

OLLI at Yavapai College, Prescott
Governing Council (GC)
Meeting Minutes – February 18, 2021
10:30 – 12 a.m. - Web Meeting on Zoom

Council Members Present (Quorum present at meeting):

Deb Dillon
Michael Gunn
Ellie Laumark
Ray Lee
Barbara Leonard
Joe Schaffer
Cindy Smith
Mark Troester
Jim Veney

Other Attendees: Patricia Berlowe (OLLI Administrator), Mary Ann Schaffer (Curriculum Committee Chair), Jerry Thurber (guest), John Carter (Tech Committee Chair) Deedee Freeman (Alt.), Kelly Boryca (Publicity Committee Chair)

Absent/Excused:, Barbara Brown, Mike Hickman, Bill Miller

- I. **Call to Order** 10:30 am: Michael Gunn presiding.
- II. **Approval of Minutes**
Minutes of the January 21 meeting were approved with an addition by the curriculum committee to ‘...continue eCatalogs.’
- III. **Executive Report**
 - A) All member email went out February 2, thanking those who provided financial support to OLLI. We are very thankful for our members generosity.
 - B) Strategic Planning revisited: Want to get the strategic planning committee going again, let Michael or Tricia know if you are interested.
 - C) Munch and Learn reminders are working. An additional ten to fifteen people are signing up for the sessions.
- IV. **Staff Report – Patricia B**
 - A) \$1800 membership fees came in since the last month.

- B) Pam has resigned and left. Tricia will involve one of the reduced hour Sedona staff people (Solaris) to help us.
- C) Joint activities with Sedona: How to partner to benefit all our memberships. Now interacting more frequently with Sedona. Doing some realigning of calendars to try to match our offerings. And to get other things coordinated as well. Want to ask some tech people from Sedona to our tech meetings.
- D) Volunteers Phenomenal: Barbara Brown, Chris Maxwell, Dave Rothgery were recognized as phenomenal volunteers. Excellent tech support has been important in getting us up and running on Zoom. Perhaps we can get a Yavapai college Facebook page to thank the volunteers.
- E) Went over the enrollment, finances and membership data from the email Tricia sent. This is attached as page 4 of these minutes.
- F) Yavapai College has been very cautious regarding the COVID situation. Credit side enrollment is down 18 percent.

V. Committee Reports:

- A) Nominating Committee: A timeline has been set up. Monday will be first announcement for candidates for the board. There are six now.
- B) Community partners: Redundancy contacting speakers with Munch and Learn program.
- C) Curriculum: Getting policy and procedures ironed out after complaints.
- D) Finance: Bill Miller will not run for reelection to the board. We anticipate needing a new Finance committee chairperson this summer.
- E) Policy and Procedures: These were approved last month but some bits and pieces to be added. The resolution process sent out and is attached as appendix on page 5. A motion to approve process was made and seconded. The motion was passed with no modifications to the document.
- F) Technology: Six tech classes scheduled for facilitators on how to use videos and how to make professional like presentations for advanced beginners.
- G) Membership/Publicity: Reached out to radio stations and got no replies. A blurb for OLLI was on radio recently.
- H) Long Range: Barbara Mace is leaving the chair position. Thanks to her for her service and for setting up the 2019 strategic planning focus groups along with Chris Maxwell and Becky Gunn.

- I) Social: Birthday and anniversary celebrations continue. Good way to maintain contact. May be considering a fall picnic
- J) Special Programs: No report

VI. Unfinished Business

No unfinished business

VII. New business

- A) Hybrid classes might be an issue. Must address this in the future.
- B) Want to establish an award of some type for appreciation for long serving committee chairs. People who have been a chair for two or more terms will be recognized. Will be addressed by the volunteer committee.
- C) The scheduled meeting of March 18 will be shifted to March 25 as Tricia will not be available on the 18th.
- D) GC meetings will be moved to 10 o'clock.

VIII. Any further business for the good of the order

IX. Announcements

No announcements

X. Adjournment: Meeting adjourned at 12:00 next scheduled meeting March 25 at 10:00.

Final tally for Winter Session:

- Enrollments/Class Seats – 1,202 as of this morning (we have been adding more M&L enrollments each week)
- Memberships purchased: 143 (74 Deluxe, 37 Basic and 32 Holiday), our original goal was 78 (50% of those due to renew).
- Current Membership: 564
- New Members: 27
- Approximate revenue: \$16,970 (goal was \$6,500)
- Annual unduplicated members for Calendar Year 2020 – 919 (down 14%), due to attrition (we average 25% attrition each year, 2020 = 44%), and lack of new members (107 versus a 5 year previous average of 223, and most of that 107 was Spring 1 2020, before the pandemic.)
- Spring Session financial prediction: our original budget was based on \$10,000 in revenue due to the number of memberships up for renewal. We had 23 members renew early – during Winter session, so they are no longer in the count for Spring renewals.
 - We did add the 29 Holiday memberships – one question is whether or not those will renew.
 - The rest – 203 bought their memberships in the Winter session of 2020. Of those 203, only 48 were enrolled in something for the Winter 2021 session. Sooo... my best guess is we can hope for 48 x \$124 – average membership \$ per person, plus 15 “bring a friend” x \$25, plus \$2000 in class fees, maybe a total of \$8,327 for our Spring session in revenue. We will do better than that if some of the Holiday members renew.

Prescott OLLI Issue Resolution Process

Whenever conflicts or issues arise, the complainant should take the following steps for resolution.

Resolution Steps:

1. Take the issue to the involved party with respectful discussion. If the issue is not resolved,
2. Submit the issue in writing to the responsible OLLI committee. The committee will respond after their next scheduled meeting. Witnesses may be asked for background information. If still not resolved,
3. Submit the issue in writing to the OLLI governing council. Complainants may also be asked to present the issue to the governing council for their consideration and action. The governing council will communicate the expected timeline for resolution.
4. The governing council decision is final.

Guidelines:

1. If there is any apparent conflict of interest, the conflicted members will recuse themselves from the resolution process.
2. At any point in this process the OLLI administrator may be asked to assist in resolving the issue.