Minutes of OLLI-CSUCI Steering Committee 3/13/14
The regular meeting of the Steering Committee was called to order at 11:40 a.m. Thursday March 13th, 2014, in Broome Library. All voting members were present, plus welcome guest Elaine Sweet.

General Agenda Items:

Consent Calendar:
- The Agenda for this meeting and minutes of 2/13/14 meeting were approved as distributed on 3/12/14

Ongoing Business:
- Report of the Strategic Planning retreat special committee (Diana and Gary.) Diana provided an outline of the process to serve as the basis for our planning, which is found in an addendum to these minutes. She expanded on some of the written items to further describe the day’s work, saying that the Strategic Mission process should probably take half of the day, with defining key result areas, objectives and goals taking the rest of the time. She is in the process of following up with potential professional facilitators, and we will need someone as a recorder as well.
- It was moved, seconded and passed unanimously to authorize up to $2500 to engage the services of a professional facilitator. It is hoped that we can get the recorder in-house. The April 26th date may have to change depending upon the availability of facilitators. The planning process was returned to Diana and Gary with the thanks of all for the progress made.
- Gary raised some of the structural issues we need to consider, in an email – the contents of which have already been distributed by email and are found in the second addendum to these minutes. It may be that we will need to consider these matters before for the Strategic Planning retreat. The Chair is considering asking a Bylaws working group to bring a proposal to the April meeting.

Standing Committee Submitted Agenda Items:

Finance:
- Financial Statements; Saul reported a $118,000 balances in the OLLI-CSUCI account as of 12/31/13.
- Shades for the classroom. As always, the process is more complicated than it first seemed; but Saul is making progress on it. Measurements need to be made by whoever will install the shades. (Update: people came into the classroom during the Friday 2/28 morning class and took measurements!)
- DVD Remote : Nick will see to having the remote properly programmed to avoid problems in the classroom
- A proposed change to pricing “add-on” courses at half their single course cost (i.e., $25 for an add-on 4-week vs the existing $50 for all add-ons) was discussed and dismissed as being too complicated and affecting too few people.

Marketing/Outreach:
- Marketing/Outreach Committee wishes to reduce some of the work of the office staff by dealing directly with catering in regard to food and drink for OLLIFEST next year. It was moved by Carol, seconded by Randy and carried that an OLLIFEST budget be presented to the steering committee by the meeting before the event next year.
- Now that we have a tablecloth with OLLI logo, what is the process for having it available at libraries and other venues? Do we rely on Nick and the office? It was decided by consensus that the tablecloth would be kept in the office and made available for publicity and outreach events like the library talks. It was not decided who would take it to events and "stock" it.
- Updated website report from Millie:
✓ We still have work to do but the basic website is much more streamlined and we think easier to navigate. YOU can be our test subject!!!
✓ Most of the changes we suggested have been implemented. More updates will be made this week and another meeting of our website committee (Geri, Beckie & Vickie) will be scheduled later this month to discuss future update ideas.
✓ Keeping the site current is a top priority. In order to utilize Bill's time wisely, I'm planning to keep our meetings with him at a minimum. We'll only meet with him as an entire website committee after we've met ahead of time to discuss our agenda.
✓ We all have a lot of positive ideas to contribute but we don't need to spend time with Bill hashing out those ideas. Once our ideas are streamlined we can present them to Bill to learn what is possible to implement on the site and get his valuable input.

Curriculum:
- Pat posed questions through the agenda about the availability, day/time for Fall classes. Availability of 1500 Del Norte Hall (film & large classes), Library on campus, Leisure Village, Ventura (VACE, JC), Marin.
- Nick replied with this email:
  ✓ For fall we are good to go for the Broome library (normal times), Thousand Oaks 6-8pm M-Th and Sat 10am-12pm, Ojai (normal times), VACE (weds and Fri afternoons), Ventura College afternoons from 2pm-5pm M-F.
  ✓ I will check on Del Norte.
  ✓ I have sent 2 notes to Ernie Ohm the head of the HOA about Leisure Village as a classroom site for Fall and he has not returned call or email. I will try him again.
- Pat pursued the loss of Marin site. Quote: “I was disappointed with the suddenness, without prior warning or discussion as we had worked hard trying to recruit new instructors and so many wanting more classes in TO.” There was general agreement on the sentiment.
- Dr. Coppola has requested a 3 hour course time for future classes. Del Norte was suggested as a good place for film classes that may need extra time. The question was raised as to whether we could have this venue for a full 8-week course and the matter was referred back to Curriculum for follow-up.
- Classroom monitoring responsibilities. The tentative plan suggested is to arrange for an orientation to rooms and AV for both ambassadors and teachers, guided by IT dept. The goal is for the ambassadors and the teachers to all be familiar with the audio visual equipment and other idiosyncrasies of each of the venues. Bill or someone else from IT, or Nick, would lead an orientation meeting or meetings to acquaint various folks with how to use the podium equipment, the microphones, change batteries on the various devises, and where and how to call for help from IT.
- Representation at OLLI sponsored events: Library series (This last item was postponed for clarification and discussion to the next meeting due to lack of time.)

Nominating Committee:
- Update on nominating process: Randy reports that we have four candidates for the two vacancies on Steering Committee: Margaret Nesbitt, Joyce Childress, Sue Part and Camille Sindell, so we will have a real election in August! The announced candidates will be contacted and invited to join us at the April SC meeting.

Site Selection Special Committee:
- Randy will tour two small locations at the Stage Coach Inn with an OLLI member who works there. New spaces are needed as possible alternatives to the threat of more restricted access to the Marin campus.
- Randy met with Karin Geiger, Executive Director, for a tour of the Studio Channel Islands Art Center in Camarillo. We are interested in possible space for classes at the in Old Town school
building. They are interested in a partnership of some sort, the details of which are not clear at this point.

- We need to confirm that we are still scheduled to look at a possible building renovation site on April 3 at 9:00 a.m.

**Program Director**

- Nick was not be with us for the best of reasons: We have sent him off on “Nuptial Leave” for a wedding and honeymoon with instructions to forget about us and everything else. Congratulations, Nick and Renee!
- Nick did send in a last-minute item, copied here from his email: “I had a member suggest that she believes the metro link parking lot clears out quite a bit after 12:30. She suggested starting classes at 1:30 as opposed to 1pm might allow our members better access to parking spots. Would anyone from the steering committee be willing to go investigate this theory on a Mon/Tues or a Tues/Weds?”

**Meeting was adjourned at 12:58 p.m. Next Meeting, 3:30 p.m. April 10 – possibly at VCCF building in Camarillo (to be confirmed)**

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**Addenda to Minutes**

1. **Diana’s proposal:**

   **Output of Strategic Planning Day:** Plan for where we want to be by August 2017, with overall Objectives and specific Goals for the next year.

   **Key Components to develop:**
   - **OLLI Definition** - Who are we; what do we do; why do we exist? The definition below comes from the website. Do we want to add the newer activities, such as trips and peer led activities to this?
     
     The OSHER Lifelong Learning Institute (OLLI) at California State University Channel Islands brings the excitement and stimulation of college learning to area seniors (50 or better!) who wish to extend their learning experiences in a university atmosphere. At OLLI, eight week, University-quality courses are offered by Channel Islands faculty as well as qualified faculty from other institutions without the distraction of grading, preparing for a career, or meeting degree requirements. No more testing, just learning for pure stimulation and enjoyment!

     1. **Strategic Mission** - A broad statement of what OLLI wants to become by August 2017; it could include specifics about size, location, types of offerings, organizational development and reputation. If you took a snapshot in August, 2017, what would the program look like?

     2. **Key Result Areas** - Areas of the organization where performance has a critical impact on achievement of the mission. These are categories. It’s easier to think about the organization in terms of a few categories than a large number of goals in various areas. Would recommend the following categories for OLLI: Curriculum, Finance/Resources, Marketing/Outreach, Organizational Structure and Culture. It’s important to look at resources in terms of not only financial resources but areas such as space and the development of human resources to meet the ongoing need for participants/volunteers.

     3. **Objectives** - What you want to achieve in each Key Result Area for the 3 year planning period; this is a broad outcome, not an action, which comes out of the mission.

     4. **Goals** - Realistic, time-dated, outcome, what you want to achieve in the next year.

   **Illustration:** Key Result Area: Finance/Resources

   Objective: Develop and implement a fundraising program to meet the needs of the program (as defined in the mission).

   Goal: Raise $10,000 by August, 2015. (Plan needs to be updated annually to reflect changes and to develop new goals).

2. **Gary’s email:**

   There is a problem in the next year’s steering committee concerning chairs. In looking at the by-laws, the committee chairs are elected for two years. I did not see where they cannot be elected for another two years. We
staggered the members at large (Jack and I have another year to go), Geri and Carol are up this year. Both Diana and Pat, in their meetings indicated that they are stepping down. I do not know what Saul plans, but it would make sense if Saul would stay additional year and then have Finance elect their chair in the off year from curriculum and marketing. That would mean that there would be three current steering members on for next year and the following year there would be four and then three again. A two five combination does not make a whole lot of sense.

The next issue is the Steering Committee Chair. If Jack continues to be chair next year, then a new vice chair should be elected with expectations that that person would be chair the next year. I think it would be great if the Steering Committee Chair then becomes nominating committee chair for the next year. The program needs to have some stability of leadership. I think we need to talk about this next meeting.