

OSHER LIFELONG LEARNING INSTITUTE
At the University of Delaware in Dover

Council Meeting Minutes

February 4, 2019

ATTENDANCE: Rosemary Engle, Joe Bailey, , Bob Heifetz, Anna Moshier, Madelyn Wright, Diana Faison, Paula Wood, Ronnie Grady, Suzie McLaughlin, Marge Felty, Cheryl Moore, 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 November meeting were approved as submitted.

NEW BUSINESS:

Nominating Committee Status:

Madelyn Wright reported that all the outgoing Council members agreed to stay for another term. Pat Weaver has agreed to be Co-chair of the Council. The slate of officers will be presented to the membership by posting on the bulletin board and by an email. This will allow anyone from the general membership wishing to seek an office an opportunity to respond. The final slate of officers will come to vote in April.

Committee Co-chairs:

Council Chair, Rosemary Engle would like every committee to have a co-chair for stability and succession. She would also like for the committees to post their meeting dates on bulletin board and published in the newsletter.

Review of January Events:

Open House – while this was felt to be a good event, not all instructors participated. Ronnie Grady agreed to take on the responsibility of contacting the instructors. Bob Heifetz suggested that they be contacted three to four weeks prior to the Open House. He also suggested having the orientation for instructors in November. Because there was no December 2018 Council meeting, Rosemary Engle suggested that there be a December 2019 Council meeting before the Spring Open House for better coordination.

Statewide Meeting – the general consensus is that it was a good, worthwhile meeting.

Rosemary questioned a statement made that volunteer hours were worth \$23 per hour. Anna Moshier reported that volunteer hours are valued at \$24.14 per hour and up to one hour of transportation time per volunteer activity. All volunteers are encouraged to records their hours. Forms will be made available to record and submit these hours for the current fiscal year.

Instructor Orientation – Bob Heifetz stated that we need to see more instructors. Paula Wood suggested that the audio visual/technology presentation needs to be break-out sessions because we have instructors with different levels of knowledge and experience. Approximately 15 people attended the happy hour.

Bring a Friend Week:

February 4 through February 7 will be Bring a Friend Week. The Council approved a \$25 discount on membership for each new member registered during this week. The Council approved the purchase of two WAWA cards for a total value of \$50. The funding to come from the Gift Fund.

Spring '19 Semester – First Week Debrief:

The general consensus is that it went very well. Diana Faison reported that there are 31 new members, 69 member registered for Spring only and 102 members registered for the full year.

Member-wide Meeting Update:

It has been requested that we have a general membership meeting to acquaint the members with the Council, committee chairs, finances and other OLLI issues. There should be time set aside for the general membership to ask questions and voice concerns. Anna Moshier suggested using Room 223-225. The date of March 13 at 2:30 was chosen, after the next Council meeting to allow time to organize. A notice will be posted on the bulletin board, an email sent to the membership and announced by instructors during class periods.

Summer Session – Course Proposals:

Ronnie Grady has been contacting instructors. Some have not made a commitment yet, but she is hopeful that there will be close to 20 courses. She said it is important to note that for the one \$60 fee the member is able to attend classes in both Lewes in June and Dover in July. The course proposal deadline is February 8, with a couple of weeks before proofing the catalog.

Art Auction:

This fundraising event was tabled until the next Council meeting.

COMMITTEE REPORTS:

Travel:

Madelyn Wright reported the spring trip has been planned for Friday, March 22, 2019, to the Air and Space Museum at Dulles Airport. To date no registrations have been received.

Academic Affairs:

Ronnie Grady reported that the committee's goal is 30 courses for the Summer session. They are working to get as many as possible.

Member Relations:

Joe Bailey reported that the January meeting was cancelled because of weather and rescheduled for February 4 at noon. The new location for the coffee/hospitality has been

working our very well. Catalog distribution went well. The committee has yet to work out the distribution of Betty Ipnar's duties. The table at Soup Day hasn't had much response, but it is easy and reinforces our presence at the church. Joe has been following up with the people who filled out interest cards. On January 25 Joe Bailey and Caroline Baxter met with Sheila Exum to discuss the donation of an original painting of the Wyoming United Methodist Church. Upon checking with the church office, we found we must present a proposal for approval to the Church Board whose next meeting is February 26. Joe encouraged Council members to introduce themselves and welcome new members. The next meeting is scheduled for Monday, February 25 at Noon.

Special Events:

Marge Felty reported the committee met on January 17. Bobbi Neaton agreed to be co-chair of the committee. There was a discussion of the Fall end of semester luncheon noting the successes and areas of improvement were identified with the intent of making the Spring luncheon better. The date for the Spring luncheon was changed to Tuesday, April 16, from April 9 published in the catalog. The committee suggested that no date be announced in the catalog for the end of semester luncheon, but instead label it TBA. It will be held in the Family Life Center and the theme of the April luncheon will be baskets and spring. The entertainment will be eclectic with all classes being given the opportunity to participate. Other possibilities would be the Lewes singing/comedy chorus or an opera singer with piano accompanist. The Sneak Peak for courses will return. The next meeting is scheduled for Monday, February 11 at 10:30 a.m.

Scholarship:

Ronnie Grady reported that two scholarships have been approved. The question was asked if there was a limit on the number of semesters a member could request a scholarship. The answer was there is no limit on the number of times they may apply.

Finance:

Anna Moshier reviewed the financial report as of December 31, 2018. A new report was included showing trends in membership and courses. Anna expressed her disappointment that the Gift Fund has only received \$75.

STAFF REPORTS:

Anna Moshier reported that she is monitoring the Facebook page. She asked that anyone wanting to post items complete a form and submit to Anna for her review. A survey will be sent out to the membership with the intent of improving membership, volunteerism and diversity of courses. A new staff database will be installed over the next year by the University of Delaware. For the Lewes OLLI a proposal is being worked on for the Virden Center as a new location for their program. Information for the annual senior art exhibit has been given to Cade Gibson. Anna is looking for volunteers from Lewes and Dover to help update the instructors' manual.

Paula Wood reported the first week of the semester had very few technical problems. The door on the north side of the church froze because of the low temperatures. She suggested any time the doors will not open for members to ring the doorbell to the right of the door and someone from the office will open the door. She stressed not to touch the thermostats in the classrooms because the temperature is controlled at a central location. The coffee/hospitality move to Room 233 was very successful.

Diana Faison reported that she will be at the Dover OLLI manning the welcome table for the Bring a Friend week.

NEXT MEETING: March 4, 2019, 9:00 a.m.

ADJOURMENT: The meeting was adjourned at 10:45 a.m.

Respectfully submitted: Caroline M. Baxter

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

Program Revenue/Expenses	YTD ACTUAL
Revenue	
Membership Fees	\$37,720
Summer Session Fees	\$0
Total Revenue	\$37,720
Expenses	
Salaries & Benefits	\$37,457
Supplies & Expenses	\$1,160
Total Expenses	\$38,617
Program Net	-\$897

Paula, Wayne, 1/2 Diana, 1/4 Renee, 1/4 Anna

Activity Fund Budget	
Social Activities Income	\$2,755
Social Activities Expense	\$2,682
Activities Net	\$73

Gift Fund	
Opening Balance	\$4,324
Income	\$75
Expense	\$645
Ending Balance	\$3,754

University Paid (Kent/Sussex Outreach Fund)	
Rent	\$27,978
Janitorial Services	\$1,380
A/V Equipment	\$8,416
Furniture Move	\$2,620
Comcast	\$276
Verizon	\$95
Total Expenses paid by UD	\$40,765