

OSHER LIFELONG LEARNING INSTITUTE
At the University of Delaware in Dover

Council Meeting Minutes

September 17, 2018

ATTENDANCE: Rosemary Engle, Anna Moshier, Pat Weaver, Joe Bailey, Ronnie Grady, Madelyn Wright, Diana Faison, Paula Wood, Suzie McLaughlin, Caroline Baxter

CALL TO ORDER: The meeting was called to order at 8:30 a.m. by Chair Rosemary Engle.

NEW BUSINESS:

New Council Member:

Rosemary Engle introduced Suzie McLaughlin to Council as the Special Events team leader.

First Week of Class:

Council members agreed they heard positive comments about the location and courses. Problems were handled as they occurred with minimum impact on the members' experience. Internet connectivity issues are being addressed. There was discussion about combined Lewes/Dover catalog. Anna Moshier announced that Joe Bailey has been asked to serve on a committee to redesign the catalog. Rosemary asked if the speaker series will be in the same location each week, i.e., Family Life Center. Anna reinforced that all meetings or uses of the church facilities need to be coordinated with staff and get on the church's calendar. The registrations that were returned to members because of a post office error were discussed. The importance of instructors to accurately complete their proposals was discussed, example, Tom Welch put the wrong number as a maximum and some people were put on a waiting list. A request was made from the membership for Diana Faison's presence in Dover. Anna Moshier explained that the position is in Lewes, Diana is needed in Lewes, there is no money in the budget for extra people, and therefore, Diana will only be in Dover on Wednesdays.

Calendar of Events:

The calendar was reviewed for the next two months. No changes made at this time. A tentative timeline for Lewes/Ocean View/ Dover from September 2018 to May 2019 was distributed to Council members.

TEAM REPORTS:

Travel:

Madelyn Wright reported on the plans for the trip scheduled for October 19 to Hillwood Museum Gardens, Washington, D.C. The deadline for registrations is October 4. Another trip is being planned for November 30 by Jan Miller of the Art Department to the Philadelphia Art Museum and will be open to all OLLI members.

Faculty Relations:

Phyllis Handler was not available for a report.

Member Relations:

Betty Ipnar was not available but a report was provided. Betty called all 40 of the members who did not return for the fall semester and sent her results to Anna Moshier. Anna reviewed some of the reasons given – too expensive for couples, too expensive for one class, illness, traveling, no interest in classes being offered for fall, no fast food places nearby, etc. Betty stated that each person reached expressed thanks for a personal call. Two members did register for the fall semester from those called. Anna reinforced that it is as important to retain members as it is to recruit new members.

Special Events:

Suzie McLaughlin reported that the end of semester luncheon will be on November 16, at Wyoming Church. Anna Moshier asked if we would consider inviting the slow jam group from Lewes OLLI. The plans are for a pot luck luncheon with entertainment which may include the English Country Dancers, recorder group, and slow jam group. Ronnie Grady reported Carol Giarmo is interested in returning to do something for OLLI, i.e., special event, lunchtime speaker, etc. Suzie announced a special event at the Biggs Museum, possibly the week of November 26, to coincide with them receiving a painting by a local artist. The Special Events team has scheduled their next meeting in October.

Course Development:

Ronnie Grady reported that the team met the first Wednesday in September to begin work on the spring semester. They will meet again on Wednesday, September 19. The deadline for course proposals is October 11. Ronnie asked for a list of instructors who have taught but may not currently be teaching so the team can reach out to see if there is interest in returning. Ronnie asked for an idea what days the church has activities scheduled so the team can fill in around their schedule.

Scholarship:

Ronnie Grady reported there have been two scholarships awarded.

Community Relations:

Joe Bailey reported that the team felt that the Nobles Pond Senior Spree was a very successful event and a great venue for OLLI. The laptop with the rotating photo display attracted people to the booth and many stayed to talk. The strategy of two people manning the booth and two people circulating and making personal contact also was successful. The team made contact with Andy West, Editor at the DELAWARE STATE NEWS. He liked the idea of a first day of school at OLLI which resulted in a photographer coming to the church and photos appeared on the front page and Page 8 of the paper. Joe wrote a thank you letter to the DSN. The team would like to use Betty Ipnar to make personal contact using a scripted message. The team feels they need the one page (2-sided) handout for recruiting purposes. Anna Moshier announced that a tri-fold brochure is being developed and that because of Lewes OLLI's 30th anniversary, more

catalogs will be available. Anna also announced that because of our participation in the Senior Spree the DSN is giving us four, full-page ads in the AIRLIFTER at a reduced price. Publication dates of November 26, December 3, 10 and 17 were chosen. This will coincide with the distribution of the spring catalog. The team will meet on Monday, September 24. The strategy is to identify a target audience. Anna Moshier gave Joe Bailey information on the Kent Interagency Working Group.

STAFF REPORT:

Budget Report:

Anna Moshier reviewed the budget report as of August 31. As of the report, Dover OLLI had registered 157 members. She explained the expenditures for equipment and supplies from the Gift Fund and by the Kent/Sussex Outreach Fund (University of Delaware payments) and staff salary distribution between Lewes and Dover. Anna discussed the internet connectivity problem and that it would cost approximately \$16,000 for a new internet provider. She reported that she was not going to proceed with a new internet contract unless there was assurance of a five-year lease with the church. The University has new rules which are causing push back so the lease with the church is still pending.

OLLI Wilmington:

The Wilmington program has been nominated for a NAACP award for diversity of courses. In the past, the Wilmington program has done OLLI at the Ocean but has had to abandon this event. They are considering a statewide conference-type event and need representation from the Dover program for the steering committee.

OLLI Lewes:

The lease for the Lewes OLLI is scheduled to expire July 2019. They may get a one-year extension. The consensus is they want to build their own facility. The University of Delaware's Earth, Ocean and Environment Center has been having conversations about a joint facility. Thursday the University of Delaware and directors are meeting to discuss. Anna Moshier reported that her day-to-day focus will need to shift so she can concentrate on this project.

Water Table Proposal Status:

Cade Gibson has come up with a solution for the Art Department after meeting with the staff and agreed that this proposal may be tabled. Diana Faison will contact the art instructors.

Strategic Planning Meeting – October 5:

Anna Moshier emailed copies of both Lewes and Wilmington OLLI plans to all Council members.

Homecoming Picnic – October 10:

All Dover OLLI members are encouraged to attend the picnic at Cape Henlopen State Park.

SPECIAL TEAM MEETING - DOVER OLLI STRATEGIC PLAN: Friday, October 5, 9 a.m.

NEXT MEETING: Monday, October 8, 2018, 9:00 a.m.

ADJOURMENT: The meeting was adjourned at 10:20 a.m.

Respectfully submitted: Caroline M. Baxter

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

Program Revenue/Expenses	YTD ACTUAL	
Revenue		
Membership Fees	\$35,450	157 members
Summer Session Fees	<u>\$0</u>	
Total Revenue	\$35,450	
 Expenses		
Salaries & Benefits	\$11,288	Paula, Wayne, 1/2 Diana, 1/4 Renee, 1/4 Anna
Supplies & Expenses	<u>\$0</u>	
Total Expenses	\$11,288	
Program Net		
	\$24,162	
 Activity Fund Budget		
Social Activities Income	\$0	
Social Activities Expense	\$0	
Activities Net		
	\$0	
 Gift Fund		
Opening Balance	\$12,729.29	
Income	\$210.65	
Expense	\$8,884.23	equipment/supplies for new location
Ending Balance		
	\$4,055.71	
 University Paid (Kent/Sussex Outreach Fund)		
Rent	\$12,978	
Janitorial Services	\$1,380	
A/V Equipment	\$8,416	
Furniture Move	\$370	
Comcast	\$276	
Total Expenses paid by UD		
	\$23,420	