Minutes of the OLLI-SCUCI Steering Committee 10/13/14

The monthly meeting of the Steering Committee was called to order at 2:30 Monday, September 13, 2014, at VCFF, The Ventura County Community Foundation, 4001 Mission Oaks Blvd. in Camarillo. Present were Steering Committee members, Gary Collins, Carole Evans, Geri Gretan, Arlene Miro, Su Part, Judy Gaviati, Elaine Sweet, Diana Troik, Randy Richardson, and Program Director, Nick Fuentes. Andy Armstrong was out of town. Also present from the Curriculum committee were Bob Newman and Irene Seda. Gary provided the committee with a Meeting Packet to facilitate the meeting process.

General Agenda Items

Consent Calendar:

- The agenda for today’s meeting and the minutes of the 9/29/14 SC meeting were approved with the addition of the fact that Catalogs would be reviewed by Curriculum and Marketing and Outreach committees along with the Extended University advisory board after the present session.

Ongoing and New Business:

* Standing Committee Reports:

Marketing: How much money was spent on Newspapers Advertising for Fall Classes?

- $900.00 VC Star for one ad, $624.00 Acorn ads in three different areas, and $217.00 for one ad in The Breeze

√ OLLI Calendar: Randy and Millie have already met to initiate a procedure for amending the general calendar available on the website. At present the next two Camarillo Library events will be added.

√ Other non-OLLI Activities:

- Lectures of a political or religious nature should not be announced. A specific example would be Bill Garlington’s request to announce a talk he is giving in Ojai at the Center For Spiritual Living.

Curriculum: What are note cards?

Cards with Duran Artwork designed by Ann Lewin, Millie, Geri, and Dick Duran for any short correspondence, but mostly to thank instructors, speakers, donors, etc. Nick volunteered that the Print Shop on campus can provide the finished product with quality printing and paper.

Future Committee Meetings:

CC: 11/17/14  1:00 PM  at VCCF
MOC: 11/3/14  2:15PM at VCCF
Finance: 10/27/14  1:00 PM at Sage Hall CSUCI
SC: 11/10/14 2:30 at VCCF
• **Report of OLLI Director, Nick Fuentes**
  √ Committee Questions to the Director:
  1. Status of the Classrooms for Taste of OLLI and winter: A table was provided
  2. Number of Catalogues printed and distribution: Approximately 1000 distributed all over the county at a cost of $2000.00 +
  3. Leisure Village status is hopeful with Bob Koster and Nick working on it.
  4. “Spotty” shuttle. If problems arise, OLLI office should be notified for further attention.
  5. Nick and Judy Lec had a meeting with Godfrey Mubira from CI Finance to discuss Foundation reports including OLLI reserves. The Finance committee will be reviewing Godfrey’s remarks.

• **Motions:**
  • “Keeper of the Steering Committee Calendar”:
    Policy and Procedure
    √ It is moved and seconded that the Steering Committee establish the position of “Keeper of The Calendar” and appoint Randy Richardson as the first Keeper.
    Motion passed.
  
  • **Change in fees:**
    √ Moved and seconded to change the fee in the winter and spring catalogues to:
      Unlimited classes winter term - $200.00
      Those who have paid the annual $500.00 fee may take unlimited classes in the winter and spring terms.
      Students over 100 years old are free from fees.
      Motion passed
  
  • **Auditing classes:**
    Policy and Procedure
    √ Moved and seconded that on a one time basis, a visitor may attend a Regular OLLI class (if not full) without payment.
    Motion passed
  
  • **Strategic Planning:**
    √ The Steering Committee supports the efforts of the Strategic Planning Committee, with the understanding that time, money and effort will be required for Steering Committee to develop and implement a strategic planning process.
    After considerable discussion, the motion is seconded and passed 7:1
  
  • **Process for decision making between Steering Committee meetings.**
    Policy and Procedure
    √ It is moved and seconded that a member of the Steering Committee may ask the Chair for a vote of the Steering Committee members via email to decide an issue which comes up between Steering Committee meetings.
    √ Procedure: The Steering Committee member asking for votes must define the issue and amount of time for a response and the Chair will send to all Steering Committee members. The responses should be tallied and announced by the Steering Committee Secretary to committee members and the Director.
    Motion passed.
  
  • **Non-OLLI announcements in class:**
    Policy and Procedure
    It is moved and seconded that the Steering Committee approves allowing students to make non-OLLI event announcements before or after class. These announcements will be non-political and non-religious. The announcements cannot interfere with the normal class time period.
Standing Committee Reports/Comments:

✓ Finance - The quarterly finance report will be presented at the November meeting, pending resolving issues with the accounting reports.

✓ Curriculum Committee - As we are planning fewer “Taste of OLLI” lectures this fall (VACE 6 and T.O. 5, due to parking lot re-paving) the fees will be $70.00 for T.O. and $80.00 for VACE.

✓ Marketing and Outreach - We need to keep looking for sites for expos and other opportunities (such as Rotary) to recruit additional members.

Meeting adjourned at 4:28 PM.