

OSHER LIFELONG LEARNING INSTITUTE  
at the University of Delaware in Dover

Council Meeting Minutes

August 7, 2017

ATTENDANCE: Ronnie Grady, Betty Ipnar, Rosemary Engle, Diana Faison, Anna Moshier, Joe Bailey, Betsy Patterson, Phyllis Handler, Jim Broomall, Carol Bernard, Paula Wood, Madelyn Wright, Caroline Baxter.

CHANGE TO AUGUST AGENDA: Vice Chair Ronnie Grady will conduct the meeting in the absence of Chair, Cheryl Moore.

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

APPROVAL OF MINUTES: Corrections were made to the May minutes to reflect a correction to the next meeting date from August 8 to August 7 and a correction of the spelling of Diversity. Anna Moshier pointed out to team leaders that they should be submitting their team reports to Diana Faison ahead of each Council meeting. Minutes were approved with corrections.

NEW BUSINESS:

New Head for Kent and Sussex OLLI:

Jim Broomall announced the promotion of Anna Moshier as the new head of the Dover, Lewes and Ocean View OLLI. She will report directly Jim Broomall. Carol Bernard spoke to how this change will provide a unification of the sites.

Scheduled Events Requiring Council Approval:

Diana Faison reported there have been no submissions for Council approval. Events for the Fall session have been submitted and approved at previous Council meetings.

Bylaws Discussion/Adoption:

Ronnie Grady asked about publication of the annual report called for in Article IV. Anna Moshier stated that the Council will receive a reminder, and the report may be reported to members in the newsletter. Rosemary Engle questioned the term of team leaders in Article VIII. Anna Moshier stated that to serve on the Council you must be a member of a team. A question was asked about the status of instructors in Article III. It was stated that instructors must pay the membership fee to attend classes but at a discounted rate. Anna Moshier referred to the fact that while the Proposal Form was not addressed in the bylaws it should be submitted to Diana Faison prior to Council meetings. It was noted that the document is now referred to as bylaws with the term operating policies being dropped. A motion was made by Betty Ipnar to accept the document as written, seconded by Joe Bailey and approved. Betty Ipnar asked that the Council members give a huge thank you to the bylaw committee and John Grady.

## **TEAM REPORTS:**

### **Course Development:**

Ronnie Grady reported that on June 19 two members of the committee reviewed the course evaluation results for the Spring session and found overall the reviews were excellent. At this time, the committee has not seen the evaluation forms for the June session. The committee had a goal of 50 courses for the fall session and has come very close to that goal. The committee's next meeting is scheduled for the third week in August.

### **Member Relations:**

Betty Ipnar reported the committee distributed catalogs for the June and Fall sessions. Betty has been sending cards to members in need of our support. Betty requested that she or Diana Faison be notified if any member experiencing a health or personal event so a card could be sent. Betty asked if OLLI wished guides be available for the Orientation on August 23. There was discussion that the use of the term orientation vs. Open House confuses folks. Carol Bernard suggested an email blast to members encouraging them to bring a friend to the orientation. The question was asked if we should have a table set up to receive registrations. It was suggested that the 23<sup>rd</sup> was too late; we need to do something before the 17<sup>th</sup> deadline such as an Open House. It was agreed that Anna Moshier will do an email blast today concerning registration and to leave the date as the 23<sup>rd</sup> for an orientation with refreshments. Anna Moshier suggested an agenda item at the September Council meeting about an Open House for the Winter session.

### **Community Relations:**

Betsy Patterson showed a one-page handout that can be used for promotion done by the University of Delaware's staff for Dover OLLI. Betsy spoke about the committee's unsuccessful attempts with the local newspapers for press releases and free advertising. Phyllis Handler suggested contacting Dave Skocik for assistance. Anna Moshier reported that statewide advertising had been sent to the media. Carol Bernard announced the University of Delaware is in the process of hiring a person to help with OLLI. Betsy announced that a testimonial for OLLI was included in the State of Delaware Retirees' Newsletter sent out in July. Betsy will be representing OLLI at the Central Delaware Chamber of Commerce event on Thursday. The latest edition of the OLLI newsletter is completed and will be emailed to members later this week. There was discussion about OLLI being a vendor at the Senior Spree at Nobles Pond on August 25; but it was decided that we would not participate.

### **Travel:**

Madalyn Wright reported on the trip planned for October 20 to Gettysburg. The cost will be \$60 for members and \$65 for non-members. A sign-up sheet is available in the office now. Carol Bernard asked if we wished to share the trip across all OLLI sites. Anna Moshier said that priority should be given to Dover members and then open to other OLLI sites.

### Special Events:

Rosemary Engle reported that the Paint Night has been scheduled for September 13. There is another meeting of the committee scheduled for August. It was suggested that the committee contact Reggie at the Biggs Museum because they want to meet with OLLI concerning the end-of-session luncheon. The fall timing would allow for more parking being available. The committee will continue working on the pot luck luncheon as an alternative.

### Faculty Relations:

Phyllis Handler reported the Instructor orientation for June had a small attendance, but it was successful. They have reviewed the June evaluations which were very positive. One course's description in the catalog didn't match the instructor's content in the class. Phyllis will meet with this instructor.

### Scholarship:

Betsy Patterson reported that one scholarship application has been received. She said there are specific guidelines that no student is to receive more than \$80.00 per session. We have given this person assistance for three sessions in a row. Betsy has explained the guidelines so that he understands that he cannot continue to receive funds. Anna Moshier explained the funding for the scholarship comes from the Gift Fund. She suggested that all scholarship requests be in by a deadline, Council should designate how much money is available, and if there is a desire, do we continue to fund this person's requests. Anna suggested we advertise that these scholarships are available. The committee will report at the next meeting.

### **STAFF REPORTS:**

Carol Bernard discussed the University hiring additional staff to support OLLI. On the topic of diversity, she suggested an invitation certificate for a semester for free, in pairs. The Council approved 20 to be distributed on visits to multi-cultural groups that we are not reaching. Carol reported that they are struggling with trying to get back into their building because of construction.

Anna Moshier discussed the course proposals for the Spring session are needed in early September. The course descriptions need to be limited to seven lines with a title containing 30 characters. The instructor biographies will be moved to the back of the catalog. She suggested developing a curriculum for Black History Month in February and Women's History Month and Irish History in March. Anna stated that Dover is interviewing to hire a staff person for IT items. She discussed the facility use guidelines for outside groups who wish to use the site. They include a \$100 per day fee, non-profit rental agreement form, cleanup fee and food guidelines. Betsy Paterson asked if she could announce at the Chamber of Commerce meeting that the facility is available for as a rental. The Delaware Symphony Orchestra has expressed interest in a community partnership for promotion.

**NEXT MEETING:** September 11 (Monday) at Noon

ADJOURMENT: The meeting was adjourned at 11:50 a.m.

Respectfully submitted: Caroline M. Baxter