

OSHER LIFELONG LEARNING INSTITUTE
At the University of Delaware in Dover

Council Meeting Minutes

November 5, 2018

ATTENDANCE: Rosemary Engle, Joe Bailey, Phyllis Handler, Bob Heifetz, Anna Moshier, Pat Weaver, Madelyn Wright, Diana Faison, Paula Wood, Caroline Baxter

CALL TO ORDER: The meeting was called to order at 9:00 a.m. by Chair Rosemary Engle.

APPROVAL OF MINUTES: The minutes of the October meeting were approved as submitted.

NEW BUSINESS:

End of Semester Luncheon:

The program includes a social hour with a sneak peek by instructors of spring semester offerings, a musical program by Slow Jam, a table with a salute to veterans by Jim Brown, and displays by the Art Department and the knitting class. Bob Heifetz has been asked to speak about why he teaches. Members are encouraged to bring a guest.

Art Department Issues: Status:

In follow up to the issues brought forward at last month's meeting, all issues have been successfully resolved.

Calendar of Events – Dover Timeline:

The following events were added:

- December 4 – Strategic Plan meeting
- January 8 - Statewide Council meeting – Dover location
- January 10 - Open House/Walk-in Registration
- January 22 - Instructor Orientation with Happy Hour
- April 9 - End of Spring Semester Luncheon

Team Meeting Dates:

Community Relations – email

TEAM MEETINGS:

Travel:

Madelyn Wright reported the trip to Hillwood was very successful. The spring trip has been planned for Friday, March 22, 2019, to the Air and Space Museum at Dulles Airport. The museum is free. The trip fee will be for the bus transportation.

Faculty Relations:

Phyllis Handler reported that there have been no more instructor issues. She emphasized that instructors remind members to complete course evaluation forms. Instructor Orientation has been scheduled for January 22 from 1 to 3 p.m. with a Happy Hour following. The agenda will include housekeeping issues for the new instructors and breaking into groups identifying two or three main issues.

Member Relations:

Betty Ipnar was unable to attend but sent her report. The team continues to be busy providing hospitality for members. She will be assisting the Community Relations Team in retaining current and encouraging new members. The post cards idea is a good suggestion. She has volunteered make follow-up calls to members.

Special Events:

The question was asked which team should handle the Open House in January. It was decided to discuss at the Strategic Planning meeting in December. This may need more involvement by the Members Relation Team.

Course Development:

There are currently 51 courses for the spring semester.

Scholarship:

It was reported that there have been no new scholarship requests with one still being finalized.

Community Relations:

Joe Bailey discussed the ongoing process of trying to identify places we can find new members. He has been talking to new members and would like to feature their stories and photos in the newsletter, This Month at OLLI and on the bulletin board. The teams goal is get every member to be a salesperson for OLLI. The team would like to get something in the church newsletter three to four times per year. Bob Heifetz suggested creating a lunchtime program (example: Wednesdays) for the fall semester. There will be a full-page advertisement in the *Airlifter* newspaper; two in November.

STAFF REPORTS:

Financial Report:

Anna Moshier reviewed the current financial information. To cover scholarship and instructor discounts, \$752 will be moved from the Gift Fund to the General Fund.

Facility Update:

Dover OLLI has a verbal agreement with Wyoming Church for a five-year lease.

University of Delaware Announcements:

Anna announced that Jim Broomall, Associate Vice Provost, is retiring. His last day will be November 30. George Irvine will be his replacement.

Strategic Plan Meeting Update:

Anna presented the new Strategic Plan. The plan was approved and the Council Chair charged the appropriate committees to implement each of the four strategic areas for the next three years. It was felt there is a need to restructure the current committees. It was suggested that Community Relations and Member Relations combine to become a committee charged with recruitment and retention of members, Travel and Special Events Committees be combined and Curriculum and Faculty Relations be combined into Academic Affairs. A goal is to create a culture of volunteering and guarantee there is a feeder system to the OLLI Council.

Other Items:

Calendar Year 2020 will be the ten year anniversary for Dover OLLI. Council members should be thinking about events, fundraising and promotion.

An email was distributed about Bring a Friend Week for Dover OLLI consideration. Wilmington OLLI gives first-time visitors a coupon for ice cream and they are put in a drawing for a WAWA card. Dover OLLI could have the University's MooMobile schedule a day at Dover.

Another item for Dover OLLI consideration if waiving fees for retired University of Delaware faculty members. Wilmington OLLI waives the fees for two semesters.

During November Anna Moshier will be making two presentations:

November 7 – Independence at Millsboro at the mini-expo for residents

November 13 – Focus group at Heritage Shores in Bridgeville

Bylaws updated to include changes made during the Strategic Planning process.

A drop box/mail box has been installed outside the office to receive mail and payments.

SPECIAL TEAM MEETING - DOVER OLLI STRATEGIC PLAN: Tuesday, December 4, 9 a.m.

NEXT MEETING: January 3, 2019, 9:00 a.m.

ADJOURMENT: The meeting was adjourned at 10 a.m.

Respectfully submitted: Caroline M. Baxter

**OSHER Dover -- FY19
Financial Statement as of October 31, 2018**

Program Revenue/Expenses	YTD ACTUAL	
Revenue		
Membership Fees	\$37,020	162 members
Summer Session Fees	\$0	
Total Revenue	\$37,020	
Expenses		
Salaries & Benefits	\$25,301	Paula, Wayne, 1/2 Diana, 1/4 Renee, 1/4 Anna
Supplies & Expenses	\$1,091	
Total Expenses	\$26,391	
Program Net	\$10,629	

Activity Fund Budget	
Social Activities Income	\$1,730
Social Activities Expense	\$1,501
Activities Net	\$229

Gift Fund	
Opening Balance	\$3,720.04
Income	\$460.00
Expense	\$68.36
Ending Balance	\$4,111.68

University Paid (Kent/Sussex Outreach Fund)	
Rent	\$12,978
Janitorial Services	\$1,380
A/V Equipment	\$8,416
Furniture Move	\$370
Comcast	\$276
Verizon	\$41
Total Expenses paid by UD	\$23,460