

Tufts University  
Osher Lifelong Learning Institute  
Executive Board Meeting - Virtual  
4/16/2020

**Call to order:** 10:05 AM

**Executive Board Members Present:** Linda Budd, Grace Hall (Chair), Deborah Lapedes, Fred Lafferty, Kathleen Mayzel, Rory O'Connor, Kim Pratt, Jan Perley, Bob Pride, Samuel Ruth (Director), Mary Webb  
Joyce Carpenter (guest)

**Recording Secretary:** Gail O'Meara

**Minutes of previous meeting:** accepted as corrected

**Director's Comments:** Sam Ruth

Coronavirus Changes:

Overall our program is going well; we are now using a month-to-month format. May will have 11 groups, June has 20 proposals. There are 20 to be split between July and August. This is 4 times the number of classes offered during the Summer in past years.

Virtual transitioning:

30 new memberships have been added for the May/June virtual courses.

Zoom training is scheduled for April 16 for Summer SGLs; this will include expectations for an OLLI course and utilization of Zoom features.

Fall format will be determined during July. It will be broken down into 2 blocks, a September block and an October block.

Cleo and Steve D'Arcy will present a free demonstration class as a sample of what a class can look like using the Zoom features with a Ted Talk included.

There will be a mini donation drive in the Spring.

Brookhaven and the Stoneham Senior Center are aware of the new OLLI format; Kim Pratt is now the Brookhaven contact.

**Committee Reports:**

**Brookhaven:** Kim Pratt

All residents will receive a flyer with all of the information concerning the virtual format, online registration, and course descriptions. The Brookhaven resident only website will contain a link to register. The new residents are more tech savvy; any residents who require it will get some Zoom training. Residents can contact the office if unable to register.

**Curriculum:** Bob Pride – full report at end of minutes

The Committee has arranged to "visit" the classes using an invitation on Zoom. The feedback forms will be closely reviewed. The recognition of long term SGLs is postponed at this time.

**Financial:** Rory O'Connor

Results of the refund survey: most members donated the money for the missed classes; 10 members took a credit towards a future class; the rest chose a refund.

Facebook ad has resulted in 20 new members.

Joyce Carpenter wrote an invitation for members to send out to friends and family to seek new members and SGLs.

There are 4-6 times more people participating in virtual classes; perhaps some virtual classes will be offered in the future.

**Membership:** Jan Perley

The Membership Committee has been involved in the Staying Connected initiative. With the increase in new members, the committee will be meeting every other month to identify calls to new members. Sam has written a new email addressing the present program that goes out to new enrollees.

**Member at Large:** Linda Budd

Linda has made a large number of calls, as have other members of the Keeping Connections outreach. There is a need for more people willing to call. Most people contacted are happy to be called and are enjoying the new format; most miss the social component. A report will be presented once all members have been contacted.

**Member at Large (Brookhaven):** Mary Webb

Residents are confined mostly to their apartments. Zoom is a big part of maintaining a social life. OLLI connection is important. Brookhaven resident SGLs are looking at ways to adapt their classes to a virtual format. The Dante study group would like to continue during the stay at home time.

**Nominating:** Kathleen Mayzel

There is a nominee for each position except for the Brookhaven representative; Mary Webb and Kim Pratt will try to identify a representative for Brookhaven.

**Old Business:**

Vote on By-Laws

Final revisions were shared with Board members. Jan Perley made a motion to Accept; Bob Pride seconded the motion. The motion was accepted by unanimous vote.

The Annual Meeting

The Annual meeting must be held according to the Bylaws; this will probably be a virtual meeting.

The invitation will be sent to all members.

**New Business:**

Consider policy on recording class sessions

Discussion occurred around the advantages and disadvantages of recording all classes. The Lunch and Learn presentations will be recorded and available online to members.

Recording of classes will be left to the discretion of the SGL with concurrence of class members.

### Website

The Tufts OLLI website has been updated to reflect the present situation. Members will have access to prerecorded offerings that are available; this will be updated as appropriate.

### Fee Structure

Discussion of restructuring the fee structure occurred with several options presented. With so many unknown future variables at this time no definitive changes have been made. Ongoing discussions will occur on this subject. Sam has spaced out the classes offered now to allow more choices for members.

### Membership Benefits

With the current absence of Lunch and Learn, discussion on what might be offered to all members was undertaken.

The clubs, i.e., Book Club or History Club, are still available but do require an invitation to participate in the Zoom session; to increase security for the session, any member will receive an invitation after making a request to the office. There are additional clubs that could use the same format. Any proposals for additional opportunities for members to socialize should be sent to the office address.

### Review of 5-year plan- Curriculum Committee

Executive Board reviewed Goal 4. The Curriculum Committee provided the progress on each goal, including the changes reflected in the present virtual format. The report was accepted and will be part of the final report of the Five Year Plan.

**Meeting adjourned:** 12:00 pm

**Next Meeting:** 5/21/2020

All Committee meetings as well as the Executive Board meeting are open to all members 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: May 14, 2020
- Membership Committee: To be determined
- Executive Board: May 21, 2020
- Nominating Committee: To be determined
- Lunch & Learn: To be determined

**The Curriculum Committee** met on Thursday April 2nd.

1. The prime purpose of the meeting was to review and approve additional study group proposals to be offered during the multiple online Summer terms of May and June. These classes were in addition to the Summer classes which had been previously approved during our March meeting.
2. In addition, the committee began efforts to recruit SGLs for July and August.
3. We discussed visitation to the Spring classes that continue to run online so we can determine if they are successful and so we can make our recruiting pitch to class members. We will need to contact the Spring SGLs so a committee member can join the Zoom classes.

4. We will use the online End of Term Feedback form to review how are members evaluate the Spring classes that were able to continue online.

Bob Pride

**The Curriculum Committee** met on March 5<sup>th</sup>:

The Curriculum Committee met one week early on March 5th in my absence to review and approve study groups for Summer. The meeting was scheduled earlier to give the office additional time to prepare the Summer catalog. The committee discussed the following items:

1. The committee had 29 proposals to review for Summer 2020. This is a 45% increase over the number received in 2018 and 2019. This number will allow us to provide classes at our three locations: Medford, Stoneham and Lexington. Approximately 1/3 of the proposals included Stoneham and/or Lexington as a possible acceptable location for the SGL to provide the class.
2. The committee discussed Sam's proposal for a mini-program of short classes to be provided in May between the Spring and Summer terms. There would be one or two morning classes followed by one or two afternoon classes. Preliminary name would be "Tufts Osher Lightning Round". These classes would be offered by grad students that are available now but some of whom may be gone next academic year.
3. The committee discussed additional ways to recognize long term and multiple term SGLs. For long term SGLs there will be a Hall of Fame but for multiple term SGLs (3 or 4 terms in a year) there will be an award to be named later.
4. A preliminary visitation schedule for Spring classes was set up for Curriculum Committee members.
5. We began to review the dates for 2020-2021 Academic year to determine proposal deadlines and Curriculum Committee meeting dates.

Bob Pride