OLLI@UGA BOARD OF DIRECTORS MEETING MINUTES
February 9, 2015

Board and Officers Present: Tom Kenyon, Betty Jean Craige, Margaret Anderson, Cheryl Copeland, John Songster, Rich Cary, Sandy Clark, Joseph Harris, Richard Lynch, Jill Read, Don Schneider, Les Shindelman, Nancy Songster, and Katy Crapo.

Board and Officers Absent: Randall Abney

Others Present: Zu Reuter

President Kenyon called the meeting to order at 1:00 p.m. and welcomed everyone. He announced that Helen Epps had resigned from the Board after 3 ½ years of service and as Membership Chair for 1 ½ years. On the Board, he expressed appreciation for all her work. He also thanked Nancy and John Songster for the bulletin board and holder; to Sandy Clark for chairing the Valentine’s Appreciation Party for River’s Crossing faculty and staff; to Lee Albright and Iva King for their work on the Back to Class Bash; to Lee Albright, Iva King and Heidi Naylor for their work on the Newbies Orientation; and to Les Shindelman and the CRAM committee for all their work in selecting and implementing the Avectra/OLLI Online program.

Minutes: Ms. Copeland made a motion, seconded by Mr. Cary, that the Minutes from the January 12, 2015 Board meeting be approved. The motion was adopted.

Treasurer’s Report: Mr. Songster reported that the highest ever course offerings and increasing membership resulted in the greatest revenue recorded in a single month of $49,488. Year-to-date, total revenues reached $346,698 or 90% of the budget for the fiscal year. Total YTD expenses stand at $254,831 or 66% of budget for a net ordinary revenue of $91,867.00. Assets grew by more than 50% topping $180,000 on the strength of the tremendous surge of Curriculum revenue in January.

In response to a question from Mr. Cary, Mr. Songster said that Rodney Chandler, the principal of the accounting firm that did our original financial procedures, had said that we do not have excess assets. This individual said that we should have $100.00/member in surplus funds before he thought we would have excess assets. Mr. Songster stated that we have $90.00/member in surplus funds presently. President Kenyon noted that best practices recommend having three months expenses as a surplus. Mr. Songster said that at some point the Board will have to set a figure.

Executive Director’s Report: Ms. Crapo reported that as of January 30, 2015, we have 1307 members, of which 1235 are Athens members including 34 Madison members, and 72 members from Washington Chapter. The breakdown by dues amount is: 1041 people paid full year dues at $50.00 in Athens; 199 people paid dues at $25.00 as follows: 34 Madison (full or half year), 160 Athens half year, 5 dual Washington/Athens members. We hope to have 1350 members by the end of June.

She and Mr. Shindelman have reviewed and updated our progress with the Avectra/OLLI Online program and will work on resolving issues in the next four months. She added that the Southeast Regional Conference will be sponsored by the University of Alabama in Tuscaloosa on July 29 & 30, 2015.

Ms. Read reported on the progress of the OLLI Follies. Over 80 people volunteered as cast and crew during two nights of auditions. The performance will be held at UGA’s Fine Arts Theater.
She said that Mr. Kenyon, Ms. Craigie and she are diligently searching for a new Membership Chair. Ms. Read said that she had worked with a Membership Plan when compiling the first phase of the Policy Procedures Manual.

Ms. Crapo said that we continue to search for a Communications Chair. No action is currently happening with the Ad Hoc Communications Committee. In the interim, Mr. Shindelman believes that our greatest need is a graphics individual. Mr. Cary wondered if there was a strategic communications plan, as there is a definite need for one.

Old Business – Parking Update: Mr. Songster & Ms. Crapo reported that our proposal was presented to UGA Parking Services on Thursday, February 5th. He thanked the OLLI members and staff on his committee: Richard Lynch, Tom Bowen, himself, Katy Crapo and Dr. Jack Parish. UGA Parking Services has accepted the compromise financial proposal of $16,500 due in two equal payments of $8,250 in August and February for a three-year term to begin with the fall 2015 term with administrative and logistical details to be. To pay for this disbursement, OLLI@UGA will have to marginally increase the class session cost. There will be no payments for use of the River’s Crossing parking lot for individuals on OLLI business. A single semi-permanent tag will be issued for an extended period – yet to be determined. Replacement tags will cost the individuals wanting to replace a lost tag. Non-class-registered members will use semi-permanent tags that must be returned to the office.

Ms. Craigie moved, seconded by Ms. Anderson, that “we adopt the parking plan proposal that includes the increased class fees.” Motion adopted. Ms. Copeland mentioned, and Ms. Songster agreed that the Travel-Study fees should not include the additional fees.

New Business - Nominating Committee: Ms. Craigie moved, seconded by Les Shindelman, that Connie Bruce be approved as the 2015-2016 Curriculum Committee Chair.” The motion was adopted.

Executive Session: Ms. Copeland, as parliamentary advisor, explained the rules outlined in Roberts Rules of Order, 11th Edition for an Executive Session.

She moved, seconded by Ms. Craigie, that “the Board of Directors go into Executive Session, that Ms. Crapo is invited to remain for the first part, and that the minutes include any motions made.” The motion was adopted.

Ms. Craigie moved, seconded by Mr. Songster, that “the Osher Lifelong Learning Institute at the University of Georgia (OLLI@UGA) does not take a position on any social or political issue. As an affiliate of the University of Georgia’s College of Education, OLLI@UGA adheres to the University’s non-discrimination and anti-harassment policy, which can be found at https://eoo.uga.edu/policies/non-discrimination-anti-harassment-policy.” The motion was adopted.

Ms. Songster moved, seconded by Ms. Craigie, that “OLLI@UGA request proposals from three professional consultants experienced with not-for-profit organizations, not associated with OLLI, to evaluate the management, jobs, workload and tasks necessary to efficiently run this organization. Standing committee chair responsibilities should be included in the evaluation. The three proposals will be brought to the Board for final selection.” The motion was adopted.

Ms. Craigie moved, seconded by Ms. Anderson, that “the Organizational Sub-Committee report on a monthly basis to the Board on its deliberations.” The motion was adopted.

There being no further business, the meeting was adjourned at 5:17 p.m.