

Olli at Yavapai College, Prescott
Governing Council ("GC")
Meeting Minutes – January 17, 2019
9 – 10:45 a.m. – Building 31, Room 119

Council Members Present (Quorum present at meeting):

Michael Gunn (Chair)
Patricia Berlowe (OLLI Administrator)
Bill McFarland
Penny Devlin (Secretary)
Bill Miller
Ray Lee
Barbara Brown
Sandra Bennett

Other Attendees: John Carter, Mary Ann Schaffer

Absent/Excused: Dave Rothgery, Saul Fein, Jim Reid

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

II. Approval of Minutes

Action Taken:

The minutes of the November 15, 2018 GC meeting were approved as amended

III. Executive Report

- Strategic Plan – Update – Patricia B
 - Tricia provided an update on actions taken regarding strategic plan and goals. Actions are on track to acheive goals except for recruiting 30 new facilitators. Written report is attached as Item 1 to Attachment A.

IV. Staff Report - Patricia B

- Tricia provided preliminary financial report as of Spring 1 2019 current enrollment. Written report is attached as Item 2 to Attachment A.

V. Committee Reports:

- 25 Year Anniversary Task Force – Patricia B
 - Tricia proposed dates for 2 key anniversary events; Taste of OLLI on May 15th and Anniversary Jubilee on May 23rd. GC members had no concerns with dates. Tricia will confirm dates and venues. Discussion regarding feasibility of a cash bar during Anniversary Jubilee at YC Performing Arts Center. Tricia will obtain pricing information regarding cash bar and review at next GC meeting. Written report on 25th Anniversary are included in Item 1 to Attachment A.
- Nominating – Bill McFarland
 - 6 Nominees have been identified for the May 2019 Governing Council ballot. 2 additional nominees are needed. Nominee names should be submitted to Saul and Tricia (as Bill McFarland will be away for next 2 months).
- Community Partners – Michael G
 - Chair is needed for Community Partners. Primary duty is oversight for existing partnerships with PV Library, MAC Users Group and League of Women Voters. Carol Hammond will continue as committee member.
- Curriculum – Mary Ann S
 - Facilitator packages will be available for pick-up beginning Jan 25th
 - Curriculum Committee is planning a facilitator appreciation event as part of the 25th Anniversary celebration.
 - 3 new facilitators were approved in December and 5 were approved in January.
- Finance – Bill Miller
 - Vanguard meeting held on January 17th. Fund performance for Oct-Dec 2018 was down 9.3%. Vanguard describes current market as “volatile”. OLLI endowment funding will continue investment allocation of 70% equity and 30% fixed.
 - Bill shared a fundraising mailer from OLLI at NW University that could be adapted for Prescott OLLI fundraising purposes.

- Policy and Procedures – No Report
- Technology – John C
 - Workshop for Technical Assistants. Actively looking for 3 additional Tech Assistants.
 - YC has identified a IT resources (Zach) to act as a OLLI focal point for OLLI classroom technology.
- Membership/Publicity – Michael G
 - Chair is needed for Membership Committee. Responsibilities include: satisfaction and retention of existing OLLI members, membership growth and new member orientation.
 - Need to identify leader for New Member Orientation, replacing Barbara Lake. Michael G and Patty W will conduct new member orientation on Wed January 23rd.
- Long Range – No Report
- Social – Ray L/Barbara B
 - Wine tasting event at Trader Joes and lunch at Augies scheduled in January.
- Special Programs – Patricia B
 - Current enrollment for field trips to Wicked and Rent are less than required to break even on trip. Looking for new field trip opportunities.

VI. Unfinished Business – None

VII. New Business

- Highland Center has requested a donation of 2 OLLI memberships for May fund raising event. Discussed pros and cons regarding OLLI membership donation requests by local charities.

Motion:

- **Motion by Ray L to approve granting charitable donations of up to 3 deluxe memberships per year.**

Motion was seconded by Sandra B and approved.

- Lisa Rhine has been named as YC President. Penny D will contact Cindy (YC President assistant) to schedule a welcome lunch with Lisa R, Michael G, Mary Ann S, Sandra B, Barbara B and Penny D.
- Mel Shutz, who has facilitated 86 classes over the past 13 years, spoke to the GC. He requested GC assistance to encourage students to consistently attend scheduled classes and to provide meaningful class evaluations. He feels that when students do not consistently attend classes, it shows a lack of appreciation/consideration for the facilitator's contribution.
 - Mel is invited to attend next Curriculum Committee meeting on Feb 7th at 8:30 to further discuss improving student attendance. Facilitators may send emails to class attendees encouraging students to complete on-line evaluations. Facilitators can contact OLLI staff obtain class specific email list.

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

IX. Announcements

- Next GC Meeting is February 21, 2019

X. Adjournment – meeting adjourned at 11:00 am

Attachment A

Item 1 – Strategic Plan – Update January 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.

Spring 1 2019 we offered a Saturday morning class, which is over-filled with a waiting list (balance class.) We also offered an art class on Tuesday evening, which only have one seat left (with 2 weeks left of registration.

Spring 2 2019 we are offering an evening class, T'ai Chi, and we are offering a language class, Conversational Russian.

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.

New Facilitators 2018/2019:

Fall 1 = 5

Fall 2 = 1

Spring 1 = 4

Spring 2 = 7

Summer is yet to be determined, the year to date total is 17, it is unlikely with we will meet our goal of 30 this fiscal year. Of note: the curriculum committee has turned down 4 potential facilitators in the last 6 months as the quality of offerings continue to be a higher priority than strictly the number of new facilitators.

The Technical Assistants program will have its first training for Technology Committee members on January 25, and the first training offered to all members on March 1. Including all the members of the Technology Committee (10) and those additional members enrolled on March 1 (4), we have 14 potential Technical Assistants.

3. Establish a Task Force to plan and implement activities to celebrate Prescott OLLI's 25 th 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.

We have scheduled the "Taste of OLLI" for Wednesday, May 15. This will consist of a talk by Dennis Garvey, and sample OLLI classes, intending to attract both OLLI members and potential members. We will be using the Community Room in the library, and potentially other

rooms on campus. There will be a small budget necessary for refreshments, otherwise this event will rely on volunteers to produce.

We have scheduled the 25 th Anniversary Jubilee for Thursday, May 23. We are seeking a musical performance, will have a presentation and some acknowledgements, and then a celebration with light snacks in the lobby and weather permitting the patio of the Performing Arts Center. The Governing Council needs to decide whether or not they want to have a cash bar. There will be a budget request for the musical performers, food, and fees associated with using the Performing Arts Center. This event will be focused on current and former OLLI members.

Item 2 – Prescott OLLI Financial Goals 2018/2019- report as of January 17, 2019

	Approximate Totals		Enrollment	\$165	\$65	\$10	New Members
Fall 1 2017	\$27,920		1,755	147	50	29	56
Fall 2 2017	\$15,740		1,465	66	33	28	48
Spring 1 2018	\$33,170		1,614	170	57	21	64
Spring 2 2018	\$19,380		1,536	81	47	28	48
Summer 2018	\$11,100		1,133	44	35	20	39
Total	\$107,310		7,503	508	222	126	255
	2018/19 Goals	Actual	Enrollment	\$165	\$65	\$10	
Fall 1 2018	\$27,920	\$25,540	1,686	124	61	25	55
Fall 2 2018	\$15,740	\$17,195	1,619	73	40	10	26
Spring 1 2019	\$33,170	\$26,105	1348	143	43	13	39
Spring 2 2019	\$19,380						
Summer 2019	\$11,100						
Total	\$107,310						

We need 237 memberships purchased in Spring 1 2019 to maintain our membership count.

To date we have 199 memberships purchased in Spring 2 2019.