

OLLI at Yavapai College, Prescott
Governing Council ("GC")
Meeting Minutes – March 21, 2019
9 – 11 a.m. – Building 31, Room 101

Council Members Present (Quorum present at meeting):

Michael Gunn (Chair)
Dave Rothgery (Vice Chair)
Patricia Berlowe (OLLI Administrator)
Sandra Bennett
Bill Miller
Barbara Brown
Saul Fein
Jim Reid

Other Attendees: Jim Veney, Ellie Laumark

Absent/Excused: Penny Devlin (Secretary), Bill McFarland, Ray Lee, John Carter

I. Call to Order – 9 am: Michael G presiding

II. Approval of Minutes

Action Taken:

The minutes of the February 28, 2019 GC meeting were approved by acclamation

III. Executive Report –

Michael reported that the Curriculum Committee has successfully recruited and is offering at least two non-traditional offerings per session, and enrollment has been strong. Although we will not hit our target for new facilitators this year, our numbers are increasing, with 9 new facilitators in Spring 2, and 6 new facilitators scheduled for this summer. We are 2/3 of the way to our goal of 15 Tech Assistants. Our final goal, celebrating our 25th anniversary, will be reported on under committee reports.

Michael raised the issue of the management of the strategic planning process – from planning the meetings, to monitoring the progress. It was recommended that we consider requesting the Long Range Committee to manage the process. We will re-visit this idea at the next meeting.

The Executive Committee is requesting the each liaison touch base with their respective Chair, and confirm whether or not they intend to continue/run again as chair.

IV. Staff Report - Patricia B

Tricia reported that Spring 2 enrollment is still in process. There were two drawings, one for T'ai Chi, and one for the Nazi Germany history class. We were able to avoid a drawing for Moderate Hiking by splitting the class in two, and recruiting new facilitators (including Michael Gunn.)

Summer submissions are complete, and will be going to print shortly.

Tech Assistants have been identified for specific new facilitators, or on-going facilitators in new, more challenging rooms.

V. Committee Reports:

- 25 Year Anniversary Task Force – Patricia B
 - Curriculum Committee luncheon is March 22.
 - Marketing for the Taste of OLLI (May 15) and Silver Celebration Gala (May 23) is on-going.
- Nominating – Saul F
 - 8 Nominees have been identified for the May 2019 Governing Council ballot, Deb Dillon, Jim Veney, Jim Reid, Bill Miller, Gretchen Paustain, Ellie Laumark, Joe Schaffer, and John Carter. Michael reviewed the 2019 GC ballot schedule.

Motion:

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| <ul style="list-style-type: none">• Motion by Sandra B to accept the slate of candidates for the Governing Council. |
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Motion was seconded by Dave R and approved.

- Community Partners – No Report
 - Chair is needed for Community Partners. Ellie expressed potential interest in chairing.
- Curriculum –Michael provided update
 - CC approved their own policies and procedures
 - Mary Ann Schaffer will be the next Chair
 - Becky Gunn will be the next Vice-Chair
- Finance – No Report
- Policy and Procedures – Sandra Bennett
 - Sandra reviewed the recommended changes to the P&Ps

Motion:

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| <p>Motion by Sandra to approve the changes to the Policies and Procedures (see attachment A).</p> |
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Motion was seconded by Saul F and approved.

- Technology – John C
 - The committee has added new members, are recruiting new tech-related facilitators.
 - The classroom technology handbooks have been updated.
 - The committee is sponsoring an evening Astronomy workshop, using Zoom.
- Membership/Publicity –
 - There was discussion about the history of local organizations like Score having a weekly column in the Courier, and the possibility of OLLI having a similar presence in the Courier. Tricia explained that we had monthly columns in the Courier in the past, and it was very difficult to manage – organizing the material, and getting it accepted by the Courier proved difficult.
- Long Range – No Report, the survey of non-renewing members is up-coming.
- Social – Barbara B
 - Embry Riddle’s annual SCI-Tech Festival is scheduled for March 23rd.
 - April 11 and 12 the committee is sponsoring an event to read to pre-schoolers at the Family Enrichment Center.
 - June – there will be a visit to Pralines of Prescott
 - July – event at Whiskers Barkery
 - August 28 – annual picnic at Goldwater Lake
- Special Programs –
 - The first Facilitator Salon was hosted over Spring break, 8 facilitators attended.

VI. Unfinished Business

- None

VII. New Business –

- GC members need to consider nominations for Volunteer Extraordinaire, which will be awarded at the picnic in August.

VIII. Any further business for the good of the order - None

IX. Announcements

- Next GC Meeting is April 18, 2019

X. Adjournment – meeting adjourned at 11 am

Attachment A

Item 1 – Policies and Procedures Proposed Changes

Changes to Committee Descriptions in P&P

Publicity

The ~~Membership~~ **Publicity** Committee promotes OLLI in the community, prepares public announcements for local radio stations and newspapers, makes community leaders aware of OLLI as a valuable community learning resource, creates presentations to complement OLLI public relations speakers, and contacts media who may want to produce a feature on OLLI.

Social

The Social Committee plans and organizes all social functions of OLLI and the Annual Meeting. It chooses the facilities, makes reservations, selects menus, and establishes the program, which may include entertainment and/or speakers. **This committee also conducts New Member Orientation, Membership Surveys, and other membership supportive and enhancing activities.**

Changes to Committee Charters in Appendices to P&P

Publicity ~~Membership~~ Committee

Charter

The ~~Membership~~ **Publicity** Committee **promotes OLLI in the community.**

Responsibilities

- _Prepare public announcements for local radio stations and local newspapers.
- _Make community leaders aware of OLLI as a valuable community learning resource.
- _Create presentations to complement an OLLI public relations speaker.
- _Contact media who may want to produce a feature on OLLI.

Social Committee

Charter

The Social Committee plans and organizes all social functions of OLLI and the Annual Meeting **and conducts membership activities.**

Responsibilities

- . **Conduct New Member Orientation.**
- . **Conduct Membership surveys.**
- _Choose facilities in which social events will occur.
- _Make reservations at facilities which have been selected for social events, including contracts (if

applicable) and deposits.

- _Select menu for social events which include include a meal.
- _Select and/or arrange for refreshments for social events at which refreshments are desired.
- _In conjunction with the Governing Council, establish the program for social events.
- _Provide entertainment for social events which require it.

March 2019