Executive Board Members Present: Linda Budd, Ken Fettig, Grace Hall (Chair), Merrill Hudson, Fred Laffert, Deborah Lapides, Kathleen Mayzel, Rory O’Connor, Jan Perley, Bob Pride, Samuel Ruth (Director), Lynne Romboli, Mary Webb

Call to order- 10:05 AM
Recording Secretary: Gail O’Meara
Minutes of Previous Meeting: Accepted as amended.

Chair Comments: Grace Hall
There was discussion regarding the Volunteer of the Year Award. The present procedure is that names of nominees for this award be submitted by Executive Board members and previous award recipients to the director, Sam Ruth. This final list and rationale for each nominee is sent out to all Executive Board members and previous award recipients for a vote. The Director then tallies the votes for the final decision. Additional discussion centered on the number of these awards granted; since it is limited to volunteers and not total membership, the single award is appropriate.
Next the purpose of the award was discussed.
A suggestion made and accepted that in addition to the Volunteer of the Year Award that the Board send out a note of appreciation to any member who has provided notable assistance in facilitating the Osher Lifelong Learning Institute at Tufts University. Any member of the Board can identify a recipient; all Board members will sign the note. This can be done on a monthly basis if indicated.

Director’s Comments: Sam Ruth
The Fall program went well; the major concern was the change in parking.
Winter Program:
The printer is now using coated stock for the entire catalog, rather than just the cover, resulting in much brighter pictures; this has increased the printing costs, but this has been balanced by a smaller mailing list limited to present and recent members. A less expensive, “evergreen” brochure will be available for more general distribution.
Registration:
December 2, at 9 am, will be the start of online registration; the first round of class enrollments will start on December 10. Each member’s class enrollments will be sent out, and then the add/drop period will be available until December 20. Classes start on January 6.
A new online course evaluation form will be used for the Winter term. The hope is that
more feedback will be provided, including information from members who miss the last class or those who dropped out of the course for various reasons. The reviewer’s identity will not be available; a change to this policy could be instituted if there appears to be an attempt to manipulate the reviews. Hard copies will be available for anyone who does not have computer access.

EDventures Special Interest was good, with 50 members expressing interest. Each club will have to be self-sustaining. An EDventures Chair would be valuable. The topics identified are a Walking group, Drawing, Poetry, Virtual English Tutoring, and Mentoring Tufts Medford Campus first generation students. Sam will create a list of interested members.

Committee Reports:

Brookhaven: Lynne Romboli
20 new unit residents will be moving in December, starting on December 9, with 2 units per week. Some of the new residents said that the opportunity to attend Osher classes on site was a factor in their choice. Hopefully there will be more onsite parking becoming available along the driveway. No information on the use of the new Performance Center is available yet. The old Auditorium will become 2 classrooms after reconstruction. The Club Room would work well for Ken Fettig’s Born Elsewhere Living Here course. The new center on the first floor would be accessible to close parking spaces.

Curriculum: Bob Pride full report at end of minutes
Review of the SGL feedback session had good feedback. All SGLs will be asked to reach out to the members in the course before the first day. Welcome them, provide a way to contact the SGL, and provide any assignment for the first session. Provide at least 3 days notice about any assignment for an upcoming class.
A meeting for potential SGL’s overseen by Joyce Carpenter, took place with much success. The November session had 19 attendees; the session started with a power point and handout with the overview of preparing a course. The attendees then split into smaller groups, each facilitated by a CC member, based on previous experience in teaching.
Several potential leaders self-identified, including 2 who are coteaching.
An additional meeting is scheduled for December 5th to help orient new graduate students who will be teaching during the winter term.
New attendance procedure will be to orally read the role at the start of the first class; ask if there is anyone who is not on the roster; report that information to the Osher office.
Subsequent attendance will be done as members arrive to class. This information will be included in the CA instructions.
Spring Proposals are due by December 2.
The goal is 35-40 courses. There are at present 16 proposals.
The Winter session will use the online feedback form.
There was a question about having 2 CAs for larger classes, but the logistics needs further
discussion.

**Lunch and Learn: Deborah Lapides** full report at end of minutes
Spring speaker roster is filled, with 5 of the 14 being from Tufts University.
Attendance has been good, averaging 88 on Monday and 83 on Friday.
There was only 1 location change to Curtis Hall; there were 60 attendees, filling every available seat.
Spring has 5 room displacements. 4 will move to Curtis Hall, including an end of term luncheon. The remaining 1 might use the smaller Remis Sculpture Court or larger Sophia Gordon Hall. Sam will investigate the locations.
End of term lunches were successful. Food was delicious. SGLs for this term were invited to attend as guests. This increased the extra food cost by $50, raising the shortfall to about $600.
Lunch and Learn Lite has 1 presenter scheduled, 7 more are needed. Any suggestions are welcome. Rory O’Connor has volunteered to help presenters with their power points if needed.
The next meeting will take place early Spring.

**Membership: Jan Perley** full report at end of minutes
The committee meets 4 times per year. The November 12 meeting was feedback from the 60 new members. Parking was the first topic; the 2 remaining options, either free parking at Dowling or buying an expanded parking permit for $30 were explained. Further discussion was about what happens if you don’t get your first choice but your second choice is on a different day, how do you make a different selection. Sam explained that each day/time block is handled independently of the others; the add/drop period is available to make needed changes once your schedule is mailed out.
The next meeting is January 13.

**Member at Large: Linda Budd**
There is obviously a high interest as shown by participation numbers.
The end-of-term luncheons were highly interactive.
November 8 SGL feedback resulted in good suggestions.
Joyce and her CC volunteer meeting with potential SGLs resulted in more people actively planning to lead a group. Linda worked with members who had no background in teaching but each had an idea for a group; discussions offered clarification of these ideas.
2 members are planning on working together to lead a group.
Parking and getting your class choices is an ongoing source of tension.

**Member at Large: Mary Webb**
Mary views the construction at Brookhaven has turned a corner, now showing progress towards completion.
Brookhaven residents are very supportive of her, with friends of her course members
giving positive feedback.

**Nominating: Kathleen Mayzel**
October 22 meeting produced a list of candidates for the Vice Chair position that will be vacant as of July 1, 2020. There is a position available for a Brookhaven nominee on the Nominating Committee.

**Old Business:**
OLLI Scholars Initiative
Handout of the initiative for scholarships for auditing courses at Tufts explained the Purpose, Timeline, Selection Process, and the special case for Medford/Somerville Community Auditors. A subcommittee of Merrill, Bob, and Grace, was formed to meet with Sam to decide on which applicant(s) should be given a scholarship.
Discussion around what would happen if a recipient decides not to lead a study group on the audited course as chosen as a give back in the application. Loss of future scholarships for that individual would be a given as well as possible loss of membership for a year. There are other give back options for scholarship applicants: conducting a Lunch and Learn lecture on the subject or writing a paper on their experience in taking a course with younger people; the paper could then be emailed out to all members or included in the “Spotlight” magazine.
Courses are under the University College listing; the available choices to audit are pre-vetted courses. A link is under Courses at Tufts.
There is no progress in setting up Tufts email addresses for OLLI members.
Member directory has gone out. Members can add a biography to the basic information.
Sam will send out an updated directory in the Spring or Summer to all members. As you renew your membership yearly, your information will be updated.

**New Business:**
Stoneham Senior Center is willing to collaborate with our program. They have a large building with 600-700 attendees at their weekly programs. Their goal is to increase the academic offerings at that location. They also have no cost rooms that would be available for our use. Tuesday and Thursday being preferred as that will not conflict with current course offerings. Spring would be a good time to start. Having SGLs lead courses that have been given previously might be an option. The Stoneham Seniors would be required to become members of our program. This would allow them to access all of our programs and special events.
Lake Commons at Lincoln is another location that might want to join with our organization. Lynne will contact them.

**Adjourn:** 11:48
Next Meeting: December 19, 2019
All Committee meetings as well as the Executive Board meeting are open to all members, space permitting, with advance notice to the Director. There will be an open comment period at the end of each meeting, time permitting.

Upcoming meeting dates:
- Curriculum Committee: January 9, 2020
- Membership Committee: January 13, 2020
- Executive Board: January 16, 2020 and February 20, 2020
- Lunch & Learn: Spring 2020
- Nominating Committee: Spring 2020

Curriculum Committee report:
The regular monthly meeting of the Curriculum Committee was held on Thursday November 14th. We had a very full agenda which included the following items:
1. We discussed the takeaways from our November 8th Fall SGL Feedback Session:
   a. Recommending that all SGL’s email class members prior to the first class, welcoming them to the class and informing them of any needed preparation for the first class,
   b. Making sure that non-member SGLs such as grad students and outside experts are better informed about our program and what class member expectations for Osher classes might be,
   c. Change procedure for taking attendance recommending that member names be called out for the first class only as the current procedure takes valuable class time away from the SGL in sessions 2-4 or 2-8, and
   d. suggestion that SGLs be informed as soon as possible about the technology suite in the classroom assigned to them.
2. We discussed the workshop held on the afternoon of November 8th titled "How to Become a Study Group leader". Committee member Joyce Carpenter led the session with help from Linda Budd, Fran Lanouette, Margaret Louire and Mary Ellen Nott. Attendance surpassed our expectations with 19 attendees. While it is likely that none of the attendees will be ready by our early December proposal deadline for Spring, they do appear committed to submit a proposal in the new year.
3. We briefly discussed recruitment for Spring 2020. All CC Members will continue their efforts to encourage members to submit proposals by December 2nd.
4. We tabled discussions about CC visits to Fall study groups since there were no obvious issues discovered by those visits.
5. We discussed the successful presentations by several Fall SGLs at the End of Term Luncheons. It was suggested that we try to find SGLs for Spring to speak that were not career educators before coming to Osher since our message is that the majority of our members can be successful SGLs. While no one after the luncheons approached me about becoming a SGL, it may have spurred more interest in the November 8th workshop.
6. Reflecting on the new Century Club recognition of members completing 100 hours of study groups in an academic year, we discussed various ways to show appreciation to our long term SGLs. Sam is crunching some numbers and we will determine how to recognize these bulwarks of our program.
7. And finally we discussed online versions of the End of Term Feedback form. We are concerned that participation in the process may be affected but the current written forms suffer from legibility problems. Also by collecting the written forms at the last class we lose input from members not in attendance at that time. A short online form could supply the Director, the CC and the SGL with timely feedback information.

Bob Pride

**Lunch and Learn Committee report:**
Meeting on October 23rd.
In Attendance: Grace Hall, Cleo D'Arcy, Steve D'Arcy, Trish Faro, Sheila MacArdle, Deborah Lapides. Sam Ruth did a brief check in at the beginning of the meeting. We welcomed two new members to our committee: Trish Faro and Sheila MacArdle. We continue to have very good attendance at Lunch and Learn this fall, averaging 88 on Monday and 83 on Friday.
To date, we have 9 slots out of 14 filled with speakers for next spring. We discussed updates on our speaker contacts and added several new names to contact. We finalized plans for the End of Term Luncheons on November 1st and 4th. As we have invited all current SGLs to attend the lunch free of charge, we will increase the amount of food we usually order from Dave's Fresh Pasta. If all SGLs attended, there would be 10 additional guests on Friday and 14 on Monday. Deborah did not count the Osher members who may be SGLs this term but who normally attend our End of Term luncheons regardless. Deborah will make a pitch during both End of Term Luncheons for speakers for Lunch and Learn Lite this winter, which still needs 7 speakers to fill our roster.

Deborah Lapides, Chair, Lunch and Learn Committee

**Membership Committee report:**
Members present: Irene Hennigan, Jean Keefe, Laura Ramsay, Gloria Rosensweig, Joan Stein, Jan Perley (chairperson)
On November 7 the committee met with all members present. We discussed any questions or issues that had come up from phone calls or contact with new and present members. Overall members seem satisfied with the OLLI program. There were questions asked about the process of registration. Specifically, people had questions about who got priority for classes chosen. Some member said that they called first thing on morning of registration but did not get classes they wanted. I said I would discuss this with the executive committee on Nov. 21. I know we have discussed this before but need some clarification on this. There was also a question about what the plan would be for parking for new members who might be joining now to take classes in January.
We had 60 new members to contact since our last meeting in August.

Jan Perley, Chair person