

OLLI at Yavapai College, Prescott
Governing Council ("GC")
Meeting Minutes – September 19, 2019
9 – 11:00 a.m. – Yavapai College, Prescott room 31-101

Council Members Present (Quorum present at meeting):

John Carter (alt)
Bill Miller
Joe Schaffer
Jim Veney
Gretchen Paustian
Barbara Brown
Michael Gunn
Deb Dillon
Ray Lee

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

Absent/Excused: Jim Reid (alt), Saul Fein, Sandra Bennett, Ellie Laumark

I. **Call to Order – 9:02 am:** Michael Gunn presiding,

II. **Approval of Minutes**

Action Taken:

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

III. **Executive Report**

A. Nominations for Secretary were re-opened.

Jim Veney was nominated for the position of Secretary.

Action Taken:

Jim Veney was elected secretary.

B. Web Live test plans – Tests suggest web live doesn't work well for use in both classrooms and homes. Web live may be a viable alternative when everyone is on web live and no one in classrooms. Web live will continue to be used for John Carters astronomy class—but he has no connection from his observatory at this time. The question of the use of web live will continue to be a

subject of consideration.

C. Street signs/Facebook – Michael Gunn reported that Yavapai has “I (heart) Olli” on its campus sign. Also there will be occasional OLLI advertisements on the Yavapai Facebook page.

D. Prescott Valley Campus – Michael Gunn asked for comments on our meeting at Yavapai, Prescott Valley and its suitability for an OLLI class venue. John Carter suggested we ask people living in Prescott Valley about the kind of courses they would want. The Curriculum committee hopes to offer some courses at Prescott Valley in the near future. Tricia suggested a four week second summer session in Prescott Valley with no classes in Prescott at that time. She also suggested the possibility of having a single day, probably Tuesday, in which classes would be held in Prescott Valley. The discussion will be kept open.

IV. **Staff Report - Patricia B**

A. Tricia reported that Fall 1 enrollment was very strong, we had over 80 new members, and our overall membership count is at an all-time high of 808.

B. Technology panic calls were down, only 5 recorded issues, and 2 of those were for truly broken equipment and not training issues.

C The Tech Assistant Training had four members attend.

D Fall 2 will be ready for online registration on 9/23.

V. **Committee Reports:**

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

B. Community Partners – Ellie Laumark

Trish has tried to get Community Partners, the Social Committee and Publicity to work together and coordinate their plans.

C Curriculum – Mary Ann Schaffer

The committee intends to continue the facilitator luncheon which will be held in March. Class no-shows were discussed but no conclusions were reached. The committee looks to strategic plan for answers to the no-show issue. 2020 goals for the committee were set including: recruiting more facilitators, classes to be held in Prescott Valley, and new evaluation form for future. Spring1 will have the same class times on Friday as on other days of the week. At was also reported that classes held at non-traditional times are full.

D. Finance – Bill Miller

OLLI activity is reflected in income statements which suggests OLLI has a certain momentum at this point. Thought should be given in the future as to whether we raise prices or lower prices, but there is no financial problem today. Somewhere

along the line we may have a space problem.

Ray Lee asked how many scholarships we give out. Tricia, said between fifteen and twenty a year.

Bill Made a plea for IRA distribution being sent to OLLI.

E. Policy and Procedures – no report

F. Technology – John Carter

There is continuing interest in web live. There is a long list of spring 1 classes being put together, including: I phone intro, I pad class, other apple classes, computer security, other things.

G Publicity – no report

H Long Range – Barbara Mace

The LRC will retrieve and/or solicit relevant data, provide analysis regarding trends or contingencies, and report the findings to the Governing Council and other appropriate entities.

Marketing is a totally different skill set, that of developing a directed, succinct message to potential, new, or longstanding members. We, LRC, suggest that the P.R. Committee consider marketing as one of their committee's responsibilities in mounting an all-encompassing Public Relations message.

A flow chart of the two year proposed Strategic Planning calendar was distributed including a time frame and persons responsible. See Attached.

I Social – Ray Lee

There were nothing but compliments on picnic. Next is the pie fest to be renamed the Pie and popcorn fest. October 31, Thursday. The committee will meet in October to decide on events for the coming year. Date for holiday gathering is December 7.

J. Special Programs – no report, Chair needed,

VI. Unfinished Business

No unfinished business

VII. New Business

Tricia mentioned that there are now several service dogs accompanying members in classes. It was suggested that Tricia notify facilitators to expect a service dog when that member has signed up for classes.

VIII. Any further business for the good of the order

There was none.

IX. Announcements

X. Adjournment – meeting adjourned at 10:50 am.

2 Year Strategic Planning Flow

Review Strategic Plan Calendar

- For Time Frame
- What; How; Who's Responsible

