The monthly meeting of the Steering Committee was called to order at 8:44 a.m. Wednesday, November 13, 2013, in the meeting alcove at Marie Callender’s in Camarillo. All voting members present except Geri Gretan and Randy Richardson.

General Agenda Items:

1. Consent Calendar: Agenda approved as written.
   - Additions and corrections to minutes of the October 8, 2013 meeting:
     ✓ Add item 6 under General Agenda items: “It was moved, seconded and passed without dissent to create a subcommittee for strategic planning. Dianna and Gary were appointed with a request that they bring back plans for a strategic planning exercise to the SC.
     ✓ Correct action under OLLI ambassadors to show that Pat moved and Carol seconded the motion to say that the ambassadors should not take an active role in taking registration forms or money from anyone. It was clarified registration and payment must remain as the sole responsibility of the office.

2. Follow-up: Gary’s membership survey achieved about a 50% return, with useful data. A second survey is planned for early in the winter term, and Gary has received suggestions for new areas to include, such as transportation issues.

3. Proposal by Pat O’Neil: Take action on John’s Behjan’s email for a policy on members who pass away. It was agreed by consensus that as information comes in from the University (which monitors the obituaries for alumni) and any other source, we will include the names in an “In Memorium” section of the next issue of the catalogue.

4. Follow up on parking and access issues:
   - University Glen parking spaces as potential lease site for OLLI off-campus instructors:
     ✓ Carol spoke with Erik Blaine and he explained he felt UG parking could not be used for reserved "OLLI faculty parking." CI profs had already been denied and OLLI should be as well. He suggested Carol speak with Ray Porras, Director of CSUCI Parking.
     ✓ Ray seconded Erik’s denial of a UG parking lease option and addressed general parking concerns for the OLLI students.
   - Bus stop change:
     ✓ The bus stop will move from the present site adjacent to the Broome library in around 6 months. The electric shuttle which would enable OLLI students with mobility issues to "ride" to the library is still being studied - which included a proposal that OLLI student funds would support its use.
     ✓ Recognizing the inevitability of this bus change, Ray noted that the CI Master Plan includes the renovation of existing buildings at/near the planned stop and discussion followed on the possibility of OLLI swapping the Broome Library classroom site for a location near the new stop.
   - Difficulty of parking at the Camarillo train station park n ride lot:
Carol asked Ray if there is a plan to deal with the lack of spaces at the lot (which now was including the Dawson site) - especially in the afternoons when students are using the bus for the OLLI 1 - 3 PM class. He was aware of the shortage and the impact that student parking in the Camarillo retails lots was having.

It was mentioned that there is a survey conducted by the VC Transportation Commission titled "Unmet Needs" with which the commission seek feedback from the county on where the bus service is not meeting the residents' needs. Ray is working with this group and encourages active OLLI input on revising the bus routes and stops so that students could ride from near their home to a park n ride thereby reducing the CI cars at these lots. He is getting back to Carol re the survey forms.

There was discussion about investigating the empty lots near the Casa Pacifica bus stop to see if we could pay for parking there on class days, and getting the bus to turn in and pick up people going to campus. (Given the train station problem, it might boost bus usage by other University folks as well.)

Standing Committee Reports, Items submitted for agenda:

Finance:

- Gary and Saul presented the quarterly financial report and updated budget, with special thanks to Ron Slifka for his part in formatting the report.
  - Despite continued efforts on the part of Nick and committee members, we are hampered by the unresponsiveness of the University finance system. Our concerns center on the estimated $75,155 carryover from FY 2012-13 (which ended June 30, 2013.)
  - The question is, where is that amount, plus the Q1 net income for FY 2013 of $42,223.70? What University account shows that balance, and how do we access it? Our only recourse seems to be persistent requests.
  - The financial report is attached to the minutes and will be made available on the website.
- A request from last month about $800 consulting fee: In past years the printing line had this catalogue layout fee included. It is now broken out as a separate expense item.
- A request to change Bylaws to require quarterly reports instead of stated bimonthly passed by unanimous consent to become effective immediately pending a confirmation vote by the MC next fall.
- A procedure is needed for use of the OLLI debit card in Nick’s custody. It was moved seconded and passed by unanimous consent to authorize standing committee chairs to request the use of the card for committee expenses up to $500, subject to review by the FC and SC.
- Saul wants to continue fundraising through a request for annual donations before the end of the year. The rationale is that there is a momentum to fundraising that is hard to re-start once you stop and declare victory, so even though we have a surplus, we should
make the appeal “to support future growth and change, and possible scholarship support.”

Program Director (Nick asked to go next since he has to leave early)

- First test of procedure for review of catalogue before publishing: A flurry of last minute changes made the requested review by the SC was impossible. Nick asked Pat to proof the final copy.
- Low attendance at Saturday Library talk on glass. Those who attended said that the subject was appropriately academic, discussing the physical process and techniques used. Perhaps it was the unusual Saturday schedule that kept people away. We will return to Sundays only.
- Review of decision to cancel classes on 2/6 to permit the professor (Bill Garlington) and most of his class to go on the Hsi-Lai/Foursquare Temple tour: This had been discussed in CC, and Bill Garlington had agreed to extend his class by one week to accommodate the tour, but it was not reflected in the catalogue, and the impact on Matt Curtis’ morning class was not considered. It was suggested that Matt be offered the opportunity to cancel that day as well, since so many of the class will be on the tour.
- For library talks and other “exposure” events it would be good to have a sign for the front of a table and a banner that can be mounted behind (with our logo!) The idea met with general approval and was referred to M/O.

Curriculum:

- Report: Library lectures and Taste of OLLI. Need to schedule January & February. The director of the VC Agriculture Museum was suggested on the basis of the excellent presentation enjoyed by the PLA expedition.
  ✓ The question of preferring that Taste and Library presentations be made by instructors offering courses in the following academic term raised the issue of paying the speakers. In the 2012-13 budget had an item for paying $200 for Library speakers, but since all waived it last year, it was not part of budget this year. It was passed by unanimous that we add it to the current budget, including Ventura for a total of $400 each month.
  ✓ We should plan now to extend the Taste program to Ventura for the after-Spring term sessions. The problem will be to find a venue that does not charge. (We can get the library Topping Room for the free lectures, but not Taste.)
- Proposal: Ad-hoc committee to seek new expansion venues for classes. We should be exploring options for expansion in the fall term, possibly to Moorpark College, with an eye towards building a constituency in the Moorpark/Simi Valley community. After discussion agreeing with the importance of this move it was agreed that Jack will approach Randy about heading up the ad-hoc committee, and Pat agreed that CC would provide a list of “Site Requirements” to help the committee’s search process, specifying what we will need in the way of space, equipment, parking access and the like.
• Proposal: Policy for overbooked classes and events. Should include checking fire codes to ensure we are not in violation by trying to be accommodating. Response: Donna will research fire code limits on all venues and limit enrollment to that number.

Marketing/Outreach:

• Questions on advertising: Did Gary’s survey give us data on the impact (if any) of the advertising we did? Also, given the January 6th start and the second half of December as kind of a wasteland for anything going on, does it make sense to pay for advertising before the winter term classes start? Should we be focused on an advertising buy before the spring term? It was agreed that these are decisions to be made by the M/O committee and brought to SC for review.

• Plans for OLLI-FEST II: January 16th is still the tentative date pending confirmation. There is a conflict with the 2:00-4:00 class in Ventura that day, but no day will be free of conflict. We also agreed to assume that we will be paying for the food and wine, unless an offer is made to sponsor the party.

• “PLA-ing Now: Peer-led Activities” and “Voices from the Bus” publicity: Pat asked that we find ways to report on the bus trips and other PLA activities as they happen, or at least in a more timely fashion, to give visibility to these fun events before they become stale news. The creative titles came from the Curriculum Committee.
  ✓ Diana suggested that Millie can probably create a new “Happenings” page on the website, and that Pat could get pictures and copy to Diana and Millie so that it can be updated on an ongoing basis.
  ✓ After the meeting, Diana talked to Geri, who said she could get some of the PLA news in the upcoming “Curiosity never Retires” Newsletter, despite having to work while recovering from surgery.

Meeting adjourned at 9:45 a.m.
Respectfully submitted,
Jack Phillips, interim Secretary

>>Next Meeting: Marie Callender’s, December 10, 9:00<<