

OSHER LIFELONG LEARNING INSTITUTE  
at the University of Delaware in Dover

Council Meeting Minutes

September 11, 2017

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

CALL TO ORDER: The meeting was called to order at Noon.

APPROVAL OF MINUTES: August minutes were approved.

NEW BUSINESS:

Scheduled Events Requiring Council Approval:

Anna Moshier referenced Pat Thompson's proposal for using a noted national neuroscientist and author as a speaker on the subject to spiritual practices and anti-aging. Anna will find out when he will be in the area, the amount of an honorarium and if there are traveling expenses, and report to the next Council meeting.

By-laws Discussions – Communications to General Membership:

Cheryl Moore asked for suggestions on ways to communicate the changes to the by-laws the general membership. It was suggested that a notice be posted on the bulletin board in the common area with copies available upon request. Diana Faison will send out an email blast to the general membership. Phyllis Handler suggested covering the changes in the next newsletter. Anna Moshier will send Caroline Baxter a link to the by-laws. Phyllis Handler will prepare a short item for the newsletter. Diana Faison will post a notice on the bulletin board.

**TEAM REPORTS:**

Course Development:

Ronnie Grady reported that proposal forms are available for courses for the Spring semester. She asked the members of the Council to encourage instructors to submit forms and make phone calls to past instructors to encourage them to consider teaching again. With reference to the Thursday lecture series, the first one only had eight people in attendance. This series is an opportunity to recruit instructors for future semesters so she would like to see a good attendance. Diana Faison will post a notification and ask instructors to announce the program during class.

Member Relations:

Betty Ipnar said she had no report at this time. The committee members continue to provide coffee for the members.

### Community Relations:

Joe Bailey reported that advertising continues to be a goal of the committee. The University of Delaware did a very good job of advertising the Fall semester. To date there 18 new members for the Fall semester. The committee has divided the names and contacted these new members to welcome them and offer assistance. It was suggested that a photo and a few sentences for each new member be included in the newsletter. Ken Garber has developed a speaker's bureau for 55+ communities. Anna Moshier mentioned there is a notebook that speakers should use so names can be added to the mailing list (was used at the 55+ Expo).

### Travel:

Madalyn Wright reported a flyer has been developed for the October 20 trip to the Gettysburg National Military Park. The flyer includes a bas-relief from the State of Delaware monument at Gettysburg, schedule and cost. The deadline for registrations is Friday, October 6. A notice for the trip will be included in the next newsletter.

### Special Events:

Rosemary Engle reported that she and Anna Moshier had met with the Regina Lynch of the Biggs Museum concerning the end of year event. Using the Biggs will require that the date be changed to November 14 from the November 3 date in the catalog. Cheryl Moore asked that this be a formal proposal. The Council agreed to the change to the Biggs on November 14. The paint night fundraiser is scheduled for September 13. The committee will continue to plan a pot-luck luncheon for the Spring semester.

### Faculty Relations:

Phyllis Handler reported the Fall Instructor orientation was attended by approximately 30 people. The presentations by Paula Wood and Alice Cataldi were very nicely done. Suzanne Ford has notified Phyllis that she will not be participating during the Fall semester. Rita Klepner has agreed to replace Suzanne on the committee. Phyllis met with the June instructor whose instruction did not follow the description given in the catalog. She is working with him on how to develop a course syllabus.

### Scholarship:

Betsy Patterson submitted a report on the proposed changes to the scholarship guidelines. There are two scholarships approved for the Fall semester.

### **STAFF REPORTS:**

Anna Moshier requested that she be included on all emails to team members and staff. She reported that the fall semester's membership number is 158 compared to 2016 fall semester with 198 members. Betty Ipnar volunteered to call members who are not returning for the fall semester to determine why they did not register. Anna said the Curriculum Team is making new contacts for courses such as defensive driving, Public Health programs, etc. Anna suggested more recognition for our instructors by including a thank you message in the

newsletter and identifying instructor tenure in the biographical information in the catalog. She emphasized that approval must be obtained before expenditures are made, using the example of refreshments for special events as an example. The gift fund has paid out a total of \$170 in scholarship funds this semester. The question was asked if this fund should be making up the difference for the instructor's discount on membership – this will be discussed at the next meeting. A request has been made for a bench for persons waiting for transportation. The automatic doors are still in process with a second contractor making an estimate. The University of Delaware, Marketing, has hired a new person who will be a copywriter. One person will be dedicated to OLLI and funded by the PCS. The Community Relations Team should develop a budget for advertising/marketing. Anna distributed the timeline for the 2018 spring semester. Anna recommended for the Open House vs. Orientation that consideration be given to having an overview for members and instructors and then separate into two groups with instructors getting an orientation and members receiving a tour of the facility.

Joe Bailey voiced concern that OLLI is missing the boat in recruiting new members. He suggested having different course schedules from the traditional five and ten week plan. Anna suggested we should consider a one-time class on a Friday that would not conflict with regularly scheduled classes. Phyllis Handler suggested that we consider the idea of members bring a friend.

Paula Wood requested that she be included on team communications.

Phyllis Handler asked if a question could be added to the instructors' survey about what topics they would like to see included at the instructors' orientation.

NEXT MEETING: October 2 (Monday) at Noon

ADJOURNMENT: The meeting was adjourned at 12:58 p.m.

Respectfully submitted: Caroline M. Baxter