

OSHER LIFELONG LEARNING INSTITUTE
At the University of Delaware in Dover

Council Meeting Minutes

January 6, 2020

ATTENDANCE: Rosemary Engle, Pat Weaver, Anna Moshier, Joe Bailey, Diana Faison, Marge Felty, Phyllis Handler, Susan Salkin, Art McLaughlin, Ronnie Grady, Sally Cole, Karen Schaub, Mary Jane Olden-Marrafini, Caroline Baxter

CALL TO ORDER: The meeting was called to order at 12:00 p.m. by Vice Chair Pat Weaver:

APPROVAL OF MINUTES: The minutes of the December 2, 2019, meeting were approved as submitted.

STAFF REPORT:

Finance:

Karen Schaub reviewed the financial reports she had prepared as of November 30, 2019. She noted that there was a correction to the monies for membership fees because a member updated from Fall only to full-year membership. Because no membership fees were received in November but there were normal November expenses, the monthly net balance is negative. Karen is working on a breakout of Activity Fund to reflect income/expenses from special events versus travel.

Program:

Anna Moshier reported that Ted Berlinger has resigned to accept a full-time position. Interviews will be held on January 15 to fill the position. The amount for the internet improvements is presently \$10,000, however, a third party has entered the discussions which may further reduce or eliminate the amount resulting in OLLI paying only the monthly charges. Anna reminded the Council of the Statewide Council Meeting on January 17 from 11 a.m. to 2 p.m. at the Wyoming United Methodist Church. Anna asked for a volunteer to be the signatory for the Spring Fundraising Appeal which will benefit the Gift Fund. Anna announced that she has negotiated with the DELAWARE STATE NEWS for advertising for 2020 for the amount of \$3,500. This will include a weekly advertisement in the TV Companion on the crossword puzzle page, an advertisement once per month on the DSN website, and an advertisement once per month in the print DSN. It was suggested featuring the Tuesday and Thursday lunchtime talks. The advertising can be updated monthly.

Administrative Support:

Sally Cole stated that she appreciated the opportunity to work with everyone. She is trying to attend all the committee meetings. She reported on the timeline for course proposals – Summer will be February 4 and Fall in April with a date to be announced.

COMMITTEE REPORTS:

Academic Affairs:

Ronnie Grady reported the Curriculum Committee will meet on January 27 at Noon. The committee has approached Tom Summers of the Delaware Public Archives to work with OLLI on the presentation by Ann Jaffee, local speaker on surviving the Holocaust in Poland. A question was asked about the Delaware State University classes that have fees and how members who register for these classes will know about the fee. Anna said that she will add a reminder to the course confirmation letter. Phyllis Handler reported that she reviewed the instructor evaluations. She met one-on-one with one instructor on improving their performance, this instructor is returning for the Spring semester. The Instructor Orientation will be held on Tuesday, January 21 and will include review of the security plan, the updated instructor handbook and emergency medical procedures. It was suggested that there be an RSVP for the orientation.

Scholarship:

Ronnie Grady reported that OLLI has received an email from one member who would like to reapply for the Spring semester.

Travel:

Susan Salkin reported the save-the-date email was sent out for the trip. Sam Hoff will be sharing the presentation with Tom Welch on the list of Tuesday speakers. The registration form has been finalized and will be available later this week. Diana Faison will not be able to accept credit cards for this trip. The committee will meet in February to determine when it will to open up the trip statewide based on seats available on the bus. The committee is disappointed that the save-the-date box did not make it in the Spring catalog. Anna will request that an announcement be put on the website for the trip and the Tuesday talks. Ronnie Grady said that she has an opening on Thursday, February 20, if the Travel Committee is interested.

Special Events:

Marge Felty reported the committee will meet on January 13 at 10 a.m. The committee is planning to supply greeters for the first week of classes only. Marge had questions about the Spring Gala concerning guests, advertising, etc. Sally Cole will be attending the next committee meeting to help answer some of these questions. Marge questioned the Council's contribution toward the event. Anna said that this will be determined once a budget has been established. Sally will work with the committee on this.

Member Relations:

Joe Bailey passed around two options (11 x 17 and 8 ½ x 22) for a single sheet catalog listing and asked for comments. Joe would like to make contact with the retired teachers' community to encourage OLLI membership and possible instructors. The committee would like suggestions for the newsletter. Joe asked how many people actually read the newsletter. It was stated that

access to the newsletter is complicated, could there be a better way to access. Sally stated that Lewes sends a PDF newsletter to the members before it is uploaded to the website. Anna and Joe will give a presentation at the Champion Club 55+ community tomorrow. He would like members to spread the word at their 55+ communities. The committee is exploring school district events to get name recognition for OLLI. Joe feels we need to do a better job updating the bulletin board. It was suggested an announcement be placed in the newsletter for a bulletin board manager. Phyllis Handler suggested putting the white board in the hallway for the Open House and first week of classes. It was also suggested that a request be included in the announcements. Joe asked if the informal groups could be an opportunity for recruitment.

NEW BUSINESS

Bring a Friend:

Diana Faison asked for approval from the Council for the gift card to be awarded. The Council approved one card for \$25 and the guest will receive a discount on membership for the Spring semester. Bring a Friend week will be February 3 through February 7.

Nominating Committee:

Pat Weaver formed a committee with Joe Bailey and Caroline Baxter to fill the one vacancy on the Council. The committee asked Anita Bullock and she accepted. The nomination will be announced and an election held in April.

January Events:

The following are the events occurring in January:

- January 9 - Open House/Walk-in Registration
- January 16 - Priority Registration Deadline
- January 17 - Statewide Council Meeting
- January 21 - Instructor Orientation
- January 27 - First day of classes

NEXT MEETING: Monday February 3, Noon, Room 223

ADJOURNMENT: The meeting was adjourned at 1:20 p.m.

Respectfully submitted: Caroline M. Baxter