Executive Board Members Present: Linda Budd, Grace Hall (Chair), Merrill Hudson, Fred Laffert, Deborah Lapides, Kathleen Mayzel, Samuel Ruth (Director), Lynne Romboli, Mary Webb

Call to order- 10: 00AM
Recording Secretary: Gail O’Meara
Minutes of Previous Meeting: Accepted with corrections

Substitutes: Mary Ellen Nott for Bob Pride

Director’s Comments: Sam Ruth
Classroom space: initially there was a possibility that all Monday classes might have to be relocated. After making 2 changes and searching for space, Sam located enough space on Campus to accommodate all study groups; changes are Allan Elfant’s Shattered: Grief and Loss in the Cinema will be moved to Friday afternoon; James Dale’s The History of Jazz will start at 4:30 and run to 6:30 on Monday.
Registration: Online registration ran well; about 125 used voicemail to register, and about 275 used the online registration. 18 study groups are full; 22 have openings; 7 have 5 or fewer. 30 did not get their first choice but others were enrolled in up to 5 classes. Monday Sam will contact the 30 who could not get their first choice. There will be a chance to add/delete classes. Once an individual’s selection is complete, billing information will be sent.
Discussion on future changes to the registration form: Have a summary of your order before you hit send? Add a comment box to allow you to prioritize your choices for the entire week? Study groups with 4 sessions worked well as your first and second choice.

Committee Reports:

Brookhaven: Lynne Romboli – full report at end of minutes
Offsite parking will be at 1040 Waltham Street, which is just past the Brookhaven entrance but on the same side of the street. The study group spaces were evenly split between the Brookhaven residents and nonresident members. There was a lottery to handle the number of residents who wanted to take one particular study group.

Curriculum: Bob Pride (Mary Ellen Nott substitute) – full report at end of minutes.
Still working on getting new SGLs. Considering adding a question to the SGL proposal form as to what motivated you to submit a proposal.
Bob had sent out a letter to each person who had expressed an interest in becoming more involved, and a member followed up with personal contacts.
The curriculum committee discussed American University guide to SGLs; it would not work for our SGLs but had some interesting points. Members are going to share any additional information about other lifelong learning programs at other locations.
Previous SGL spreadsheet was distributed.
The Tech Forum suggested by Ken Fettig needs a resource person to coordinate the topics. There will be a student to assist with AV at the start of the first class; the SGL and classroom assistant will have a reference sheet to use.
5-Year plan goal to have online registration has been accomplished. Feedback sessions will follow the existing format, after the Fall and Spring term, allowing graduate student SGLs to participate.

**Lunch and Learn: Deborah Lapides**
There was no meeting this month. Deborah will not be present to introduce the first 2 speakers; Sam will do the introductions. Deborah will contact potential Lunch and Learn Committee members. Audio recording of the presentations should be possible; questions remaining are a need for a release statement and adding the PowerPoint to the online resource for member access.

**Member at Large: Linda Budd**
There was an increase in the number of Fall proposals. 5 new SGLS in the Spring term have submitted Fall proposals; 1 proposal was from a new SGL. Linda will continue to encourage members to become Winter session SGLs.

**Member at Large: Mary Webb**
Mary shared the handout material from the OLLI at Ringling College in Sarasota Florida. The material was very professionally prepared. Mary found it challenging to access the program as the program office has teams of volunteers managing the office. The study groups were comparable to ours.

**Nominating: Kathleen Mayzel**
Charles Ketcham has retired from the committee; 4 members remain for the rest of the term. A Brookhaven representative would be preferred as a replacement for Charles at the 2020 election.

**Old Business:**
The Executive Board needs a representative from the Tufts Alumni Association which will be pursued.
The sense of the board is that under the current system our director is closely tied to University College and therefore a separate university representative is no longer needed.
The eNews will contain a link to the folder that contains all of the Executive Board edited minutes.

**New Business:**
Committee vacancies
The survey for new members showed an interest in the Financial Committee, Lunch and Learn Committee, and Development/Scholarship committee, each with 1 person showing interest. These vacancies will be mentioned again at a Lunch and Learn session.
Could there be a sponsorship for the catalog?
Space availability discussion centered on having a different day for classes at a different location; there will need to be outreach to create a sense of community at that location to mirror what occurs at the present locations.
Start a list of changes to be made in the by-laws at the Annual Meeting.
There is a need for a definition of a quorum.
Members are welcome at all meetings with prior approval.
Adjourn: 11:10 AM
Next Meeting: 09/19/19

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: September 12th
_Membership Committee: TBD
_Executive Board: September 19th
_Nominating Committee: Fall
_Lunch & Learn: Fall

Curriculum Committee Report for August:
The Curriculum Committee held its normal monthly meeting on Thursday August 8th. The following issues were discussed:
1. We continued discussions of ideas on recruiting new member SGLs. We usually don't know what convinces members to become new SGLs so we decided to include that question in the proposal form. We also discussed the SGL Manual from American University that Sam had obtained. While a 19 page SGL manual would be too off putting to our members, we agreed that a document that would help build confidence in members with little or no teaching experience might be helpful. The response to the committee's email to survey respondents who had indicated that they would definitely consider leading a study group was underwhelming so far.
2. Hard copy spreadsheets of former SGLs were distributed to aid in recruiting SGLs for the Winter Term.
3. We tabled further discussions on Ken Fettig's suggestion of a Technology Forum until the September meeting.
4. We continued discussions regarding ways to improve the SGL's Audio/Visual experience. Sam is looking for a work study student with technology skills that would be available at the start of each class. Unfortunately with Fall classrooms spread all over the Tufts campus it may be difficult to have technology help for each classroom if needed.
5. The committee reviewed our minutes from a February discussion regarding our progress toward completion of Five Year Plan objectives. Since that discussion, Goal 4, Item 5 (Offer online registration for classes and membership) has been introduced for the Fall term. There have been no changes to the other items of Goal 4 (Sustaining excellence in Educational Experience at Osher LLI).
6. We discussed the disappointing allocation of classrooms for the Fall Term and the excellent response by our Director in finding classroom space not controlled by the registrar’s office. Fall registration will only be delayed one week with a minimum of reshuffling of classes.
7. We concluded with a brief discussion of a review of Feedback Forms for summer classes. There were no significant problems revealed with any of the Summer SGLs.
As I will be unavailable for Thursday's Executive Board Meeting, Mary Ellen Nott will attend in my absence.
Bob Pride
Chair of Curriculum Committee

BROOKHAVEN REPORT for August
Only change as far as our construction/renovation project since my report last month is that we continue to experience minor delays, mostly with the internal renovations. The new Wellesley building is still on track to have the first new residents move in during the month of December.
We will be renting off-site parking at a different location for fall and for whatever other semesters we will still need off-site parking. The address is 1040 Waltham Street, which is on the other side of Brookhaven, but on the same side of Waltham Street. For those who walk to Brookhaven, no more crossing Waltham Street! We will still provide shuttle service. It’s about the same distance as from the Elks. I’ll send detailed information out when I send the confirmation letters to everyone participating in study groups at Brookhaven.
Lynne Romboli