



Class of 2025	Class of 2026	Class of 2027
Joyce Avery	Colet Allen	Myrna Hall
Paul Christy	Mary Devlin	John Schuyler
Laura Simonds	Ann Magill	Sarah Tisch

**Meeting Minutes
September 17, 2024
3:30-5:30 pm
Campbell Center, Room A**

Present:

Council: Myrna Hall, Colet Allen, Ann Magill, Joyce Avery, Paul Christy, Laura Simonds, John Schuyler, Mary Devlin, Heather Inghram **On Zoom:** Sarah Tisch

Committee Chairs: Karla Langland, Ginny Blankinship **On Zoom:** Dwight Wilson, Anne Coleman, Lorraine Vail

Members and Staff: On Zoom: Cathy Prazenica, Megan Rutherford

1. The meeting was called to order at 3:32 pm

2. Approval of the Agenda with Flexibility

Motion (Devlin, Allen) The agenda was approved with the addition of LDRC under Reports.

3. Approval of Minutes from July 16 Council Meeting

Motion (Magill, Devlin) The July 16 meeting minutes were approved.

4. Reports

A. Membership Report – Laura Simonds

As of today, 9/17, there are 1391 members vs 1347 on 9/4. OLLI membership was 1300 as of 9/15/2023. Christine Fernlund has taken over creation of the Membership Report from Tracy Palermini and is still getting up to speed. More detailed reports will be available at future meetings

B. President’s Report - Laura Simonds

President Simonds has placed a copy of the events team meeting minutes in Dropbox under Reports to inform the council and committee chairs of the actions and progress of the events team.

The New Member Social is next week on September 25. Council and committee chairs have received an Evite and are encouraged to RSVP. Twenty-three new members have responded to date.

Megan, Heather, John and Laura are meeting tomorrow, 9/18, to brainstorm ways to engage more members in volunteering.

C. Treasurer’s Report - Heather Inghram, Paul Christy

Financial reporting is still challenging. There are ongoing difficulties with the transition to Workday, and there is still no SOU controller. The last closed period for OLLI’s financials was February of this year. When a fund balance is needed, Heather has been “flying blind” based on what is known. For example, the Osher annual distribution of \$118,194 has been received and membership revenue has been received from 1391 members, but the financials have not been audited and reconciled. These issues will resolve as the

transition to Workday is completed.

Paul Christy reiterated Heather's remarks on the difficulties with Workday but emphasized that OLLI is in good shape.

Tracy Palermini, Paige Jensen, Heather Ingraham and OLLI's accountant will be meeting to simplify the reporting to Paul and Laura.

D. Administrative Director's Report – Heather Ingraham

The website is live! Heather thanked Lorriane Vail for her expertise as a project manager and the countless hours she spent seeing website through. Heather also thanked Barb Barasa for her considerable efforts

Membership Fee Assistance (formerly scholarship) applications are submitted on paper. Applicants are not required to give a reason for requesting assistance. To date 33 applications have been received for the current fiscal year, and \$4000 has been awarded. This compares with 49 applications and \$5000 awarded last year.

The Finance Committee will be bringing a recommendation to Council as to whether there should be a cap on the amount of Membership Fee Assistance and, if so, what the amount should be.

E. Standing Committee & Other Reports

a. Communications – Sarah Tisch

The report stands as written.

The Committee is working very hard and needs a chair and additional members.

Sarah asked Council about sponsorships and which committee should have responsibility for this function? This topic will be addressed under New Business.

b. Curriculum – Ginny Blankinship

There are 108 courses for winter quarter.

One STEM course was rejected. The decision can be appealed; however, the instructor chose not to appeal. Ginny noted that appeals are made to the Curriculum committee which makes the final decision. Close to 30% of classes are online or hybrid for Winter term. There are fewer hybrids than in the fall.

c. Fundraising – Dwight Wilson

The report stands as written.

Twenty-three members attended the Beetlejuice, Beetlejuice matinee.

The committee is on target for this year's fundraising goals.

d. LDRC -- John Schuyler

The OLLI Leadership Academy will be offered Winter term. The course description will be offered at the front of the catalog since it doesn't really fit in any of the categories.

Laura Simonds added that the course is modeled after a similar course at OLLI at Berkshire College. It is hoped that this idea will help generate volunteers.

e. Membership -- Colet Allen

The report stands as written.

Colet will be doing a presentation for Soroptimists in Medford.

Colet and Cathy Prazenica are spearheading Outreach which is half of the committee responsibilities. Laura and John will be doing a presentation at Central Point Retirement. Cathy is offering presentations to organizations where OLLI catalogs are distributed.

f. Programs & Activities -- Karla Langland

The first Talk to Us interview was held with Phil Meyer, CEO of Southern Oregon PBS. Thirty-five people attended.

The topics and schedule for the winter quarter Talk to Us Interviews will appear in the Winter catalog.

g. Venue & Technology -- Lorraine Vail

The report stands as written.

h. Travel Pilot Project -- Myrna Hall

The announcement and price for the first overnight trip to the Silverton Christmas market is nearly finalized. The day trip to Applegate trail is also being finalized. Notice of the trips will probably appear first on the NewsFlash and will eventually appear on the website travel page once the process for web updates is finalized.

5. Old Business

A. New Website Demo – Lorraine Vail and Heather Inghram

Lorraine started by saying that one of the goals was for the website to be a professional-looking and inviting place for prospective members and instructors, as well as current members. For example, prospective members would find useful information under the About Us (FAQs), Get Involved (Why Join?) and Offerings (Courses) headings on the menu bar at the top of the page.

Areas of particular use to Council include the Resources section which has a wealth of information about how OLLI functions and includes our governance documents, all of the different forms and links, as well as SOU and OLLI resource links. The OLLI FAQs under About Us section also provide answers to dozens of questions related to general information, registration for courses, online courses and communication.

The Catalog Search function was demonstrated. OLLI members can now get a list of open courses in real time. Courses can be sorted by category, as well as status (open, full or waitlist), instructor or day of the week.

The new website represents a huge amount of work. The public pages were designed and laid out on paper by the OLLI team, then handed off to two SOU people, one of which was a under a one-month contract to OLLI, to lay out the pages in WordPress. The SOU Webmaster completed the site with significant input from Heather.

Everything underneath the public pages (where things get done) is enterprise, hardcoded Campus CE logic. It's more difficult to make changes to Campus CE, however any changes that are made, such as the Catalog Search improvements, roll out to all OLLIs.

Heather noted that the former course registration report (Excel) will no longer be available. Its function is replaced with the Open Courses Catalog Search on the website.

OLLI paid \$1800 to a contractor, \$6250 to Campus CE for the website

Council suggested that training on Zoom be provided for the general membership. This training could be recorded, with a link on the website.

Laura Simonds asked how updates would be handled. Megan and Heather can update pages but not create new pages.

The Council thanked Heather, Megan, Lorraine and Barb Barasa for their extraordinary efforts in making the new website a reality.

6. New Business

- A. Approve the draft Charge for the Ad Hoc Strategic Planning Committee and to appoint Ad Hoc Committee MOTION (Avery/Schuyler): I move to accept the charge for the Ad Hoc Strategic Planning Committee as presented and to appoint the committee. Motion Carried.

The council discussed the desired attributes and skills of the members of this committee which include

- open minded, not tied to their own opinions
- creative
- strategic planning experience preferred
- ability to corral a committee of diverse opinions.

The council is to submit names of prospective chairs and co-chairs to Laura by Friday 9/20.

A discussion regarding committee size yielded a variety of suggestions. For example, focus groups are a possible means of including voices which are not on the official committee. The committee co-chairs will make the final decision regarding the structure and size of the committee.

B. Discussion: Where does "Sponsorships" belong within OLLI?

Sponsorships provide an important revenue stream, with the Catalog and Open House being two major recipients of funding. In the past, Sponsorships have been a responsibility of the former Communications and Community Outreach Committee. Anne Bellegia. has been doing this alone and is pulling back. The Sponsorship function is currently not in any committee charge. Sarah commented that these are delicate relationships that require special care. She will draft a job description with input from Anne, including preferred attributes. Sarah also mentioned that Anne may be interested in continuing.

Paul suggested that this function does not belong in finance. It's a logical fundraising obligation. Dwight has left the meeting so there is no feedback from him on a potential move to Fundraising. Laura will talk to Dwight regarding adding Sponsorships to the Fundraising Committee.

Concerns about the ability of Fundraising to take this on could be addressed by adding a well-qualified person to the Fundraising Committee.

Heather informed the council that Anne thinks it should go to the staff, but they don't have the bandwidth to take it on. She suggested that Sponsorships belongs in Membership since it relies on building connections. Laura responded that Fundraising is also reliant on building one and one relationships.

The number of vacancies among OLLI committees is a significant concern. Volunteer ads are falling flat. One explanation is that there are not enough connections right now. People are coming just for classes. The general feedback is that people are tired of leadership roles but are happy to help.

Paul suggested asking the instructor for a few minutes to talk about leadership opportunities in OLLI. Ginny requested that we keep an eye on time, and maybe choose the last course meeting.

The discussion will be continued at the October meeting.

7. Additional Remarks

The next meeting is on October 15

8. The meeting was adjourned at 5:35 pm.