

Olli at Yavapai College, Prescott
Governing Council ("GC")
Meeting Minutes – April 18, 2019
9 – 11:00 a.m. – Building 31, Room 119

Council Members Present (Quorum present at meeting):

Michael Gunn (Chair)
Dave Rothgery (Vice Chair)
Penny Devlin (Secretary)
Patricia Berlowe (OLLI Administrator)
Bill Miller
Barbara Brown
Saul Fein
John Carter
Bill McFarland,
Sandra Bennett
Ray Lee

Other Attendees: Ellie Laumark, Becky Gunn

Absent/Excused: Jim Reid

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

II. Approval of Minutes

Action Taken:

The minutes of the March 21, 2019 GC meeting were approved by acclamation

III. Executive Report

- Long Range Committee, led by Barbara Mace, will review request to add Strategic Planning Process to Long Range Committee responsibilities. Barbara will report back to Michael G.
- Long Range Committee will be asked to conduct research and provide population demographics for Greater Prescott Area.

- Strategic Plan Update - Dave reviewed the Strategic Plan as approved on November 15, 2018. The Strategic Plan is attached as Item 1 to Attachment A. Significant results achieved in all areas. Curriculum committee has added new topics, offered weekend and evening classes and is continuing to assess potential for classes at Prescott Valley campus. 26 new facilitators and 14 technical assistants have been added to date. 11% increase in Non-members added to mailing list Following today's GC meeting, Tricia will provide an update on metric that correlates how many new mailing list additions become OLLI members.
- Tricia presented Prescott OLLI's programs for training and supporting facilitators at Osher's National Resource Center's monthly meeting. Her presentation was well received and demonstrated our leadership in this area. GC members are encouraged to log into the NRC. Tricia will resend NRC access information to GC members.

IV. Staff Report - Patricia B

- YC web site is being updated, including the OLLI pages. Web designer and consultants will be driving the web redesign. Tricia will ensure OLLI needs are considered / supported in new design.
- Spring II enrollment is basically flat compared to last year.

V. Committee Reports:

- Finance – Bill Miller
 - Tricia presented preliminary forecast of FY19 income and expense. Report is attached as Item 2 to Attachment A.
 - Bill reviewed financial performance of investments with Vanguard. Investment growth is excellent as compared to college foundations of similar size.
- 25 Year Anniversary Task Force – Patricia B
 - Taste of OLLI, May 15th: - Topics and facilitators have been identified. OLLI members are encouraged to bring neighbors and friends to attend this event.
 - 25th Anniversary brochures have been mailed. Additional brochures are available.
 - Media coverage for Silver Anniversary events is scheduled.
- Nominating
 - Meet and Greet the GC Candidates is scheduled for May 3rd at noon in the cafeteria. All GC members are encouraged to attend.
- Community Partners

- Potential candidate for Chair of Community Partners Committee has been identified.
- Curriculum – Beck G
 - March 22nd Facilitator Appreciation Luncheon (part of 25th Anniversary Celebration) was well attended and enjoyed by the facilitators.
 - Committee goals for 2018-2019 included 24 action items. 20 action items have been completed and 4 are a works in progress. 2018-2019 Curriculum Committee Action Items are attached as Item 3 to Attachment A.
 - GC asks Curriculum Committee to consider reinstating Facilitator Debriefing Sessions.
- Policy and Procedures – No Report
- Technology – John C
 - PCS club donated refurbished lap top for use in presentations at Las Fuentes. Used PC donations are always welcome.
- Membership/Publicity
 - Postcards and Tri-fold marketing materials are available
- Volunteers needed for OLLI presence at YC Performing Arts events.
 - Tricia to invite Publicity Committee Chair to attend May GC meeting and provide an update on committee activities.
- Long Range – No Report
- Social – Barbara B
 - April 11th and 12th, Read to Preschoolers event was very successful
 - Upcoming monthly social events include: Pralines of Prescott in June, Dog Training at Whisker’s Barkery in July and OLLI Picnic on August 28th.
- Special Programs – No Report

VI. Unfinished Business

- Meeting with YC President was cancelled due to scheduling conflict. Tricia will work to reschedule meeting.

VII. New Business

- GC members to identify “Volunteer Extraordinaire” nominations, to be presented at August picnic

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

IX. Announcements

- Next GC Meeting is May 16, 2019

X. Adjournment – meeting adjourned at 11:00 am

Attachment A

Item 1 – Strategic Plan (Approved November 15, 2018)

1. Beginning in Spring 1, 2019, the curriculum committee will expand opportunities for facilitators to offer evenings, weekends, additional locations, and alternative topics and delivery methods, tracking facilitator interest, classes offered, enrollment and attendance trends and offering at least two non-traditional choices each session.
2. Recruit 30 new facilitators during fiscal year 2018/19 through expanded outreach and support, including establishing a Technical Assistance Program and deploying at least 15 Technical Assistants.
3. Establish a Task Force to plan and implement activities to celebrate Prescott OLLI's 25th anniversary with a focus on increasing public awareness with at least 1 public event that attracts 40% non-members and an increase of 15% of our mailing list.

Item 2 – Prescott OLLI Financial Report - Third Quarter, Fiscal Year 2018-2019

Income	Budget 18/19	July-Dec 17	July 18 - March 19	% budget	year end estimate
Membership & Class Fees	\$105,000	\$83,310	\$76,686	73%	\$102,568
Endowment Income	\$55,714	\$41,892	\$43,538	78%	\$55,714
Field Trip Fees	\$21,000	\$20,414	\$7,786	37%	\$8,000
Social Fees	\$1,000	\$1,040	\$1,824	182%	\$1,824
Book fees	\$1,000	\$1,090	\$1,045	105%	\$1,045
Scholarship transfer from Foundation	\$2,500	\$0		0%	\$2,000
Income Total	\$186,214	\$147,746	\$130,879	70%	\$171,151
Expenses					

Administrative	\$140,338	\$97,211	\$100,900	72%	\$138,687
Annual Database Fee	\$4,400	\$4,285	\$4,256	97%	\$4,256
Finance Committee	\$0	\$0	\$0		\$0
General Supplies	\$900	\$761	\$345	38%	\$600
Gov Council	\$350	\$211	\$19	5%	\$250
Administration Subtotal	\$145,988	\$102,469	\$105,521	72%	\$143,793
Field Trips	\$18,000	\$15,693	\$4,822	27%	\$7,345
Social	\$3,500	\$2,440	\$2,591	74%	\$2,600
Curriculum	\$5,000	\$2,999	\$2,864	57%	\$4,424
Credit Card Fees & Taxes	\$3,000	\$2,181	\$2,094	70%	\$2,600
Technology Support	\$500	\$0	\$75	15%	\$75
Membership	\$200	\$0	\$0	0%	\$0
Production Subtotal	\$30,200	\$23,313	\$12,447	41%	\$17,044
Printing	\$8,500	\$6,825	\$5,046	59%	\$8,715
Publicity	\$5,000	\$1,349	\$3,093	62%	\$4,208
Promotion Subtotal	\$13,500	\$8,174	\$8,139	60%	\$19,223
Silver Celebration					\$6,300
Expenses Total	\$189,688	\$93,376	\$126,107	66%	\$180,060
Net Income - Expenses	-\$3,474	-\$8,971	\$4,773		-\$8,909

Item 3 – 2018-2019 Curriculum Committee Action Items

Action Item #	Review Date	Description	Assigned	Status	Date Closed
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General					
1	Oct	Review Curriculum Committee Charter; Make needed changes	Whole committee	Done	Oct.
2	Oct	Set yearly Curriculum Committee goals (after OLLI Strategic Planning Meeting)	Whole committee	Done	Oct.
3	Fall	Verify that data on classes and facilitators is protected. Who has access? Where do we store: * Raw evaluation data entered by staff, * Evaluation database for each class/facilitator, * Watch list	Tricia, Deb	Done	Aug.
4	Fall	Develop "Policies & Procedures" for Curriculum Committee	Mary Ann, Becky	Done	March
5	Fall	Develop a Curriculum Committee Budget Plan <ul style="list-style-type: none"> Do we need more funds to pay some speakers? Review the CC budget every 6 months 	Bill, Ed	Done	Oct.
6	Jan - Spring	Assist with OLLI Prescott's 25 th Anniversary Celebration – Hold facilitator gathering	Whole committee	Done	March
7	Apr	Elect Curriculum Committee Chair & Co-Chair; Check Area Coordinator positions for 2019-2020	Whole committee	Done	April
Classes					
8	All year	Develop new types of courses including activity classes (i.e. cooking, woodworking)	Area coordinators	Ongoing	
9	All year	Continue to develop more "intersecting" classes; Indicate these in course descriptions	Area coordinators		
10	Spring	Try evening/weekend classes	Whole committee	Ongoing	
11	All year	Review Munch & Learn schedule before catalog is printed	Rudy/Whole committee	Done	Ongoing
Facilitator Recruitment, Retention, Recognition					
12	Aug	Develop additional ideas on facilitator recruitment, retention and recognition	Deb, Tricia, Elaine	Done	Sept.
13	Aug	Finalize and publicize Standards and Guidelines for Evaluating Proposals/Facilitators	Whole committee	Done	Sept.
14	Fall	Develop a policy for use of outside facilitators and collaborative organizations	John M, Rudy	Done	Oct.

15	1 month before each proposal deadline	In Tricia's weekly notes, publish ideas for up to 10 classes; Ask for potential facilitators and emphasize support available Send e-mail to facilitators with list of suggested classes; include a link to OLLI library materials	Tricia, Area coordinators		
16	Summer (Publish Honor Board list each session)	Recognize new Master Facilitators, Emeritus Facilitators and Honor Board Facilitators	Tricia, Whole committee		
Facilitator Training & Improvement					
17	All year	Before course approval (possible ideas): * Coordinators pre-screen new facilitators * Should all new facilitators present to the entire committee? * How to prep potential facilitators for meeting with CC: * Send them info on OLLI * Describe the presentation and size of group * "So You Want to be a Facilitator" * Have them take/attend an OLLI class	Tricia, Deb, Area coordinators		
18	Each session	Hold facilitator social time before packet pick-up	Deb	Done	Ongoing
19	As time permits	Develop facilitator handbook; Chris Maxwell has ideas	Deb	Done	Dec.
20	Fall	Develop a policy for responding to facilitators who are added to the watch list.	Facilitator committee	Done	Sept.
21	Fall	Review need and/or process for facilitator self-evaluations	Whole committee	Done	Sept.
Facilitator Bios					
22	As time permits	Add photos of facilitators in their bios			
23	Fall	Remind all facilitators to update bios	Tricia	Done	Ongoing
With Governing Council					

24	Fall	Develop policy for dealing with persistent no-shows			
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