Minutes OLLI Steering Committee Meeting

January 8, 2015, 1:30 at VCCF

Members Present: Andy Armstrong, Gary Collins, Carole Evans, Geri Gretan, Arlene Miro, Su Part, Elaine Sweet, Diana Troik, Randy Richardson, Program Director Nick Fuentes

Other OLLI Members present: John Behjan, Diana Brookes, Judy Gaviati (representing the MOC during the second half of the meeting)

Other OLLI Member Comments: John Behjan requested that the Steering Committee (SC) agenda for prospective SC meetings be placed on the website for general member information. Gary agreed to try to accomplish this for future meetings.

Steering Committee Minutes:
The minutes of the SC meeting on November 10, 2014 were approved without corrections or additions.

Other Committee Minutes
There were no questions concerning the following committee meeting minutes:
Marketing and Outreach dated November 3 and December 4, 2014
Curriculum Committee dated November 17 and December 8, 2014

Review OLLI Calendar
The dates for up-coming trips should be added to the calendar. The date for individual trips should be provided by Ann and Joan to Mille with an information copy to Randi.

OLLI will conduct classes on Presidents’ Day, February 16, 2015.

The adjective, “Annual” will be deleted from the title of the OLLI calendar.

The dates of subcommittee meetings will not be included in the OLLI calendar.

The MOC will have representatives at the Goebel Center in Thousand Oaks for the Wellness Fest on January 21 to advertise OLLI.

Future Committee Meetings.
Steering Committee: February 16, 2015, 2:00 pm, at VCCF
Curriculum Committee: January 12 and February 9, 2015 at 3:30 pm, at VCCF,
Marketing and Outreach Committee: February 2, 2015, 3:30 pm, at VCCF,
Finance Committee: To be determined
Report of OLLI Director Nick Fuentes

Currently, active members of OLLI are notified by e-mail about one and a half weeks before brochures are mailed to the general public. This gives active members the opportunity to sign up for the classes that they desire, but may result in prospective new students finding that the class(es) they desire are full when they attempt to enroll very early in the public enrollment period. This problem will be a subject of discussion in the up-coming CC meeting.

Nick reviewed the enrollment as of January 8 for the various Winter classes. Two classes have been cancelled due to low enrollment and one for medical reasons. However, “Once Upon a Time…How Fables and Fairy Tales Enrich our Lives” will be taught even though enrollment is low.

For OLLI e-mail notifications, the address database that is being used includes those students who have participated in OLLI during the preceding two years. Nick estimates that this database includes about 1,000 people.

Potential liability for OLLI in cases of personal injury to participants in OLLI activities was discussed. Nick believes that, as long as the proper release form has been signed by the participant who may have been injured, OLLI should be protected from liability.

Motions:

The following **Motion** was made, seconded, and approved:
When an SC member of a Standing Committee (MOC, CC, and Finance) is not able to attend a meeting, they can send a substitute in their place by sending an email to SC members that a proxy will take their place for the specific meeting.

The following **Motion** was made, seconded, and approved:
The Steering Committee will hire The Oertel Group to lead the OLLI strategic planning process with a budget allocation of $7,700 plus incidental retreat expenses. (Note: Judy Gaviati, representing the MOC, voted, “No,” without further research on Oertel Group’s demonstrated performance.)

A **Motion** to rescind the $25 fee for people who are not enrolled in OLLI but wish to participate in OLLI-organized field trips and day trips was rejected.

The following **Motion** was made, seconded, and approved:
OLLI will cancel the commitment to provide speakers for the Camarillo Library series after the March 8, 2015 lecture. Further, OLLI will not participate in any future library lectures in any city.

Standing Committee Report

Curriculum Committee-
There is a continuing problem with incorrect e-mail addresses for students. Gary will appoint a person to figure out the best approach to decrease this problem.

The preliminary schedule for Spring 2015 Classes was presented. There will be one new instructor, Claudio Paiva, and two returning instructors, Steve Norris and Frank Barajas.

Finance-

Nothing new to report.

Marketing and Outreach-

The OLLI Fest will take place at the Los Posas Country Club on January 31, 2015 from 2 to 5 p.m. A $10 per person donation was suggested.

Nick requested that ads to be run in local papers be coordinated with him so that he can respond to CSUCI management about any questions

**Additional Actions:**

A recommendation to allow OLLI instructors to attend OLLI classes for no fee was rejected for lack of a second.

A recommendation to ensure that people attending OLLI classes have, in fact, signed up for the particular class was noted. This is currently being done, but some people have succeeded in attending classes without registering.

John Bejhan will chair the nominating committee to identify candidates to replace Geri and Carol when their respective terms as members of the SC are complete.

Diana will chair a bylaws committee to consider any needed changes to OLLI’s current bylaws.

The meeting was adjourned at 3:40.