

OLLI at Yavapai College, Prescott
Governing Council ("GC")
Meeting Minutes – May 16, 2019
9 – 11:00 a.m. – Building 31, Room 119

Council Members Present (Quorum present at meeting):

Michael Gunn (Chair)
Bill Miller
Barbara Brown
Saul Fein
John Carter
Bill McFarland,
Sandra Bennett
Dave Rothgery

Other Attendees: Deb Dillon (CC Chair), Jim Veney (GC Candidate), Barbara Mace (LRC Chair), Patricia Berlowe (OLLI Administrator)

Absent/Excused: Jim Reid, Penny Devlin, Ray Lee

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

II. **Approval of Minutes**

Action Taken:

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

III. **Executive Report**

- The Taste of OLLI had 101 enrollees, 95 attendees. We collected 30 new addresses for our making list, the event was very successful with great energy.

IV. **Staff Report - Patricia B**

- Data shows that reviewing our mailing list requests (720 over 5 years) – 33% of those requesting to get on our mailing list join OLLI, and 74% of those that join do so within 6 months of requesting to be added to the mailing list.
- Website update is still pending.
- Summer enrollment is very active – several drawings are likely, which is unusual for our summer session.
- Fall 1 proposals are due June 6, we are looking for more classes for Fall 1.
- Michael reported on the Osher National Resource Center's webinar on hearing – nothing actionable was learned. The webinars are available on lots of different topics – see Tricia for the website, user name and password.
- The Silver Celebration event has about 150 rsvps, and all the plans are in place.

V. Committee Reports:

- Nominating – Bill McFarland
 - Ballots are coming in, count scheduled for May 29. The meet and greet with the candidates was very successful – we had about 64 attendees.
- Community Partners
 - Tricia reported that there are two possible new projects for this committee, a community based MLK Day committee looking for additional partners, and Yavapai College’s summer LEAD program, for first generation students, is looking to partner with OLLI to provide mentors to the students this summer.
- Curriculum – Deb Dillon
 - Mary Ann Schaffer will take over as the new Chair in July, Becky Gunn will serve as the Vice-Chair. The committee is looking for a new Coordinator in the area of literature.
- Finance – Bill Miller
 - Bill and Tricia present the proposed budget for fiscal year 2019-2020. (Attachment A). Discussion included fees, field trips and trends. There was also discussion about the timing of approval of the budget, and the lack of involvement with the incoming Council. It was stressed that the budget is just a guideline, and can be amended based on the Strategic Plan as needed.

Action Taken:

Sandra moved the approval of the budget as presented. Dave seconded the motion.

Motion was approved unanimously.

- Policy and Procedures – No Report
- Technology – John C
 - The zoom test went well, in anticipation of the zoom based class coming up in June. John reviewed the list of future classes planned by the Technology Committee.
- Publicity
 - Tricia reported that the committee plans to focus on member to member recruitment next year, and is exploring targeted mailing. We may need to think about a “marketing’ strategy, defining our message more clearly.

- Long Range – Barbara Mace
 - Discussed the request from the GC for the Long Range Committee to manage the strategic planning process. The committee will be looking at the agenda, a moderator, and the data needed for the process.
 - Another survey of non-renewing members was conducted this spring. Overall, the response rates continue to be too low to have concrete conclusions, however trends include: classes, learning and social interactions are all highlights of their experience with OLLI; health issues and busy schedules lead to not re-joining; the only recommendations for improvement were around “more and a larger variety” of classes; over all the quality rating is a 4.3 out of a 5 point scale.
 - Based on the survey results over the last two years, the LRC recommends that we encourage the use of Closed Captioning as much as possible, continue efforts to manage “over-talkers,” consider shorter class sessions (1 to 4 weeks), and continue to encourage discussion.
 - Chris Maxwell shared data on attendance issues with the Friday alternate schedule of 10-noon and 1-3pm. There was an extensive discussion, and although the concerns were acknowledged, the Governing Council supported the Curriculum Committee’s decision to continue the alternate Friday schedule at least through the fall.

- Social – Barbara Brown
 - Upcoming monthly social events include: Pralines of Prescott June 12, Dog Training at Whisker’s Barkery in July, OLLI Picnic on August 28th, Pie Fest in October and the Holiday Party on December 7th

- Special Programs –
 - John Carter indicated he is interested in sponsoring a quarterly Astronomy Special Interest Group.

VI. Unfinished Business

- Saul brought up the issue of considering outreach to, and offering classes to, local facilities (such as assisted living facilities).

VII. New Business

- “Volunteer Extraordinaire” nominations: Bill suggested that we need to create concrete criteria for this award. Kelly Boryca and Jeanne Velling were both nominated.

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

IX. Announcements

- No GC meeting in June

X. Adjournment – meeting adjourned at 11:00 am

**Attachment A
Proposed Budget 2019-2020**

Income	Budget 18/19	Year End estimate 18/19	Budget 19/20	% increase
Membership & Class Fees	\$105,000	\$102,568	\$105,000	0%
Endowment Income	\$55,714	\$55,714	\$56,983	2%
Field Trip Fees	\$21,000	\$8,000	\$5,000	-76%
Social Fees	\$1,000	\$1,824	\$1,400	40%
Book fees	\$1,000	\$1,045	\$1,000	0%
Scholarship transfer from Foundation	\$2,500	\$2,000	\$2,000	-20%
Income Total	\$186,214	\$171,151	\$171,383	-8%
Expenses				
Administrative	\$140,338	\$138,687	\$144,548	3%
Annual Database Fee	\$4,400	\$4,256	\$4,400	0%
General Supplies	\$900	\$600	\$600	-33%
Gov Council	\$350	\$250	\$250	-29%
Administration Subtotal	\$145,988	\$143,793	\$149,798	3%
Field Trips	\$18,000	\$7,345	\$5,000	-72%
Social	\$3,500	\$2,600	\$3,250	-7%
Curriculum	\$5,000	\$4,424	\$4,700	-6%
Credit Card Fees & Taxes	\$3,000	\$2,600	\$2,600	-13%
Technology Support	\$500	\$75	\$1,000	100%
Membership	\$200	\$0	\$0	-100%
Production Subtotal	\$30,200	\$17,044	\$16,550	-45%
Printing	\$8,500	\$8,715	\$9,000	6%
Publicity	\$5,000	\$4,208	\$2,500	-50%
Promotion Subtotal	\$13,500	\$12,923	\$11,500	-15%
silver celebration		\$6,300		
Expenses Total	\$189,688	\$180,060	\$177,848	-7%
Net Income - Expenses	-\$3,474	-\$8,909	-\$6,465	86%

Reserve Balance as of 7/1/18	\$25,280	*will be reduced by approx \$9,000 this year
Prescott OLLI Endowment as of 4/30/19	\$11,301	*can only withdraw interest/gains
Prescott OLLI Scholarship Fund as of 4/30/19	\$2,442	*will be reduced by \$2,000 this year
OLLI Prescott Fund as of 4/30/19	\$52,878	*can withdraw anytime we need it
Osher Endowment as of 4/30/19	\$2,173,571	* will be taking ~\$110,000 out for 19/20