

OSHER LIFELONG LEARNING INSTITUTE  
At the University of Delaware in Dover

Council Meeting Minutes

April 8, 2019

ATTENDANCE: Rosemary Engle, Joe Bailey, Anna Moshier, Diana Faison, Paula Wood, Ronnie Grady, Suzie McLaughlin, Bobbi Neaton, Phyllis Handler, Pat Weaver, 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.

OLD BUSINESS:

Art Auction:

Rosemary Engle and Cade Gibson will meet today to review the pictures from the College Park Drive location. Anna Moshier asked that Rosemary work with Renee Moy to make sure that Dover OLLI follows the University of Delaware's guidelines. The art work will be used in a silent auction at the Spring End-of-Semester Luncheon as a fundraiser. Anna Moshier cautioned that we need to let the membership know about the auction before the date of the luncheon. Ronnie Grady suggested that we encourage our art instructors to donate items for future fundraising events.

Revised Proposal Form:

Rosemary asked the Council members to review the form to make sure this form includes all important items needed for Council approval of a request. Anna noted that under Description it has been expanded to include more details.

Membership Meeting Update:

Rosemary received follow up from Pat Thompson concerning a handbook for new members. Anna reported that a new instructors' manual is in process and should be completed first before the new member handbook. Rosemary asked Joe Bailey if he felt a new member handbook was needed. She would like to have the Member Relations Committee review what is developed. Pat Weaver suggested that we need to communicate to members what the committees and Council are working on.

Annual Report:

Anna Moshier has forwarded a link to a Lewes OLLI newsletter with an annual report. All committees would contribute a recap of their OLLI year. The goal is to publish this annual report in the newsletter in July or early August.

NEW BUSINESS:

Council Elections:

In Madelyn Wright's absence, Diana Faison reported that there had been no nominations from the general membership. The slate of officers consists of Rosemary Engle, Joe Bailey and Ronnie Grady. Pat Weaver moved to accept the slate and Suzie McLaughlin seconded. The Council voted to elect the slate of officers.

Proposal – DVD for Seated Exercise Class:

Rita Klepner submitted a proposal for Council approval to purchase a DVD at a cost of \$14.00 to enhance offering in the seated exercise class. The Council approved this request.

Council Review – Table at Modern Maturity Center Community Health Fair:

A request has been made to spend \$75.00 for a table for the MMC Community Health Fair on June 20 to promote OLLI. The request was approved. Anna Moshier reported there is one gift basket left as a giveaway item. The Member Relations Committee will solicit volunteers to man the table. Anna reported that she has a list compiled from the February membership survey of persons who expressed an interest to volunteer.

Spring '19 Semester Close-out:

A sofa was left in the hallway by the church for OLLI. Anna Moshier reminded the Council and staff to not accept donations of anything without talking to her first. The sofa will be taken to the Habitat for Humanity Restore. Joe Bailey reported that he has a refrigerator from the College Park Drive location in his garage. Anna said she would check with the church to see if they could use it.

Summer '19 Session – Activities Timeline:

Anna Moshier commended Paula Wood rearranging room assignments for the Summer Session after scheduling issues with Wyoming United Methodist Church.

Week of April 22 – Catalog Distribution – Member Relations will handle. Joe Bailey asked that catalogs be mailed to the persons who completed interest cards at the 55+ Expo.

May 8 – Dover OLLI Walk-in Registration and Open House, 1 to 3 p.m. Member Relations will meet on Monday, April 29, and work in conjunction with the Special Events Committee.

May 15 –Instructor Breakfast – This is for Dover, Lewes, and Ocean View instructors, invitations will be sent out.

June 20 – MMC Community Health Fair, Member Relations

July 2 – Faculty Orientation for Dover – cancelled. Phyllis Handler will meet with any new instructor on a one-on-one basis.

July 22 – Open House and Walk-in Registration – cancelled and moved to August 6

August 20 – Dover Instructor Orientation and Photo ID Sessions – time changed to 10:00 a.m. to Noon

October 15 – No classes so members can attend the Back to School picnic at Cape Henlopen State Park

November 5 – Election Day needs to be deleted from the calendar

At this time, the end-of-semester luncheon date has not been determined.

Professional Development Workshop Evaluation Form:

Bob Heifetz had submitted this form for the Council's review as an example of a course evaluation form. Anna suggested that this be given to Academic Affairs because they will need to meet and discuss with the other locations so OLLI is consistent across the program.

COMMITTEE REPORTS:

Travel:

No report.

Academic Affairs:

Ronnie Grady reported that the committee has completed the Thursday lecture series for the fall semester. The Tuesday lecture series will be open to the membership with a sign-up sheet on the bulletin board. On Wednesdays, Bob Heifetz is proposing a program for the lunch hour. The committee's goal for the Fall semester is 50 courses. Ronnie Grady announced that she has asked Dan Pritchett to be History chairperson, and he has accepted.

Member Relations:

Joe Bailey reported that the 55+ Expo was successful with 31 interest cards completed and all the remaining catalogs distributed. He said that this is the third expo Dover OLLI had done, but we have not to the best of our knowledge recruited one new member from it. He stressed we need to follow up with the people who completed the interest cards. The committee will participate in the Modern Maturity Center Community Health Fair on June 20, and hoping to participate in the Senior Spree at Nobles Pond on August 23. He reminded the Council and committee chairs that we all should be keeping an eye out for replacements and pay attention to member's knowledge, skills and abilities and give these members an opportunity to volunteer. Joe is asking that Sheila Exum's art work be displayed at the end -of-semester luncheon and open house events. Sheila has repeatedly turned down requests for a photo in the newspaper. Joe and Anna Moshier will be speaking at the Capital City Rotary's luncheon meeting on May 16 at Maple Dale Country Club. This contact was initiated by an OLLI member, William Mudiwa. Joe had an email sent to the membership for volunteers interested in helping with the hospitality/coffee duties and has had some response. Anna reminded him she has a list of potential volunteers also. A volunteer has come forward who is interested in making a monetary donation for the coffee. The third of the new member letters composed by Deb Roberts will be sent out at the end of the semester. Joe will be writing a news release for the Delaware State News for Anna's approval about the summer session.

Special Events:

Bobbi Neaton reported the committee met on March 18 to finalize plans for the End of Session Spring luncheon. Bobbi had comparative prices on supplies so the committee could make decisions. A registration form was sent to membership online with deadline of April 4. Instructors for the Spring semester were informed that their registration fee had been paid through a member's donation. The Elder Moments Chorus will not be asked to pay a

registration fee or bring a dish unless they so desire. Team members have been asked to arrive at 9:30 a.m. on April 16 to set up for the luncheon. A silent auction of art work and a book exchange will take place in the Family Life Center during the luncheon. The Sneak Peak of summer and fall courses will be included in the program. Texas Roadhouse has agreed to donate rolls but needs OLLI's EIN number which Anna said she could supply.

Scholarship:

Ronnie Grady reported that there has been no scholarship request to date.

Finance:

Anna Moshier reviewed the financial report as of February 28, 2019.

STAFF REPORTS:

Anna Moshier reported that she has received verbal approval for a one-year lease agreement with Wyoming United Methodist Church. The internet change has been put on hold because of the estimated cost. Because the hot spots seem to be working well for instructors, she has authorized the purchase of another one. Anna discussed the I Heart UD Day of Giving and stressed the donations go to the gift fund for scholarship and instructors.

NEXT MEETING: May 6, 2019, 10:30 a.m.

ADJOURNMENT: The meeting was adjourned at 10:25 a.m.

Respectfully submitted: Caroline M. Baxter