

OLLI at WVU Board of Directors Meeting  
Minutes of September 6, 2011

In attendance were voting members Carole Boyd, Hope Covey, Bob Craig, Ann Davidson, Barbara Howe, Linda Jackowitz, Sherry Kuhl, Jane Martin, Connie McCluskey, Gwen Rosenbluth, and George Trapp; and non-voting members Roger Dalton, Joseph Greene, Mary Jane Hamilton, Alan Keiser, and Betty Maxwell.

President Bob Craig called the meeting to order at 11:05 a.m. and thanked everyone for volunteering to support the organization as members of the Board. He called attention to the lovely new catalog cover design by Rae Jean Sielen. Hope Covey said the larger type helps and Bob thanked those who had assisted Joe Greene in proof-reading it. A corrected list of Board members was distributed and is attached to these minutes. Following reminders of the Annual Aging Lecture and Fall Open House, President Craig explained an Executive Committee decision to institute a regular volunteer recognition program, the details to be worked out. The minutes of the July 5, 2011, meeting were approved, following motion by Jane Martin.

Executive Director Joe Greene distributed and read to the Board revised OLLI at WVU Volunteer Guidelines. Following discussion of appropriate usage of member names, addresses, phone numbers and email addresses, Jane Martin's motion was approved to accept the Guidelines with the correction that such personal information was not to be disseminated outside of the OLLI organization or to any other agencies. President Craig said that other details will be worked out, that such policies need to be in writing. Roger Dalton pointed out that such a disclaimer would be good to mention to members when asking for their email addresses.

Joe Greene then said that no decision had been made by Mylan Pharmaceuticals yet about their possible use of the old Lucky's Attic space we had intended to use in place of Classroom B but that we were assured by Mall management that we could use Classroom B through the OLLI Fall Term. Other possible Mall sites were discussed. Joe then mentioned the Fall Term ad in the Sunday paper, his upcoming radio interview and his communication from David Blazeovich, Osher Senior Program Manager. Mr. Blazeovich strongly recommends that OLLI at WVU not reinvest its annual \$50,000 "spend" in the endowment fund.

Center on Aging Representative Sherry Kuhl said that WVU is having an Expo next Friday and that any materials to be displayed should be given to her via Joe Greene. She has asked the WVU Legal Department about OLLI's using a non-certified instructor who does not have liability insurance to teach T'ai Chi; she does not yet have an answer. There is no T'ai Chi class for the fall term. A volunteer certified instructor is hard to find.

Committee reports previously sent by email are attached to these minutes. Following are additional Committee comments.

Treasurer George Trapp said that WVU Director of Planning Deb Miller had come to the last Finance Committee meeting and recommended that the planned October letter requesting donations that Joe Greene is preparing go out by the end of September and

also that an IRA gift "Golden Opportunity" be mentioned at the Fall Open House. Barb Howe recommended this be mentioned in the OLLI Bulletin and on the website as well.

Task Force on Evaluations Chair Linda Jackowitz distributed drafts of a Course Evaluation form for the Fall Term and also a time line process of handling evaluations for six week courses. Following discussion and a motion by Barb Howe, the evaluation form was approved, with the addition of the word faculty or instructor in the title. Ann Davidson said that the key to success of the form is the facilitators. This is not in the charge of this task force. In discussion of the time line process, Connie McCluskey recommended that the original evaluations be given to the instructors rather than retained and that the Executive Director join the Curriculum Committee Chair when speaking with instructors about significant findings. Following motion by Jane Martin that the Director be added, the process was approved.

Facilities and Technology Chair Alan Keiser recommended that Board members attend his committee's meeting to discuss the possibility of paid technical assistants and that Board members learn to be technical assistants.

President Craig said that Irving Goodman had resigned as Membership/Public Relations Co-Chair due to health reasons and finding a replacement is in process. Mary Jane Hamilton described the OLLI Ambassador program that will be presented at the Fall Open House as will vouchers for a free two-hour class for non-members. Alan Keiser recommended the voucher be included in the ad for the next term's listing of classes and Linda Jackowitz recommended that it be included in the next term's catalog. Connie McCluskey said that three new members and one renewal had resulted from the letter Suzanne Gross sent to retired 50 public school faculty.

Gwen Rosenbluth said that there was strong interest in continuing the evening program of the film festival that was so successful in the Summer Term. She recommended that the Curriculum Committee or the Board convene a group like the Carl Taylor Chat 'n Chew that would meet possibly once a month and be run by the members of the group.

Social Activities Chair Hope Covey said that the Alumni Center had requested we change the date of our annual luncheon to June 13, 2012, which we have agreed to do.

Barb Howe said the Fall Term instructors were invited by email to attend the Fall Term Open House and to speak briefly about their classes. She asked if there had been follow-up about a trip to the Greenbrier. Nancy Merrifield may know.

Joe Greene will obtain the Mall Community Room for the October 10<sup>th</sup> Board meeting at 9:00 a.m. Jane Martin will preside at that meeting. Following motion by Hope Covey, the meeting was adjourned at 11:40 a.m.

Connie McCluskey  
Acting Secretary