates a staff person being physically present at the Dover OLLI and feels that this is a mistake. Anna Moshier stated that the Budget Planning Committee will have to take this in consideration and figure out how it can be supported. She said that volunteers may have to step up and take over some of the duties presently covered by paid staff members. She announced that during the summer Diana Faison will be in Dover two days per week and two days at the Lewes OLLI location.

Community Relations:

Betsy Patterson reported her number one priority is the 55+ Expo at Dover Downs on April 18. She will be posting a sign-up list for volunteers to man the booth that day. She expressed a concern from last year's event—lack of current information on the program. Anna Moshier said that she had requested extra copies of the summer catalog for this event. Betsy proposed that

for the instructor recognition event in May we do advertisement recognition in the local papers. Anna asked Betsy to get a cost for this. Betsy proposed Dover OLLI secure a booth at the Dover Days event in May, Betsy is to get the cost of this. Betsy mentioned the possibility of manning tables at the Archives for the First Saturday events and the Dover Public Library on the third Thursday of each month. She suggested soliciting some of the new members for this.

Betsy asked if the Council would consider some funding for more local advertising for the summer session. We get good coverage from the University of Delaware, but she feels that local folks would like to see something targeted for them. She suggested a listing of the courses offered with the headline that Dover OLLI is not closed. Anna Mosher said that the University of Delaware had spent money on advertising for the spring semester, a direct mail campaign, extensive catalog distribution and other things for promotion. She said that the University has purchased advertising in DELAWARE TODAY magazine. Betty Ipnar asked if a study had ever been done on the statistics of advertising dollars versus new memberships. Anna said that word of mouth is still the best recruitment method.

Scholarship:

Betsy Patterson said there was nothing to report at this time.

STAFF REPORTS:

Art Show Update:

Diana Faison reported that the deadline was last Friday, March 3. Linda Medunick has taken over at this point and is looking for volunteers to help hang the artwork on Friday, March 9.

June 2018 Session:

At the general membership meeting it was voiced that there were not enough interesting courses. Ronnie Grady is compiling a survey about courses people would like to see to be distributed during the summer session.

Search Team Update:

The team met this morning. Modern Maturity Center is a good prospect with some modifications. The team will arrange a site visit. The University of Delaware has given Dover OLLI a figure of \$15,000 for rent. Anna feels she may have some leverage if we find a good potential site. Because some members have been acting on their own to contact sites, Anna asked Cheryl Moore to craft a memo to the general membership asking they funnel any sites and ideas through Diana Faison.

Budget Report:

Anna Mosher distributed a financial statement as of January 31, 2018. She pointed out that 25% of her salary is paid by Dover OLLI and that [the largest a large](#) expenditure is the Comcast bill for telephones and internet service. The Budget Planning Committee is meeting on Monday and one of the things that may be discussed may be include selling [ad](#) space in the catalog. She

said that the Dover OLLI budget will be combined with the Sussex program going forward. She reminded the Council that we needed to do the annual appeal letter.

Anna discussed the need to schedule meeting so she can attend and to try to make them all in one day if possible. Diana Faison has full access to her schedule.

NEXT MEETING: Monday, April 2, 2018, Noon

ADJOURMENT: The meeting was adjourned at 12:55 p.m.

Respectfully submitted: Caroline M. Baxter