

OSHER LIFELONG LEARNING INSTITUTE
at the University of Delaware in Dover

Council Meeting Minutes

October 2, 2017

ATTENDANCE: Ronnie Grady, Rosemary Engle, Diana Faison, Anna Moshier, Joe Bailey, Betsy Patterson, Phyllis Handler, Jim Broomall, 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 Noon.

APPROVAL OF MINUTES: September minutes approved.

NEW BUSINESS:

Scheduled Events Requiring Council Approval:

Diana Faison reported there have been no submissions for Council approval. Ronnie Grady mentioned that Passover falls at the same time as the spring end-of-semester luncheon in April and should be taken into consideration when planning this event. There was discussion on Pat Thompson's proposal. Anna Moshier reported she had emailed the speaker and found that his teleconference rate is \$500/hour. A motion was made, seconded and approved to deny this proposal at this time.

Instructor Membership Discount:

Anna Moshier reported that Diana Faison has calculated the amount of the discount to be \$360. She recommended this amount be transferred from the Gift Fund to Dover OLLI and this will be an ongoing process. A motion was made, seconded and approved to cover instructor discounts in this way.

TEAM REPORTS:

Course Development:

Ronnie Grady reported that the team has met twice to develop the spring courses. As of today there are 46 courses. It has been recommended that we need more courses in English and History. Bob Heifetz will not be teaching during the spring semester. There is a need for another Art teacher because Linda Medunick has injured her arm. For the fall semester there has been a suggestion for a Wednesday lunch time special speaker series on wellness. A three-part book club (biography, fiction and non-fiction) will be offered. A press release announcing that non-members may attend the speaker series for free has gone out. Ronnie announced that AARP will offer a defensive driving course on April 17 and 19 from 9 a.m. to 3 p.m.

Member Relations:

Anna Moshier reported that Betty Ipnar had called members who did not return for the fall semester. Betty reported the biggest drawbacks were not enough interesting courses, too much money and medical issues. Joe Bailey reported that two non-returning members stated babysitting and not enough literature classes as reasons.

Community Relations:

Betsy Patterson submitted a copy of the Community Relations Team minutes. She reported that she will be working with the AAUW to develop and survey on what courses they would like to see offered. They have tentatively agreed that we will make a presentation at the October meeting. On the statewide level OLLI is working on an informational packet to give to organizations. Joe Bailey suggested we need to do more to market on an individual (person to person) basis and to recognize our instructors. He is writing a one-page summary for members titled This Month at OLLI. This can be given to 55+ communities along with the newsletter and other promotional documents. He would like to get some feedback about what is going on in the classes for This Month at OLLI and the newsletter. Anna Moshier reported that Marketing will be starting a postcard campaign for spring distributed by zip code using the demographic of 50 years and older in the area of Middletown south to Milford. There will be six mailings – two each for the three semesters. She has received approval for more advertising.

Travel:

Madalyn Wright reported on the trip planned for October 20 to Gettysburg. There are 20 people registered as of today. An email blast to encourage people to sign up will go out today. The deadline for registration is Thursday, October 6. The team met to discuss a spring trip to the Baltimore Aquarium and Inner Harbor but no date has been set at this time. Anna Moshier reminded the team that in order to be published in the spring catalog a date is needed by October 29.

Special Events:

Rosemary Engle reported that the team will be meeting next week with the staff at the Biggs Museum on the end of semester luncheon plans. They still need to make a decision on the caterer. Since transportation was a problem the last time it was held at the Biggs Museum, could something be put on registration form about carpooling or a sign-up sheet. The spring membership Open House will be handled by the Special Events Team.

Faculty Relations:

Phyllis Handler reported that the team would be revising the instructor survey. Anna Moshier asked Diana Faison to look at attendance figures to see if there have been big decreases. On orientations, three will be done, and they would like suggestions so they are not doing the same presentations each time.

Scholarship:

Betsy Patterson reported that they have discovered that they were hemming themselves in with the current scholarship process. The team made the process more flexible resulting in a change in the wording. A copy of the changes was distributed. Scholarships will be given as long as funding is available. To date \$170 has been requested.

STAFF REPORTS:

Anna Moshier reported on two new hires for the audio visual support – Joe Zito for permanent classroom support and Wayne Kling for part-time classroom support. She clarified the duties of the administrative staff – Paula Woods will be program support, curriculum, faculty, community relations and catalog; Diana Faison will support special events, member relations, travel, scholarship, newsletter and all other administrative duties. A bench is to be installed in front of the entrance funded by the University of Delaware. The automatic door was approved and will be installed soon. An announcement is going out about bring a friend to the Thursday special speaker sessions. For instructor recognition, she is working on getting something posted in a prominent location listing the instructors and years of instruction. By the next Council meeting we might have clarification if we can afford to allow this semester's instructors to attend the end-of-semester luncheon for free. Ronnie Grady asked if we could use the digital board to acknowledge the instructors.

NEXT MEETING: Monday, November 6 @ Noon.

ADJOURNMENT: The meeting was adjourned at 1:10 p.m.

Respectfully submitted: Caroline M. Baxter