



OLLI Executive Board
Meeting Minutes
July 10, 2017

1. Call to Order – **Chair** Diana Troik called the meeting to order at 1:00 pm.
2. Attendance

Board Members Present: Andy Armstrong, Jerry Clifford, Jay Evans, Arlene Miro, Dan Murphy, Su Part, Randy Richardson, Elaine Sweet and Diana Troik

CSUCI Staff: None present

Members: Laura Behjan, Gary Collins, Geri Greten

The Executive Board Minutes of June 12, 2017 were approved presented.

3. Future Committee Meetings

Executive Board Committee:	August 16, 2017 at 1:30 pm at VCCF September Membership Meeting
Marketing and Outreach Committee	August 3 2017 at 10:00 pm –TO Campus
Curriculum Committee	August 8, 2017 at 10:30 am - VCCF
Finance Committee	TBD Will review budget at August EB meeting

4. Questions and Information from Gary Berg

- Q: You mentioned that we would receive a revised budget from Nick and Courtney in July. Is that available now or do we know when we can get it?
A: We are waiting on the year end final report document. Should have this and final draft budget in 2 weeks.
- Q: Have you received any response from Marketing and Communications in regard to our questions on the OLLI logo?
A: Here’s what I received back from Marketing. Please also see attachment.

Thanks for sending over the information. Here are the concerns we have with their design “B” wordmark:

1. When reduced in size for various purposes, elements of the wordmark will become illegible.
2. When using the University logo with another logo, they should be placed side-by-side and maintain a visual balance.
3. The University logo should not be grouped or assembled with more than one other logo or multiple design elements.
4. In our professional experience, design "B" has too much going on; use of different fonts, unbalanced multiple logos and overall does not follow professional design practices.

As a solution to the above, we would approve a wordmark with the following changes: remove the University logo, identify the University's name in text only, and use a single font choice.

Please note that the wordmark can only be used for marketing [purposes and not substituted for use on stationery. The previously provided extension logo is also another option that can be used for marketing purposes but not stationery.

If you please communicate to OLLI members that similar to other entities sponsored by the University, as well as all University programs and areas, there is an expectation that they will follow our approved University design standards and identity style guidelines.

Please let me know if you have any questions or need further clarification. Thanks,
Nancy

There was discussion regarding the logo and the following suggestions were made:

1. O larger and eliminate OLLI spelled out.
2. CSUCI – substitute for OLLI spelled out
3. Goal – eliminate the OLLI duplication

Diana will communicate suggestion to Nancy and we will wait for a response.

- Q: You mentioned in a previous email about getting the amount of donations received from the spring fund raising letter? Do we have that information?

A: We made \$960 in donations during April and May – when we see the June numbers it could be slightly more. We exceeded \$7000 in total donations this past year and met our goal of increasing donations and donors by 10%.

Board members commented that they had made donations and received a handwritten note from a student thanking them with a comment about how he/she had used the support. Two issues: Did the donation go to OLLI as specified and a note from an undergrad or grad student does not seem appropriate for a donation to the OLLI Program.

Q: We are getting ready to have a series of meetings starting July 17th in regard to the Policies and Procedures document. Have you spoken to the new Provost yet about this process. I am somewhat concerned that we cannot yet go ahead with letting members know about the election for the two Executive Board seats this fall.

A: I meet with the Provost for the first time a week from this coming Friday, and this item is on the agenda.

Q: Do you know yet whether your replacement will be an interim Dean or if the full recruitment process will go ahead this fall?

A: I will know better after my meeting with the Provost. There will be national search, but the difficulty is that faculty members must be on the search committee are mostly away during the summer. Realistically, there will probably be an interim appointment for a short period of time while the search committee does its work.

Q: Can we confirm that President Beck will be coming to OLLI Fest? If so I would like to introduce her to our members, as requested by the Marketing and Outreach Committee. I hope you will be at OLLI Fest too.

A. Present Beck is confirmed to give a short welcome. I think it is appropriate for Nick as Director to introduce the President. I suggest after her brief welcome speech that Nick introduce you. Nick plans speaking very briefly and leaving the thanking of the volunteers to you.

5. Curriculum Committee

- Minutes: Arlene reviewed the draft minutes of the Curriculum Committee meetings in the meeting packet.
- TASTE: Arlene reviewed Taste materials in the meeting packet and identified offerings consolidated because of low sign-ups. There was a brief discussion regarding the impact of not having classroom space in TO for Taste..
- Fall Update: Arlene reviewed the Fall class matrix and talked briefly about Dr. Parmar's class on Eco Village in India scheduled at Leisure Village,
- Arlene reported on a recent presentation on the Dial-A-Ride availability for classes. Arlene and Jay will pursue information that could be sent to members by email.

6. Marketing and Outreach Committee

- Su reported that Fall mixer has been scheduled for September 25th at Yolanda's. Work continuing on ensuring funding for appetizers provided by university. MOC is recommending that there be one mixer per term.
- MOC recommending name tags for all members to facilitate interaction and socialization among class attendees. Jerry reported his recent experience with organization that purchased equipment and software for making name tags. It was suggested that an inquiry made of Gary Berg as to name tag capability available through the university.
- Su reported that MOC has shifted from incentive for recommendation of friends to creating opportunities to socialize at breaks and period between classes. The focus will be on the 12 noon time slot including a slogan "come early, stay late".
- Review logo from Marketing: See above discussion.

7. Finance Committee

- Waiting for end of year financial report and 2017-18 budget from Nick and Courtney. See Gary Berg's answer above.

8. Strategic Planning Committee –

- Annual Retreat – As previously reported it has been agreed to schedule for the fall 2017.

- Survey to members - Survey was not sent to members in June. Diana indicated that Osher expects an annual survey. Diana will pursue timeline prior to September membership meeting.

9. Nominating Committee

- Terms ending in September 2017: Andy and Diana
- Suggested date for membership meeting – September 12, after some discussion, from 12 pm to 1 pm on campus.

10. Fund Raising –

- See above information from Gary Berg on funds raised this year.

11. Operations Committee –

- Budget for AV Purchase –Gary Collins spoke with Courtney and the program has equipment in storage which will be used. She will be ordering a locking cabinet to store and secure the equipment at the site.

12. Other

- Camarillo site – There was a brief discussion regarding researching an additional 101 corridor site. Further discussion pending new provost and dean to determine university's position.

13. Adjournment - There being no further business Diana adjourned the meeting at 2:35 p.m.

Submitted by:

Jay Evans, Secretary