Minutes of the Quarterly Meeting on December 14, 2010

Council members and staff arrived for lunch at the Heilman Dining Center at 11:00 am. The meeting followed lunch in the Conference Room of the Heilman Dining Center. Advisory Council members attending were Bill Bailey, Carl Booberg, Sheryl DeLeo, Marshall Ervine, Janet Murray, Ann Smoot, Bill Ventura, Tim Williams and Sally Wood. Pat Brown, Jane Dowrick and Debra Guild attended as staff.

Vice-Chair, Carl Booberg opened the meeting. Jane Dowrick followed by recognizing retiring council members, Janet Murray, Bill Ventura and Tim Williams. Janet, Bill and Tim were Osher’s “first students and first community ambassadors”. Tim Williams helped to develop and launch the Advisory Council, teaches classes and has represented OLLI at conventions and in the community. He will continue as ex-officio at our meetings and will always be referred to as our “Dean of Osher”.

Carl Booberg added his thanks to our retiring members for their service to the council. Tim Williams followed with his thanks to Pat Brown, Jim Narduzzi and the University overall for their support of Osher. Tim vowed to continue to seek ways to “pay back” the University.

Council minutes of the September 14 council meeting were approved as presented.

Nominating Team Report: Tim Williams, as chair of the team, presented three new candidates in Delores Kimbrough, George Pangburn and Ann Williams. All three nominees were accepted as presented. Tim will send letters to all three members notifying them of their acceptance to the Council.

At this time, Tim Williams presented “the book” to Carl Booberg, newly appointed chair of the Leadership Council. Carl reopened the meeting announcing Ann Smoot as the new vice chair of the Council.

Council Retreat Preparation: Jane presented and reviewed the proposed agenda. Dick Dunsing will guide and direct us at the upcoming January retreat. Jane asked that every team chair be prepared to report team accomplishments over the past year.

Curriculum Team, Chair, Sheryl DeLeo reported their team met twice over the year and feel they are beginning to grasp the formation and process involved in developing the Osher curriculum. Sheryl invited and encouraged all members to teach a class and invited council members to forward any curriculum ideas to her. The committee is currently working on the summer program. Sally Wood suggested team teaching to those who may be hesitant to lead an Osher course.

Carl Booberg reported for the Development Team. He was happy to report 100% participation by the Council members contributing to the very first campaign launched by the Development Team. After a very long and involved approval process, letters have gone to Osher members encouraging them to give to the campaign as well. Jane thanked everyone for their contributions and reported $1,860.00 has been raised toward the goal of $10,000.
Tim Williams reported for **Leader Support**. Tim and Jane will offer another workshop in the spring to assist those who may have some interest in leading a class. He urged council members to encourage their fellow members to lead. The role of the Class Assistant was discussed briefly and all agreed having a class assistant should be optional for an instructor and not a necessity. Class Assistants have been found to be helpful to the majority of leaders but some leaders prefer not to have one.

Ann Smoot as Chair of the **Marketing Team** reported team members have been and will continue to revisit ideas for marketing. The team is currently focusing on increasing the number of speakers available for the Speakers’ Bureau. They are developing a handout to emphasize the benefits of being an Osher member and are also interested in developing a power point presentation for speakers. Pat Brown showed the new marketing piece for SCS, a fold out pocket-size brochure, *At A Glance*, that could be adopted as a marketing tool for the Osher Institute.

Sally Wood reported for the **Membership Team**. The team continues to phone new members welcoming them to the Osher Institute. The Membership Team just recently launched the Newsletter Team resulting in the production of their very first Osher newsletter. The team is also working to develop a handbook for new Osher members.

**Director’s Report**: Jane Dowrick began the report with a membership, enrollment and revenue update announcing an enrollment of 375 active members. There was an overall increase of 100 additional registrations received this year. The fall SOC was mailed in August to our preferred mailing list and to all active and inactive members. Please pick up extra SOC’s at the office if you would like to distribute copies around town.

VCU Students and OLLI evaluation project: VCU students conducting the customer satisfaction survey for Osher were very pleased with a 30% return of surveys. Overall the opinions shared were very positive and many recommendations were submitted.

Jane reported we received many requests over the course of the year for our Speakers’ Bureau. We are doing more and more through email, engaging more with non-profits and reviewing how to identify Osher members as stakeholders while trying to make the volunteer aspect more transparent. Suggestions were made by team members to offer a semester long mini-course in a leader workshop, offer Saturday classes and more of the “Behind the Scenes” classes.

**Process to allocate $1,000 for OLLI Volunteer Development Funding**: Jane is forming a small task group to review the process for allocation of the annual $1,000.00 earmarked for volunteer development in 2011. She asked that council members interested in serving, contact her.

**National OLLI Conference**: The National OLLI conference will be held in April of 2011. Carl Booberg and Jane Dowrick will represent our OLLI. Ann Smoot will serve as a back-up representative in the event Carl cannot attend.

Under **information and updates**, the annual report was reviewed by Jane Dowrick. Also noted, the OLLI Volunteer Recognition will be in the Brown Alley Room on Thursday January 6, 5:30-7:00 pm.
The meeting adjourned at 1:55 pm. Respectfully submitted, Debra Guild