



OLLI Executive Board  
Meeting Minutes  
June 12, 2017

1. Call to Order – **Chair** Diana Troik called the meeting to order at 1:30 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, Diana Brookes, Vicki Engard, Geri Gretan, Irene Seda

The Executive Board Minutes of May 15, 2017 were approved.

3. Future Committee Meetings

|                                  |  |
|----------------------------------|--|
| Executive Board Committee:       | July 10, 2017, at 1:30 pm - VCCF<br>August 16, 2017 at 1:30 pm at VCCF |
| Marketing and Outreach Committee | July 6, 2017 at 1:30 pm –TO Campus                                     |
| Curriculum Committee             | June 19, 2017 at 9:30 am - VCCF  |
| Finance Committee                | TBD  |

4. Questions and Information from Gary Berg

- Q: Any news on a contract for the Boys & Girls Club space in Thousand Oaks for the Fall? It looks like there are two classes scheduled there but is everything settled?  
A: In the final process with Procurement. No outstanding issues.
- Q: Have we received any word from Marketing and Communications in regard to an OLLI logo? We have had no information on this for several months.  
A: Draft versions from Marketing attached. I'm also expecting new guidelines soon, as we discussed

- Q: Am I correct in assuming that we should still go ahead with a review of the Policies and Procedures document this summer? We have formed a sub-committee to do that in July and August. Randy is chairing the sub-committee which will bring a draft document to the EB.

A: Yes. I'll consult with the new Provost in mid-July and let you know if he has a different notion on process for getting your input.

Q: Is there a plan for OLLI going forward in terms of communication with the University after you retire?

A: You can continue to communicate with me directly over the summer. I would expect regular communication with staff to start again in the fall (hopefully with some clarity from the new document). Also, new or interim dean should be in place in the fall. Please note I am traveling quite a bit over the summer, and so there may be some delay in my response time.

#### 5. Curriculum Committee

- Minutes: Arlene reviewed the 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. Courtney had been requested to send emails to former students of selected instructors in effort to increase sign-ups. 312 individuals signed up for TASTE classes – suggest on a future agenda a discussion about how to increase the numbers.
- Fall Update: Arlene provided an update including: Courtney working on confirming dates and times with instructors, catalog being finalized and classes starting on August 28.
- Speakers Series: Diana and Irene distributed a written report for the event scheduled on August 26 at Camarillo Library.

#### 6. Marketing and Outreach Committee

- OLLI FEST 2017– The Fest will be held on Thursday, August 17, 3:30 to 6:00 p.m. at the Las Posas Country Club. Su reviewed agenda, scheduling of volunteers and promotional plans.
- Incentive for recommendation of friends who enroll in classes – complimentary

TASTE class: There was a lengthy discussion including a motion, second and withdrawal of motion. MOC will further research the process for an incentive program and report at a future EB meeting.

- Tracking mechanism for motions passes. Andy suggested that a mechanism be established which would allow the EB to monitor progress or lack of progress on motions passed by EB. Jay agreed to work with Andy and Diana to establish a mechanism.
- Review logo from Marketing: Diana reviewed the prior work done on the logo and the input provided to a representative in the Marketing Dept. Given what Gary Berg provided it appears our input was not considered. The consensus was that Diana should communicate to Gary Berg the background and prior input provided. Ask for clarification of whether other options could be considered and if the input needed to be provided again.

#### 7. Finance Committee

- Elaine and Gary provided a written report on the budget, which has been forwarded to Gary Berg. A revised budget from Nick and Courtney is expected in July.

#### 8. Strategic Planning Committee –

- Annual Retreat – As previously reported it has been agreed to schedule for the fall 2017.
- Survey to members in June – Diana and Randy will forward suggested changes and edits of the survey document to Courtney.

#### 9. Nominating Committee

- Terms ending in September 2017: Andy and Diana
- Operating under current bylaws.
- Nominating Committee shall consist of the two elected members of the Executive Board serving their third year and volunteer member at large.
- Nominating Committee shall meet, elect a chair and prepare a slate of candidates to the Executive Board.
- Set date for annual meeting: It was decided to hold off pending the finalization of the Fall schedule.

10. Fund Raising –

- Diana will contact Gary Berg to request data for donations year to date and report at the July meeting.

11. Operations Committee –

- Budget for AV Purchase –Gary Collins will contact Courtney to follow up on procurement of the AV equipment.

12. Other

- It was reported that Studio Channel Islands is considering updating the AV equipment and would be interested in hosting additional classes.

13. Adjournment - There being no further business Diana adjourned the meeting at 3:16 p.m.

Submitted by:

Jay Evans, Secretary