

OLLI at Yavapai College, Prescott
Governing Council (“GC”)
Meeting Minutes – October 17, 2019
9 – 11 a.m. - Yavapai College Prescott, room, 31-101

Council Members Present (Quorum present at meeting):

John Carter (alt)
Bill Miller
Jim Veney
Barbara Brown
Michael Gunn
Ray Lee
Ellie Laumark
Sandra Bennett

Other Attendees: Patricia Berlowe (OLLI Administrator), Barbara Mace (LRC Chair),
Becky Gunn (CC Vice Chair)

Absent/Excused: Jim Reid (alt), Saul Fein, Joe Schaffer, Deb Dillon, Gretchen
Paustian

I. **Call to Order – 9:07am:** Michael Gunn presiding.

The president displayed Tricia’s boss’s day recognition gift from Patty.

II. **Approval of Minutes**

Minutes of the meeting of September 19 were approved as written.

III. **Executive Report**

A) OLLI Trolley

Michael drew our attention to the existence of the trolley and explained how to become a volunteer OLLI trolley driver. Discussion of how the system of trolley rides might work must still be carried out. Michael sought volunteers for a small task force to hammer out details. The first training class for trolley volunteers will be November 1.

B) HVAC System

Tricia explained the HVAC system in bldg. 31, room 101 and the noise problems it was

creating. It was decided that the GC should formally request by letter to the Yavapai administration that something be done to abate the noise from the system.

C) Communication with Members on Committee Activities

Michael explained that the general membership did not know enough about OLLI. It was also observed that GC may not be aware of what committees are doing. Communication should be improved both up or down. Carter proposed one sheet for facilitators that describes the organization of OLLI.

D) Taste of OLLI

It was decided that a Taste of OLLI should be repeated in the coming summer.

IV. **Staff Report – Patricia B**

Tricia reported that Fall 2 registration looks strong, although not the growth we saw in Fall 1. She reported that she had to do two small drawings for classes in Fall 2, and that many Fall 2 classes are full. Tricia reported that the Climate Change Munch and Learn was so overfilled, that the social committee agreed to share the Community Room in the library with Munch and Learn and the Pie and Popcorn event. The Pie and Popcorn event will start at 2 pm to accommodate Munch and Learn. Spring 1 proposals are in, and we have about 57 classes, and 18 workshops, a strong number of offerings as Spring 1 is often our largest enrollment.

V. **Committee Reports**

A) Nominating

No report.

B) Community partners

Three programs are being planned for the coming year. In January the Phippen Museum will open its doors to OLLI members to describe selection, storage, curation, etc. The tour will be free. Date to be determined. On March 19 there will be a presentation by the Prescott fire department. Tricia suggested an alternate phone

number for everyone in case of a large fire that destroyed all communication. A program focusing on the new airport is in planning stages and details will be announced. John carter said his observatory and its eighteen inch telescope was available to community members and students.

C) Curriculum

The committee is working on changes to the course evaluation form to make it more comprehensive while still retaining the one page format. It is hoped it will be available for spring 1. Facilitator debriefing sessions will be scheduled to occur at the same time as packet pick-up on October 25. The committee hopes to get to PV and evening classes started soon. Tricia suggested Tuesdays in Prescott Valley for all OLLI classes.

D) Finance

Tricia and Bill presented the first quarter financials (attached) which show we are ahead on the revenue compared to both last year and this year's budget, and expenses are on budget.

E) Policy and Procedures

No report

F) Technology

No meeting last month. The next meeting will be Thursday the 24th of October.

G) Membership/Publicity

Welcome gift bags for new neighbor in area are being prepared, including tape measures and mini flash lights with OLLI stickers These will be available in next couple weeks. There will also be an OLLI table at the performing arts center during performances. Volunteers are being sought to man the table. Details will follow.

H) Long Range –

Both Facilitator and Leadership Focus Groups e mailed reports have been formatted to

show the selected priorities of each group, responses to issue questions, the evaluation feedback, and a list of participants. The Membership Focus group will meet tomorrow (October 18).

The question responses provided the following background data including:

1. Current perceptions of where we are i.e.
 - a) What draws people to OLLI (why they join)
 - b) What keeps people in OLLI (what we are doing well)
2. Shared reasons for becoming a facilitator or leader
3. Predicted benefits and drawbacks for various activities i.e. membership growth
4. Brainstormed potential actions, programs, or functions for *short term goals*

Issues and concerns for the Strategic Planning Team regarding:

1. Enhance, increase or change specific mission and/or vision domains
2. Potential future considerations for OLLI programs
3. Concentration on the priorities chosen by the 3 focus groups. At this time the top 3 chosen priorities of the Facilitator and Leadership Focus groups are:
 - a) Better communication—Marketing, external communication
 - b) Classroom technology—Improve classroom experience
 - c) Outreach—Volunteer opportunities/connections

It was moved and seconded that the two current committee reports be formally received by the GC.

The motion passed by acclimation.

I) Social

Social committee will be meeting today (October 17) to talk about social activities. It was noted that social activities have changed over time to be small and intimate vs large and expansive.

J) Special Programs

Still looking for someone to chair special programs

VI. Unfinished Business

No unfinished business

VII. **New business**

No new business initiated

VIII. **Any further business for the good of the order**

No further business

IX. **Announcements** – *Next meeting Nov 21*

X. **Adjournment: Meeting adjourned at 11:00**

Prescott OLLI Financial Reports - first quarter
Fiscal Year 2019/2020

Income	Budget 19/20	July 19-Sept 19	NOTES
Membership & Class Fees	\$105,000	\$32,457	
Endowment Income	\$56,983	\$10,847	
Field Trip Fees	\$5,000	\$0	
Social Fees	\$1,400	\$0	
Book fees	\$1,000	\$50	
Scholarship transfer from Foundation	\$2,000	\$0	
Income Total	\$171,383	\$43,354	
Expenses			
Administrative	\$144,548	\$33,195	
Annual Database Fee	\$4,400	\$4,557	
General Supplies	\$600	\$129	
Gov Council	\$250	\$91	
Administration Subtotal	\$149,798	\$37,972	
Field Trips	\$5,000	\$308	
Social	\$3,250	\$1,150	picnic in August, deposit for Holiday Party
Curriculum	\$4,700	\$192	
Credit Card Fees & Taxes	\$2,600	\$202	
Technology Support	\$1,000	\$0	
Production Subtotal	\$16,550	\$1,852	
Printing	\$9,000	\$1,265	only billed for 1 catalog so far
Publicity	\$2,500	\$350	
Promotion Subtotal	\$11,500	\$1,615	
Expenses Total	\$177,848	\$41,439	

Net Income - Expenses	-\$6,465	\$1,914	
	2019/2020 Goals	2019/2020 Actual	
Fall 1 2018	\$26,500	\$31,705	
Fall 2 2018	\$17,500	\$17,210	*as of 10/15,
Spring 1 2019	\$30,000		
Spring 2 2019	\$19,000		
Summer 2019	\$12,000		
Total	\$105,000	\$48,915	
Reserve Balance	\$23,064	*our "savings account"	
Prescott OLLI Endowment	\$11,689	*can only withdraw interest/gains	
Prescott OLLI Scholarship Fund	\$635	*budgeted \$2000	
OLLI Prescott Fund	\$54,180	*can withdraw anytime we need it	
Osher Endowment	\$2,151,209	*19/20 already withdrawn	