



OLLI Executive Board
Meeting Minutes
May 15, 2017

1. Call to Order – **Chair** Diana Troik called the meeting to order at 3:34 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: Vicki Engard, Carol Evans, Ann Lewin, Geri Gretan

The Executive Board Minutes of March 23, 2017 were approved with correction on page 6.

3. Future Committee Meetings

Executive Board Committee:	June 12, 2017, at 1:30 pm - VCCF
Marketing and Outreach Committee Campus	June 9, 2017 at 10:00 am –TO
Curriculum Committee	May 22, 2017 at 3:30 pm – VCCF June 19, 2017 at 9:30 am - VCCF
Finance Committee	TBD

4. Report of OLLI Coordinator

In the absence of OLLI staff, Diana reported on the following:

- **Update on website** – New website is here. We now need to update it and make it accessible through easy online searches. Members experience utilizing website were mixed.
- **Update on space in TO** –Per Gary Berg – The good news is that the CI is in the final stages of securing the lease for the space currently occupied by Pepperdine in Westlake Village. The disappointing news is the Pepperdine has exercised a 6 month

extension which put CI occupancy in July 2018 rather than January 2018.

- Alternate Sites – CI still working on Middle School location in Newberry Park for Wednesday and Thursday morning 9:30 am – 11:30 am.
- National OLLI Meeting – April 3-5 in Irving Texas – Diana reported that it was a great opportunity to meet people from the programs all over the county. Some good presentations on having different generations involved in the programs, marketing, fund raising and curriculum ideas. New were scheduled roundtables for dessert after the barbecue. The Southern California region had 12 programs represented and it was a good opportunity to meet individuals and exchange ideas. Diana shared catalogs and swag she collected during her attendance. Courtney as OLLI staff had a separate series of sessions and presentations.
- Policies and Procedure Document - Diana reviewed the Gary Berg memo and other emails in the meeting packet explaining the current status of work on the document. The summer months will be utilized to review and prepare recommendations for changes to the document. Randy will chair a sub-committee. The following individuals volunteered to serve on the sub-committee: Jerry, Andy, Dan, Arlene, Diana, Elaine and Vickie. Randy will contact to coordinate scheduling of meetings.
- Change in OLLI logo – No new information.
- Request for Volunteer Assistance from Nick and Courtney – Diana reviewed the spreadsheet document which will guide interactions and roles during the summer and into the fall. Diana reinforced that needs for communication will be direct through her to Gary Berg.

5. Curriculum Committee

- Arlene reviewed the minutes of the Curriculum Committee meetings in the meeting packet.
- Arlene reviewed Taste materials in the meeting packet.

- Tentative Fall Schedule – Arlene reviewed the tentative fall schedule in the meeting packet. Members congratulated Arlene and her committee on another outstanding job.

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. As a result of the change in schedule date, President Beck will attend. Updated details were reviewed. Su and her committee will work with staff to ensure a successful Taste event.

7. Finance Committee

- Budget for 2017 -18 from Nick and Courtney – Diana explained the information in the packet had been forwarded to her. Elaine’s questions and other members observation regarding the lack of detail and lack of documentation of assumptions used. Elaine will email Diana a list of questions and request for data.

8. Strategic Planning Committee –

- Annual Retreat – After a brief discussion, it was agreed to schedule for the fall 2017.
- Survey to members in June – It was agreed to postpone the survey pending the scheduling of the retreat.

9. Fund Raising – No information available.

10. Operations Committee –

- Budget for AV Purchase – Gary Collins prepared an estimate for the price of AV equipment necessary to provide classes at the Boys and Girls Club. The estimate is not included in the budget. Jerry suggested the OLLI request that the University acquire the equipment. If the University declines, then Executive Board can recommend that

funding be included in the OLLI budget. Diana is preparing an email to Gary Berg with a number of questions and will request the University acquire the equipment.

- Bus Schedule – Courtney has sent an email to members explaining the change in bus schedule for the summer months which will impact the Taste of OLLI courses at the CI campus.

11. Adjournment - There being no further business Diana adjourned the meeting at 5:15 p.m.

Submitted by:

Jay Evans, Secretary