Minutes of the OLLI Steering Committee Meeting June 15, 2015, 2:00 at VCCF

Members Present: Gary Collins, Su Part, Arlene Miro, Elaine Sweet, Diana Troik and Randy Richardson. Other OLLI Members present: Irene Seda and Judy Gaviati.

Steering Committee Minutes: The minutes of the SC meeting on May 18, 2015 were approved without any additions or corrections.

Other Committee Minutes:

Curriculum Committee (CC) Minutes dated May 11, 2015
Marketing and Outreach (MOC) Minutes dated May 7, 2015 There were no questions concerning either set of minutes.

Review of OLLI Calendar:

The Colloquia and Seminar Series need to be added to the calendar.

Future Committee Meetings:

Steering Committee: August 5, 2015 at 1:30 on campus.

Marketing and Outreach Committee: July 6, 2015 at 2:00 at VCCF

Curriculum Committee and Marketing and Outreach to meet with Marissa on the catalog on June 29, 2015. Time and place to be determined

Curriculum Committee: July 13, 2015 at 10:00 pm, at VCCF
VCCF  Finance Committee: None Scheduled

Report of OLLI Director Nick Fuentes

Nick was unable to attend the meeting. Please see addendum for Gary’s conversation with Nick.

Finance – Elaine Sweet and Gary Collins

The shuttle cost was $3,000 rather than the $6,000 that was anticipated.

Motion: the following Motion was made, seconded, and approved:

The FY 2015 budget was approved with the deletion of the hearing loop cost.

Pamphlet or Catalog

There was a discussion to define a pamphlet and a catalog. Catalog is the list of classes with its accompanying details. As of now it comes out three times a year. Brochure is a bi-fold or tri-fold type or handout. It will be used for publicity and branding as are the post-cards and bookmarks. There is also a rack card, one-third of a page.

Catalog Format

There was a discussion of the catalog format. It was proposed that the catalog include the instructor biography along with a course description. At the center of the catalog will be the schedule of all the classes and their locations.

Quarter or Semester?

It was agreed that the OLLI term be either a quarter or semester. Instead it is an OLLI session.
Classroom Problems

VACE or Thousand Oaks

At one class VACE did not have sound or photo capability in the auxiliary classroom. Tech support was unable to correct the problem. Instructor was frustrated that she was unable to use her photos.

Thousand Oaks no longer provides snacks. OLLI members have purchased snacks and are requesting reimbursement. Discussion was on the matter of do we need snacks to be offered. People can bring a snack if they need one.

Motion (Policy and Procedure)

Steering Committee decided not to take action on the snacks at Marin.

Strategic Plan – Diana Troik and Randy Richardson

There was a discussion of the role of the volunteer coordinator. Perhaps it could be the link to the outside world including clubs and civic organizations. Everyone discussed the role of volunteers and how to deal with new members.

Diana also presented the concept of a volunteer handbook. This was something the OLLI at the University of San Francisco had prepared. Her committee was going to examine it further in completing the Strategic plan task.

The concept of the OLLI staff position was also being examined as a Strategic Plan task. This topic will be examined during the next year. Elaine brought up the need to be fiscally conscious, as there were not funds to support the position.

There was a long discussion over the cost of additional help and the means to pay for the position. This might include recruiting
new members and fundraising. It was a concern that once the employee was hired it might be hard to eliminate the position.

**Report on Email**

Irene presented her findings on OLLI email and why some members receive it and others do not. Her conclusions were there is no easy fix as there are too many ways that email is generated.

Irene suggested that the newsletter be sent as a link rather than a document. The reason is that some email providers have difficulties with large documents and sometimes it lands in the spam folders.

**Action**

The decision was that in the future the newsletter be sent as a link.

**Standing Committee Reports**

**Curriculum Committee:**

Colloquium flyer will be updated. We are trying to get a shuttle bus for the Colloquium and the speaker series.

**Marketing and Outreach:**

There will be an annual organizational meeting in September.

OLLI fest should be at the Las Posas Country Club again.

**Nominating Committee:**

There was not a report from the Nominating committee.

**The meeting was adjourned at 4:11**

**Addendum**

Email from Nick: There were a few issues that came up in the SC meeting.
Next SC meeting August 5, at 2:30 on campus. (Skip July. Meeting) MOC meeting July 6 at 2:00 VCCF CC meeting July13 at 10:00 VCCF

At the CC meeting the MOC will send a rep to look at the fall catalogue work up. - OK

The issue of The Saturday Fall Classes was brought up and what size room is available at Marin, Is it 40 or 60? - We can have the big room on Saturday so 60.

At last SC meeting you were going to look into the disability and hearing loop issue. - I never heard back from risk management - I will check in with them to see what they think.

Have you found out if we can get a shuttle for the colloquium and the speaker series? I looked on Google and the distance from bus stop to Aliso Hall is about .5 mile (to library is around .3). The nearest parking lot is also around .3 mile. If we can get a shuttle, we can also pick up people at the parking lot. Would like info for flyer announcement. - It is looking good for the shuttle - I am in conversations with Ray about it. I have given him the days and times we need it, he is checking on his staffing. He didn't say no - so that's a good thing.

The annual organization meeting is scheduled for September 17th, after Norris class and before Music class. The committee was wondering if there was space in the library we could use, if not could we get the same room as
last year? - I will check on the room - it will be a better choice than the library. Del Norte 1500 3-5pm?