

## **Minutes**

### **OLLI Advisory Council Meeting June 26, 2019**

The meeting was called to order by Diana Mason at 2:31 P.M.

In attendance Council members: Deborah Diehl, Branon Dunn, Jonathon Hall, Diana Mason, Max Morley , and Stephanie Reinke. This attendance was judged to represent quorum.

## Minutes

The minutes of the April AC meeting were reviewed by council members and unanimously approved as posted. Motion by Jonathon; Seconded by Deborah.

## Financial Report

Jonathon distributed the current financial report. In summary, Revenues for the year September 1, 2018 to June 26, 2019 were \$315,419.90, Expenses (Direct and In Kind) were \$196,533.36, leaving a current Operating Income of \$118,886.21.

There was a question regarding any limits on how much a non-profit can have in the bank. As part of UNT, there appears to be no limit.

As mentioned at the last AC meeting, Robson has discontinued their \$40,000/year contribution to us. The \$20,000 contribution received last fall will be the only one this year and none is foreseen in the future. SEE DIRECTORS REPORT REGARDING ROBSON IN-KIND.

There was significant discussion about how we will handle fees for classes and day trips. In summary, fees directly associated with Classes will be handled by OLLI staff. Fees for Day Trips will be handled completely separate from OLLI and will generally be paid as entrance fees directly by members at the event gate.

## Director's Report

Current membership is 714 members. Membership is expected to drop (potentially by 25%) as the Fall Semester starts in September. Our chapter has seen less of a drop than the average of OLLI's.

Robson In-Kind Support: Although Robson has discontinued its \$40,000 contribution to OLLI, Robson Corporate has agreed to pickup "in-kind" expenses that we have been buying such as food and refreshments at the events we hold at Robson. These expenses often total about

\$15,00 per year. This in-kind expense coverage will help make up for the loss of the contribution.

Children Advocacy Center: School supply boxes will be provided at all class locations. Also, reminders will be going out in the weekly class reminders.

Fundraising Efforts: We have applied for a \$15,000 grant to reach out to low-income seniors. If awarded, the money would provide scholarships for up to 107 potential members.

Osher Foundation: We have invited to apply for an Osher Foundation \$25,000 Capacity Building Grant. We are eligible to apply for this grant for five years in a row. Eligibility is based on membership growth, fundraising efforts and other criteria.

Emily Fowler Library: We have started a new collaboration with the library to raise awareness of OLLI at TWU. We will teach three "Sneak Peeks" at the library on Sept. 21, Oct. 19, and Nov. 22. Each Sneak Peek will consist of a 75-minute lecture followed by a 15-minute OLLI presentation. Diana suggested including cookies and punch!

Open Houses for the Fall Semester will be held in August - 8/7 in Flower Mound, 8/15 at Robson and TBD at Frisco.

An Advisory Council Retreat will be held on Aug. 19, 9AM - 4PM for current, incoming and outgoing AC members.

A Host Training session for the hosts of all satellite locations will be held at the OLLI office in August.

Ambassador Training will be held Sept. 5.

A Referral Program is being designed to help increase/maintain membership. The program will be rolled out before the Open Houses in August.

Stephanie will appear on Good Morning Texas on July 2 and have a great chance to raise awareness of OLLI.

Stephanie has been invited to participate as one of only 12 directors in Osher National Resource Center's symposium at Northwestern University.

Stephanie and Andrea will attend an SLCLR conference hosted by Osher July 29-31. They will make a presentation on "Getting Engaged".

### Standing Committee Reports

Communications and Marketing: Jonathan Hall reviewed the highlights from the most recent committee meeting. The primary concern of the group was the loss of the

\$40,000/yr from Robson. The primary foci forward are Retention, Self-funding, and the possible raising of our class dues.

The committee also has a new T-shirt design coming soon.

We are exploring a "Grandparents Day (or days)". Bring your grandkids to OLLI. This would involve special OLLI classes and content.

Marketing will meet again in September

Curriculum: The Committee has divided into two sub-committees.

The Classes team announced cutoff for Spring 2020 classes will be September 15.

The Day Trips team announced the following trips:

- Sept. 14: Sharkarosa. Bring your grandkids!
- Oct. 14: Dallas World Aquarium (by train)
- Nov. 19: Sam Rayburn House and Library

Membership and Nominations: Committee hasn't met since last AC meeting. Last meeting was Feb. 4.

## Policies and Procedures

### Geriatric Study Requests

It was found that many OLLI organizations participate in this sort of research. Our policy will be that if an opportunity for this type of research comes in, Stephanie will pre-qualify the request and then forward it to the membership if deemed worthwhile.

### Calendar download of course selection

Jordon reported that he had followed up with our software vendor regarding calendar entry download. The company is still considering the feature request but has not committed to include it at this time. There is strong support for the feature.

### Changes to our Policies and Procedures

Changes to our Policies and Procedures were proposed and approved that change our process for selecting the Advisory Council President. Starting with the 2019-2020 council election, the VP of the Advisory Council will be expected to serve as the President for the following term, and the outgoing President will be expected to serve as Past President filling the

ex-officio role in the following term. Motion moved by Branon and seconded by Max. Motion passed unanimously. The changes will significantly improve year-to-year continuity. The specific change, as modified by Diana before the motion/vote, is attached.

#### New Business/Other Business

Diana asked about what OLLI was doing for Denton's July 4th Parade. Stephanie was to follow-up through UNT on the Square.

The meeting was adjourned at 4:18 P.M.

The next meeting of the combined 2018 and 2019 OLLI Advisory Councils will be the August 19, 2019 Retreat. The retreat will be held from 9:00 am-4:00 pm at the OLLI at UNT office.

Prepared and submitted by Branon Dunn

**OSHER LIFELONG LEARNING INSTITUTE AT THE UNIVERSITY OF NORTH TEXAS**  
**POLICIES AND PROCEDURES**

**Nature of the Program**

The Osher Lifelong Learning Institute at the University of North Texas (hereinafter referred to as OLLI at UNT), a unit of the UNT Office of Lifelong Learning and Professional Development (LLPD), offers academically based non-credit classes, out-of-classroom experiential learning, travel-learn trips, and social and cultural events specifically designed for adults 50 and older.

**Mission:** Conduct a sustainable program that provides an extensive array of non-credit classroom and experiential learning designed by and for adults over 50 with the assistance and cooperation of the University of North Texas.

**Vision:** Create a vibrant learning community that enhances the quality of life for lifelong learners.

**Goals and Objectives:**

- ✓ Offer classes in a broad variety of academic disciplines and topics of current interest to adults
- ✓ Provide opportunities for social engagement through travel, interest groups and clubs, and volunteer activities
- ✓ Engage active and retired faculty and community professionals in teaching classes in their academic disciplines, vocations or avocations

**Article 1. Membership**

Participation in the OLLI at UNT is open to adults 50 and older who are interested in lifelong learning. It is expected that members will actively participate in various aspects of the OLLI at UNT program, including classes, advisory groups, discussions, clubs and social activities.

Persons paying a membership fee are active members and are eligible to attend classes for the period of enrollment. They are also eligible to serve on any OLLI at UNT committees or on the Advisory Council. No prior academic credentials are required of members.

Persons who teach classes in the OLLI at UNT may attend any OLLI at UNT classes for the academic term in which they teach.

**Article 2. Administration**

The OLLI at UNT is a program of the University of North Texas, located within the Lifelong Learning and Professional Development (LLPD) Office, and is subject to all established University, Board of Regents, and State of Texas rules and regulations as well as all guidelines of the Bernard Osher Foundation.

The Director of OLLI at UNT is the chief administrator of the program, reports to the UNT President or to the President's designee, and is responsible for the overall management of programmatic, financial,

personnel and operational matters related to the program. The Director of OLLI at UNT shall annually develop proposals for program fees and/or fee structures to be presented to the Advisory Council for review and approval.

### **Article 3. The Advisory Council**

**3.1** The Advisory Council shall consist of nine (9) members elected from OLLI at UNT's membership. At the beginning of each spring term, the Nominations Committee shall invite OLLI members to nominate candidates to fill upcoming vacant Advisory Council positions. Advisory Council members may also nominate candidates. The Advisory Council shall elect its new members from among those nominated.

Advisory Council members will serve two-year terms according to the following rotational procedure:

In even numbered years five (5) members will be elected.

In odd numbered years four (4) members will be elected.

Members of the Advisory Council are limited to two consecutive terms. Re-nomination and reappointment for an additional term or terms can be considered after a one-year time off from Advisory Council membership.

**3.2** The UNT President or the President's designee may appoint a non-voting *ex officio* member of the Advisory Council. The appointee would normally be the immediate Past-President of the Advisory Council.

**3.3** The Advisory Council reviews and approves policy in consultation with the Director of OLLI at UNT. The responsibilities of the Advisory Council include evaluating all OLLI at UNT policies, programs and operations and providing strategic planning for the growth and quality of the program. The Director of OLLI at UNT implements and directs policy.

**3.4 Vacancies:** In the event that the term of an Advisory Council member cannot be completed, the Director of OLLI at UNT, with the concurrence of the Advisory Council, will appoint a replacement who will serve the remainder of the unexpired term.

**3.5 Officers:** At its initial meeting of the academic year, the Advisory Council will elect from its members the following officers: Vice-President, Secretary, and Financial Liaison. The duties of the officers include:

**President:** The President of the Advisory Council shall chair Council meetings, develop and distribute meeting schedules and agendas, consult with and receive reports from committees, and generally assist the Director of OLLI at UNT in the conduct and functions of the OLLI at UNT.

**Vice-President:** The Vice-President of the Advisory Council shall assist the President and assume the responsibilities of the President in the event of the President's absence or incapacity. The Advisory Council shall normally promote the Vice-President to President for the following Presidential term.

**Secretary:** The Secretary of the Advisory Council shall record minutes of all Advisory Council meetings and distribute draft minutes to Advisory Council members as soon as practicable following meetings. Upon approval of minutes by the Advisory Council, the Secretary will file the minutes in a permanent file accessible to all members of the Advisory Council. The Secretary will maintain a permanent record of the membership of the Advisory Council and their terms of office.

**Financial Liaison:** The Financial Liaison officer of the Advisory Council serves as a liaison between the Advisory Council and the Director of OLLI at UNT on all financial matters related to the program. The Financial Liaison officer will provide a financial report to all meetings of the Advisory Council.

**3.6 Committee Assignments of Advisory Council Members:** Each member of the Advisory Council shall serve as a regular member of at least one Standing Committee and may, if elected by that committee, serve as its chair. The President shall make assignments to ensure that each standing committee has at least one member of the Advisory Council on its roster.

**3.7 Meetings:** The Advisory Council shall convene at least four times a year. At least two meetings shall occur in person, and the other two may be conducted electronically. Ad hoc decisions by the Advisory Council may be made electronically. At the meetings, the Advisory Council will receive committee reports, review financial reports, evaluations, and other data to make recommendations for improvements or changes in policies and procedures, fees and other operations. Meetings of the Advisory Council shall be open to all OLLI at UNT members.

#### **Article 4. Standing Committees**

**Membership of Standing Committees:** OLLI at UNT Standing Committees shall be made up of active members of the OLLI at UNT, including at least one member of the Advisory Council. Standing committee members will be selected by the President and the Director of OLLI at UNT from a list of volunteers solicited annually by the Nominations Committee. Members of standing committees will normally serve a two-year term with an option to serve one additional consecutive term. The President and the Director of OLLI at UNT may make appointments to standing committees to ensure continuity and/or minimum numbers.

**4.1 Curriculum Committee:** The Curriculum Committee assists the Director of OLLI at UNT and staff in developing plans for a stimulating, well-balanced schedule of classes for each academic term. The committee works in partnership with the Director of OLLI at UNT to identify and recruit instructors and class proposals. Prior to each academic term, with a deadline determined by the Director of OLLI at UNT, the committee shall review class proposals and class evaluations, and shall prepare a list of recommended classes for final review and selection by the Director of OLLI at UNT.

**4.2 Membership Committee:** The Membership Committee assists the Director of OLLI at UNT in developing plans for recruitment and orientation of members, retention of continuing members, and outreach to and services for the general membership.

**4.3 Marketing Committee:** The Marketing Committee shall assist the Director of OLLI at UNT and staff in development of marketing materials and marketing campaigns.

**4.4 Nominations Committee:** The Nominations Committee shall solicit nominees for election to the Advisory Council and for participation in Standing Committees. The Committee is responsible for establishing and reviewing criteria for nominations to the Advisory Council, including but not limited to duration of membership, prior committee participation or other service, and personal statements of interest and experience. The slate of candidates for election will be presented to the Advisory Council no later than the mid-point of the spring academic term to allow for timely election by the Advisory Council and announcement of election results to the nominees and to the membership.

The Committee shall provide to the President and Director of OLLI at UNT a list of member volunteers interested in participation on Standing Committees (ref: first paragraph, Article 4 above).

**4.5 Communications Committee:** The Communications Committee will work with the Director of OLLI at UNT and staff to review and update on a regular basis the OLLI at UNT web site, related social media, the course catalog, and other electronic and paper communications and notifications to the membership.

**4.6 Additional Committees:** The Advisory Council may create Ad Hoc committees as necessary. It may also create additional standing committees to assist with functions such as strategic and long-range planning, fund raising, and policy and procedural matters.

#### **Article 5 Amendments to Policies and Procedures**

Proposed amendments to and temporary waivers of these Policies and Procedures may be initiated by any Advisory Council Member or by the Director of OLLI at UNT. Such amendments may be offered at any Advisory Council meeting. The Director of OLLI at UNT will send a notice of the proposed amendment(s) to every member of the Advisory Council at least two weeks prior to the next Advisory Council meeting. Approval of amendments or waivers shall require a two-thirds majority of Advisory Council members present. When enacted, the new Policies and Procedures shall take effect immediately.

These Policies and Procedures of OLLI at UNT were adopted by the Advisory Council on April 20, 2017, and amended by the Advisory Council on June 26, 2019.