

OLLI at Yavapai College, Prescott
Governing Council ("GC")
Meeting Minutes – August 15, 2019
9 – 11:00 a.m. – Prescott Valley Campus Room 214

Council Members Present (Quorum present at meeting):

John Carter (alt)
Bill Miller
Sandra Bennett
Joe Schaffer
Jim Veney
Gretchen Paustian
Barbara Brown
Michael Gunn
Ellie Laumark
Deb Dillon

Other Attendees: Mary Ann Schaffer (CC Chair), Patricia Berlowe (OLLI Administrator), Barbara Mace (LRC Chair)

Absent/Excused: Jim Reid (alt), Saul Fein, Ray Lee

- I. **Call to Order – 9:08 am:** Michael Gunn presiding,
- II. **Approval of Minutes**

Action Taken:

The minutes of the July 18, 2019 GC meeting were approved by acclamation.

- III. **Executive Report**

A. Nominations for Chair, Vice Chair and Secretary were re-opened.

Michael Gunn was nominated for Chair at the last meeting, no additional nominations were put forward. Barbara Brown was nominated for Vice Chair at the last meeting, no additional nominations were put forward. There were no nominations for the position of Secretary.

Action Taken:

Deb moved to wave the paper ballots. Sandra seconded the motion.

The motion was approved unanimously.

Action Taken:

Michael Gunn was elected Chair, Barbara Brown was elected Vice Chair, unanimously.

B. Long Range Committee strategic planning process – Focus Group update.

Barbara Mace reported that only 11 people signed up to participate in the membership Focus Group, not enough to collect valid information. The decision was made to cancel. There was discussion about using a survey versus a live focus group. There were suggestions to encourage attendance using class announcements, packet pick up and the picnic, and have sign up sheets at classes.

C. Marketing needs/subcommittee – Michael brought up the need to look at our messaging for OLLI, and to consider how often and what medium to use for delivery. He requested that the Council consider establishing a Marketing Task Force. The discussion focused on the need to wait for the Long Range Planning process to be completed first, and the idea was tabled.

IV. Staff Report - Patricia B

A. Tricia discussed the drawings that will be completed this week for Viewpoints and Writing Memoirs, and potentially for Thinking Outside the Box. Enrollment has been very strong for Fall 1, with our projected income just shy of our income goals for this session already, with weeks to go for enrollment.

B. Tricia shared the draft grid for Fall 2, with a strong breadth of offerings.

V. Committee Reports:

A. Nominating – no report, Chair will need to be identified

B. Community Partners – Ellie

Ellie report that they held their first meeting, with 4 members, Barbara Leonard, Carol Hammond, Sandra Bennett plus herself. Ellie briefly reviewed the current partners, including the League of Women Voters and the Mac Users Group. The committee is interested in developing “Community Friends” through interlude sessions that could include local trips or speakers on our campus. Ideas include Sharlot Hall, Phippen, People Who Care, Embry Riddle, the Yavapai Tribe, local Fire Departments, the Highland Center, the Chambers of Commerce and Prescott College.

By acclamation the Governing Council expressed support for the direction of the Community Partners committee.

C. Curriculum – Mary Ann Schaffer

Mary Ann reported that the Curriculum Committee hosted 5 presentations on August 1. Goals under consideration for this year include getting Coordinators to work more closely with new facilitators, including columns in the printed schedule, and hosting a facilitator luncheon. The new Honor

Board recipients were announced at the picnic and facilitator thank you notes were sent out. The CC will be hosting a facilitator gathering before packet pick up on 8/30 at 12:30pm in 31-101.

- D. Finance – Bill Miller no report
- E. Policy and Procedures – Sandra Bennett no report
- F. Technology – John C

John reported that the committee has generated a list of potential topics. The committee continues to work on generating more Tech Assistants. John will be piloting the weblive technology on August 29th using Zoom.

Tricia mentioned that the website changes have been rolled out, staff does not yet have the ability to update the content. Feedback is welcome.

- G. Publicity –

The committee met on 8/6, added a new committee members, Deedee Freeman. They have a list of ideas for publicity for the fall.

- H. Long Range –

See the Executive Report.

- I. Social – Barbara Brown

Barbara reported that the Spain and Salsa Interlude event attracted 80 people. The picnic is scheduled for 8/28.

- J. Special Programs – no report, Chair needed, this committee includes oversight and support for field trips, SIGs and Interludes.

VI. Unfinished Business

There was a discussion of the role of Community Partners versus Marketing, and the “what is OLLI” issue we run into around town.

There was also discussion around how to staff the Secretary position, with the potential of sharing the position, rotating the position, or splitting the role within the Executive Committee and the note taking duties. There was also the suggestion of adding the Finance Chair position to the Executive Committee. It was mentioned that the By Laws and Policies and Procedures would need to be reviewed to see what changes would be necessary to change the make up of the Executive Committee.

VII. New Business

None.

VIII. Any further business for the good of the order

None.

IX. Announcements

Picnic August 28 at 11:30 at Goldwater Lake.

X. Adjournment – meeting adjourned at 10:51 am.