

OSHER LIFELONG LEARNING INSTITUTE
At the University of Delaware in Dover

Council Meeting Minutes

March 4, 2019

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

NEW BUSINESS:

Council Slate Posting:

Madelyn Wright reported that the outgoing Council members, Rosemary Engle, Joe Bailey and Ronnie Grady, accepted to stay for another term. 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 by close of business on Thursday, March 21. The candidates from the general membership must be a member for at least one full year, complete an official nomination form, be endorsed by two additional members and be willing to lead or serve on a committee. Candidates must complete a biographic paragraph and a photograph. The final slate of officers will come to vote in April.

Bring a Friend Week:

Four new members registered, but one has dropped out. The three new members brought in \$450, less \$50 for the two WAWA cards. The winners were Bonnie Hironimus and Diana Reitmyer.

Spring '19 Semester – First Five Weeks:

The snow day on Wednesday, February 20, does not push back the schedule. Instructors will work with Paula to schedule make-up classes.

Member-wide Meeting March 13:

The agenda for the meeting should include an introduction of the Search Committee for the location last year with recognition of their efforts, introduction of the Council members and the committee chairs. We want to make sure that the membership understands they are invited to attend Council meetings and to speak. As of today, two questions for the meeting have been received.

Summer Session – Catalog Production Schedule:

Ronnie Grady reported that there will be 24 course offerings. Members have the option of attending Lewes OLLI in June and Dover OLLI in July for the one registration fee. Registration will begin on April 9 with the catalog distribution the following week.

Art Auction:

This fundraising event needs a written proposal and someone to handle it. Anna Moshier suggested someone contact Wilmington OLLI and speak to the person that handles their event.

55+ Expo – April 3:

The booth for this event at Dover Downs is free because OLLI won last year's drawing. Member Relations will handle the schedule. There are pens and notepads available as giveaway items.

COMMITTEE REPORTS:

Travel:

Madelyn Wright reported the spring trip planned for Friday, March 22, 2019, to the Air and Space Museum at Dulles Airport has 11 people registered. It has been opened up to the Lewes OLLI members. The final registration date is March 7. An e-blast and classroom announcement are planned. Madelyn asked for suggestions for future trips.

Academic Affairs:

Ronnie Grady reported that the courses are set for the summer session. A dulcimer class will be offered at the Kent County Library. Anna Moshier suggested that a certificate of appreciation be sent to Linda Medunick. Proposals for fall courses are due April 16. The Tuesday speaker series is open to anyone wishing to participate, a sign-up sheet will be available.

Member Relations:

Joe Bailey reported that Deb Roberts has drafted three new member letters, one for the beginning of the semester, mid-semester and end of semester. We have started with the mid-semester letter to new members. A goal of the committee is also retention of the present members. Joe pointed that we should be planning for succession of the Council members, committee members, and instructors. We need to identify the skills the new members are bringing to OLLI. Cheryl Moore has called all new members. The committee is planning to participate in the following promotional opportunities – 55+ Expo at Dover Downs, Modern Maturity Center's Health Fair, and Senior Spree. The committee is trying to find what works and what doesn't to attract new members. Joe Bailey and others will meet with the Wyoming United Methodist Church Council to arrange for the acceptance of Sheila Exum's artwork.

Special Events:

Marge Felty reported the committee met on February 11 to plan the End of Session Spring luncheon. A save-the-date email has been sent to members in Dover, Lewes and Ocean View. The possibility of one to two minute presentations by the July instructors will be discussed at our next meeting on March 18. This is in addition to the Sneak Peak displays. Roo Brown and

the Elder Moments Chorus from Lewes have agreed to perform. Ronnie Grady is organizing a one-day book exchange at the luncheon. The Special Events Committee members will sign up for covered dishes last to fill in and make sure there is a variety of food offerings. Marge asked which committee is responsible for the planning of the open house events. Anna said she would forward copy of the Strategic Plan which outlines the responsibilities.

Scholarship:

Ronnie Grady reported that three scholarships have been approved.

Finance:

Anna Moshier reviewed the financial report as of January 31, 2019. She reported that there are 71 new members however OLLI had to refund some full-year memberships. Anna announced that interviews are being conducted to fill the administrative position in Lewes. As soon as it is filled Diana will be moving back to Dover OLLI three days per week while we are in session. This change will have an impact on the Dover OLLI budget.

STAFF REPORTS:

Anna Moshier reported that she has received verbal approval for the lease agreement with Wyoming United Methodist Church. The internet change has been put on hold because the estimate came in at over \$40,000. They are now looking at other companies for quotations. Lewes OLLI is looking at moving its program to the Virden Center. Anna asked Phyllis Handler if she would consider working with Lewes OLLI on a revised instructors' manual for Kent and Sussex programs.

Lewes OLLI compiles an annual report. Anna would like to see Dover OLLI think about doing an annual report that could be published in the newsletter. It would include statistics on membership, trips, etc. She will forward a template.

University of Delaware Alumni Relations is offering Delaware to the World. There will be one in each county – 4/16 at Maple Dale Country Club, 4/30 at Heritage Shores in Bridgeville and 5/9 at Wilmington OLLI. The program is free and all OLLI members are encouraged to attend.

A reminder to all committee chairs that a schedule of meeting dates should be posted on the bulletin board.

NEXT MEETING: April 8, 2019, 9:00 a.m.

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

Respectfully submitted: Caroline M. Baxter

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

Program Revenue/Expenses	YTD ACTUAL	
Revenue		
Membership Fees	\$49,620	68 spring members
Summer Session Fees	<u>\$0</u>	
Total Revenue	\$49,620	
Expenses		
Salaries & Benefits	\$41,633	Paula, Wayne, 1/2 Diana, 1/4 Renee, 1/4 Anna
Supplies & Expenses	<u>\$1,233</u>	
Total Expenses	\$42,866	
Program Net	\$6,754	

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

Gift Fund	
Opening Balance	\$3,754
Income	\$0
Expense	\$0
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	\$255
Total Expenses paid by UD	\$40,925