Minutes of the OLLI Steering Committee Meeting

August 5, 2015, 1:30 on Campus


Other OLLI Members present: Patti Distad and Jane Rush

Steering Committee Minutes: The minutes of the SC meeting on June 15, 2015 were approved without any additions or corrections.

Review of OLLI Calendar:
Gary has added a tentative schedule for activities from January 1 to June 30, 2016. Please review and contact Gary with changes.
“March 9 (Monday) needs to be changed to March 8 (Tuesday)”

Future Committee Meetings:
Marketing and Outreach Committee: August 6, 2015 at 10:00 am, at VCCF
Curriculum Committee: September 14, 2015 at 3:30 pm, at VCCF
Steering Committee: September 2, 2015 at 10:30 am, at VCCF
Finance Committee: TBD

Other OLLI Activities
Randy and Gary visited the Studio Channel Islands Arts Center and negotiated a reduction in the classroom rental cost from $1,400 to $1,000. The price will be less for future sessions. There may be an opportunity for OLLI and the Arts Center to advertise each other’s activities in their respective announcements such as the OLLI newsletter. This could help both organizations get greater public awareness.

Gary discussed a letter that was sent to the newer OLLI members that gave them instructions on how to get onto “myCI,” which is the University Portal. The letter instructs the reader on how to activate their individual account. People who have been in the OLLI Program for a while can obtain their dolphin ID from Donna if they don’t know it. Instruction will be provided to OLLI members this Fall. Later in the meeting, Nick said that the target date for using this system for electronic OLLI enrollments is Fall, 2016.

Gary, Nick and Elaine met with Gary Berg to update him on the status of the OLLI Program. They reported that the program is only $1,000 over its annual budget.
Report of OLLI Director Nick Fuentes

Nick reported that CSUCI is going to stay at its present Marin facility in Thousand Oaks. Parking problems will remain. Several enhancements will be made to the facility to make it compliant with the requirements of the Americans with Disabilities Act.

Nick reported later in the meeting that he had received an e-mail from Osher with a set of questions that OLLI/CSUCI needs to answer. He is preparing responses to these questions.

Nick mentioned that the National OLLI Conference will be held in October in Charlotte, North Carolina. A motion (see below) was made to have Gary attend with Nick.

Standing Committee Roll Descriptions and Organization Chart

Diana presented the attached draft Steering Committee Role Descriptions and Organization Chart. A motion (see below) was made to add a specific additional duty to the role of the vice-chair in the written description of the roles. A second motion (see below) was made to change the color of the boxes on the organization chart for the three committee chairs to indicate that they are not elected by the OLLI membership-at-large, but rather by members of their respective subcommittees.

Speaker and Colloquium Series

Everything is set for the Colloquium and Speaker Series presentation on Wednesday. The room will be cleared after the first presentation to prepare for the next speaker. Coffee, water and cookies will be served between speakers.

Catalogues

The price for 2000 catalogues has increased from $2,000 to $2,500. The catalogues will be mailed out by the publisher this weekend, 8 August.

Motions

1) The following Motion was made, seconded, and approved:
“Gary will be asked to go with Nick to the National OLLI Conference in October.”

2) The following Motion was made, seconded, and approved:
On the “Steering Committee (SC) Role Descriptions”, add the following role under “Vice Chair”: “Assume duties of the Chair in the Chair’s absence.”:

3) The following Motion was made, seconded, and approved:
CSU Channel Islands, OLLI Organizational Chart, Rev 6/26/15, change the color of the boxes for the subcommittee chairs and indicate that these positions are not elected by the OLLI membership-at-large.

The meeting was adjourned at 3:15.
ATTACHMENT 1

Steering Committee (SC) Role Descriptions

Chair:

• Develop Agenda for SC meetings in coordination with Vice Chair
• Preside over SC meetings
• Appoint sub-committees and task forces as necessary
• Attend all standing committee meetings if possible
• Ongoing communication with Program Director

Vice Chair:

• Preside over SC meetings in absence of Chair
• Chair of Bylaws Sub-committee
• Participation in preparation of agenda for SC meeting
• Chair sub-committee or task force

Secretary:

• Prepare timely minutes of SC meetings and Annual Membership Meeting
• Archive OLLI documents

Members at Large:

• Serve three year term on SC
• Attendance at monthly SC meetings
• Ombudsman
• Serve as Task Force member/leader
• OLLI Advocate
• Community Outreach
• Attendance at monthly standing committee meeting