Minutes of OLLI-CSUCI Steering Committee 2/13/14
The regular meeting of the Steering Committee was called to order at 11:20 a.m. Thursday February 13th, 2014, in Broome Library. All voting members were present except Diana Troik.

General Agenda Items:

Consent Calendar:
- The agenda was adopted and the minutes of the January 9 meeting were approved as written.

Old Business:
- Shades for inside windows of Broome Classroom: Saul has measured the spaces and is getting cost estimates.
- Gary shared the final layout of the Membership Survey, which is to go out by email tomorrow (Friday, 2/14) and on the website, with a request that it be filled out by Thursday the 21st. The reason for the deadline is to assemble data to take to the transportation needs public hearing at the Camarillo City Hall at 1:30 on Monday, 2/24.
- Nick reports that The Tablecloth – in elegant Dolphin red with white logo - has arrived and is ready for use. We hope to see it at the next meeting.
- (From October 8 minutes, as amended 11/13): “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.” Diana and Gary have met to discuss the event, and Gary brought some ideas to share, but with Diana off on Safari, the subcommittee was unable to make a full report. The Steering Committee discussed some ideas and referred the matter back to the subcommittee for a report next month. Some of the ideas shared (which may or may not be what is recommended by the subcommittee) include:
  ✓ Saturday, April 26th 8:00-4:00 was tentatively set as the date and time for the day-long separate gathering of the SC. The Marin conference room was suggested, as was the need for an outside facilitator and possibly a recorder, and a catered lunch.
  ✓ Gary has suggested that each standing committee chair be authorized to select an active member of his or her committee to attend – preferably the person who is being primed to take over as committee chair, or nominated as a SC member-at-large. The down side to this is that it makes the group much larger and less cohesive.
  ✓ The purpose for the extended exercise outside the monthly meeting setting is to reconsider the “big picture” - The nature of the program and the organization responsible for it. Our goal by the end of the retreat is to have a working master calendar for Steering Committee and for all the standing committees: beginning and deadline dates that enable us all to meet our obligations within the constraints of the academic year.
  ✓ We should also end up with instructions for the Bylaws committee for the revisions needed to implement the necessary changes.

Standing Committee Items:

Finance:
- Saul suggested that the current Fiscal Year (July 1 2013-June 30 2014) contribution level “feels” low, since it should include the year-end donations many people customarily make. There is a level of trust that needs to be re-built with the CI foundation to ensure that gifts designated for OLLI actually are credited to our account. It would help if an amendment to the Foundation letter thanking people for their donation were modified to specify that the donation had been applied to the OLLI-CSUCI program.
- Saul proposed that we re-institute the fundraising program on two levels – both support for ongoing operations and equipment needs, and a capital fund for possible scholarship assistance and/or the remote possibility of a building renovation. This is something to be discussed at the retreat and refined by the SC for full roll-out at the August Membership Council meeting.
• Saul also mentioned Joyce Childress’ “entrepreneurial initiative” approaching J.D. Powers about donating to OLLI-CSUCI while attending his seminar noting that it was important for us to coordinate with the CI Foundation to avoid “poaching” on their targeted donors. Nick mentioned that the CSU Foundation is inclined to be supportive and cooperative, and can be of assistance to us in writing grants.

Marketing/Outreach:
• Website update: Geri reported that several changes are happening and more are in the works. While we are benefitting from Bill Ochs extensive skills and full cooperation, we should understand that major changes to the whole EU site are in the works taking up much of his time, so we can’t expect our stuff to happen overnight.
• A discussion of printing requests by the various standing committees noted that we have authorized standing committee chairs to order up to $300 worth of printing without SC advance approval, but recent experience shows that we have to be careful not to duplicate orders by mistake.
• Pat suggested that it would help if the class ambassadors were given an orientation on the A/V equipment in the classroom. It was noted that Bill Ochs just completed a fine graphic guide to the use and troubleshooting of the equipment. The idea of more extensive training for the ambassadors was referred back to M/O for consideration.

Curriculum:
• Saul mentioned Bob Koster’s interest in doing classes at Leisure Village, and his willingness to speak for OLLI to the LV authorities. Nick is involved with ongoing negotiations at LV, and he says he will contact Bob.

Nominating Committee:
• Randy reports that the NC will hold its first meeting shortly with an eye towards having nominees ready to attend the Strategic Planning retreat and/or the May SC meeting.

Site Selection Special Committee:
• Randy suggested putting two heavily drawing professors on the same day at VACE as a way of drawing people into signing up for courses there.

Program Director
• Nick mentioned that the Marin classroom use may be restricted in the fall because of increased usage by the EU. They may also be looking at a new satellite campus in T.O.

Next Meeting: 11:30 Thursday March 13, Broome Library

Addendum to OLLI-CSUCI Steering Committee minutes of 2-13-2014:
Millie’s “Changes in Progress” for the website

We will be rearranging current, very important information to the right side of the website under "Quick Links". Those links will be:
• OLLI Upcoming Courses and Enrollment (from the left side)
• OLLI Events - List (a list calendar link with dates/activities of tours, school holidays, makeup classes/canceled classes, day tours, book club, etc. and hot links to corresponding flyers)
• OLLI Events - Calendar Grid (move the calendar grid from its big red square on the upper right)
• OLLI Special Interest Groups - PLAYing NOW (tours, day trips, book club, etc. along with links to flyers--this will be another reminder of all our extra activities. The OLLI Activities on the left side will be updated and included within this new link)
The links on the left side of our site will be for "resources":

- OLLI FAQs
- Contact OLLI
- OLLI Transportation & Parking @ CSUCI
- OLLI Maps and Directions for Other OLLI Locations
- OLLI Faculty OLLI Academic Calendar (new--want to get the school session dates for 2014-2015 so members can plan their calendars around our class schedules....these dates have been difficult to pin down but Gary is working on do a plan for several years out?)
- OLLI Member Information (a combination of several current links with helpful hints, student ID, Facebook, etc.)
- OLLI Archives
- OLLI Gifts & Legacies

It’s an ambitious shuffling of our links. Once they're shuffled our next goal is to get through each link to make sure they're up to date. We still have some old information lurking within some of the present links. We are working with Bill Ochs, our IT contact at CI.

We will be implementing these basic updates and then we can work with fine tuning them. There are some university website changes which are going to occur in the next few months which will likely cause another layout shift on our site, but we feel if our site is already sensible and easy to navigate for all levels of our students, we’ll more easily make those corrections when necessary.

Millie Rathbun
Chair, Website subcommittee