

Tufts University
Osher Lifelong Learning Institute
Executive Board Meeting
Minutes: 04/15/2021

Executive Board Members Present: Linda Budd, Joyce Carpenter, Ken Fetting, Grace Hall (Chair), Deborah Lapidès, Kathleen Mayzel, Kim Pratt, Bob Pride, Gloria Rosensweig, Samuel Ruth(Director), Mary Webb.

Recording Secretary: Kathy Scanlon

Minutes of previous meeting: Accepted with changes

Director's comments: Sam Ruth

May and June registration confirmations were sent out yesterday.

200 members requested at least one study group; this number is down from what we have been seeing but it was expected as life gets back to normal.

27 new members have joined with the Summer Membership Special

The wait list for classes was minor; only two classes have waiting lists.

Three classes needed to be cancelled due to low enrollment; 1 or 2 more are on the bubble but we will make that decisions after the add/drop period slows down.

Next year looks like no in person classes for the Fall at Tufts. Brookhaven is in the same boat as Tufts. They are taking the return slowly. Sam had not heard back yet from Stoneham Senior Center.

Sam will draft a letter about the return and let the Executive board see the letter for input before it is sent out to members.

Committee Reports:

Brookhaven: Kim Pratt

Interesting year with COVID at Brookhaven and home schooling for kids. Thing are moving forward, all residents and most staff at Brookhaven are fully vaccinated. The reopening is starting slowly. The new performance hall is being used for residents. Things are getting back to normal in a careful way. Brookhaven is not yet open to the public.

Curriculum: Bob Pride – full report at end of minutes

We reviewed and approved May/June submissions. Trying to schedule a few feedback sessions for SGL's. One for member SGL's and possibly another for grad student SGL's.

Financial:

(See New Business Finances)

Lunch and Learn: Deborah Lapidès

Lunch and Learn average attendance for Jan/Feb was approx. 130, for March around 104. The committee has been very happy with the attendance and the engagement of the members. The quality of the speakers has been great!

Membership: Gloria Rosensweig

Quiet month, there was only 17 new members. The Orientation for the new members went well.

Member at Large: Mary Webb

Brookhaven people are getting better at zooming and the presenters are getting better.

The two classes she took were both superb and the participation was great!

She notices a difference that when the Classroom Assistant is a strong tech person it is a good match.

Brookhaven has pulled them through a long dark winter. Many are looking at the year of COVID as a year of gains.

Nominating: Kathleen Mayzel

There is an empty position on the Nominating Committee and an empty position for Member at Large. Kathleen has two people that are interested in the Member at Large position. She would like to find a way to accommodate both people.

Motion was made to add one more Member at Large to be elected at the upcoming June Annual Meeting. Motion passed and the vote was unanimous.

There are also two people interested in the Nominating Committee position. The ‘Brookhaven’ position on the committee (which has been empty for several years) will be used for the second person.

New Business:

Finances: Sam provided a financial update as of 4/1/21. The update included current finances and a financial comparison over the last few years. The statement showed that of the \$405,000 in revenue taken in this fiscal year by the OLLI program, approximately \$220,000 will be returned to Tufts at the end of this fiscal year. In addition, he presented a document titled OLLI and Tufts Relationship FAQ, which is attached to these minutes.

Sam explained that the \$1 million endowment from the Osher foundation spins off 4% principle (approx. \$50,000) each year. This is an Osher foundation requirement, and the purpose of this money is to spend it. Endowment money is not allowed to be spent on salaries, which are paid through membership and tuition fees. Due to the exceptional increase in enrollment and courses this year, income was significantly larger than in previous years.

Our gift and endowment funds, which total \$650k, remain with the OLLI program. There was discussion on what we want to do with this money. Planning would need to be done in advance for big spending items. The university looks far ahead on these items, 1 year +

Discussion on Tufts involvement with our program. Tufts helps us with budgetary assistance (provides support for accounts), marketing support (ads on Facebook etc.), and management of the OLLI endowment.

Discussion occurred on how filling the position of the financial advisor could help with long-term and short-term planning and budgeting, as well as meeting the requirement of having a financial advisor specified in OLLI’s Bylaws. This financial advisor could also help the program consider future directions as well as identify areas to explore. Because the financial advisor position is unfilled, Sam will present the FY22 budget to the Executive Board at next month’s meeting for the executive board to review.

Grace will explore creating an *ad hoc* committee to change the job description for the financial advisor so that the role is well defined prior to looking for a financial advisor.

Adjourned: 1:45 pm

Next Meeting: Thursday, May 20th

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: TBD
- Membership Committee: TBD
- Executive Board: May 20, 2021
- Lunch & Learn: TBD
- Nominating Committee: April 28, 2021

Curriculum Committee Report – Bob Pride

The Curriculum Committee met on Thursday March 25th. The majority of the meeting was devoted to review and approve proposals for the May-June term. A total of over 25 proposals were reviewed. These proposals ranged from one to eight sessions in length.

We also discussed scheduling a feedback session for member SGL so that they can share their experiences with other member SGLs. Joyce and Prudence volunteered to help me and Sam conduct a Zoom meeting with member SGLs.

We also discussed sending a feedback survey to Grad student SGLs who have led classes during the past year to solicit good ideas that they feel worked well in their classes. These ideas would then be shared with other SGLs. This contact may stimulate additional proposals from some Grad students that are no longer enrolled at Tufts.

We decided to have the following as a recurring agenda item: How to attract underrepresented members.

OLLI & Tufts Relationship FAQ - Sam

April, 2021

Q: What is the relationship between the OLLI at Tufts and Tufts University?

A: The OLLI is a “institute” within University College, which is a school at the university. (Prior to FY19, the OLLI had been a part of the School of Arts & Sciences.)

Q: What does Tufts provide the OLLI?

A: Tufts provides the OLLI with many services and goods, including: classroom space, office space, budgetary assistance, marketing support, website and IT support and management of the OLLI endowment. With minimal exceptions, these services are provided at no cost to the OLLI.

Q: What does the OLLI provide Tufts?

A: As a unit within Tufts university, any OLLI revenue which is not specifically restricted (e.g. endowment revenue or gifts) is reassumed by the university at the end of each fiscal year.

Q: Is that process typical for other units at the university, or is it specific to the OLLI?

A: A similar process plays out with virtually every other unit at the university. Aside from special instances like gift accounts, revenue almost always “falls to the bottom line” at the end of the year, and each unit then begins the new fiscal year with a fresh budget.

Q: Does it matter that the OLLI generates “its own” revenue?

A: No. The Tufts system is predicated on the concept that some units actively generate revenue, while others provide other benefits to the university, but are not themselves designed to collect revenue. If revenue was not spread across all units, it would not be possible to sustain the central operations of the university (e.g. finance, IT, registrar, facilities, and student services).

Q: What happens to OLLI endowment or gift funds that are not spent by year end?

A: Any unspent endowment or gift funds are “carried forward” in separate OLLI accounts.

Q: Who can spend from these carry forward accounts?

A: The carry forward accounts are only for use by the OLLI. However, Tufts still needs to approve (in advance) any significant expenditures.

Q: Could the OLLI management “re-negotiate” the terms of the relationship between Tufts and the OLLI?

A: Not in any meaningful way. However, if Tufts did determine that they were no longer interested in supporting the OLLI, they could dissolve the institute and redirect the OLLI endowment funds towards financial aid.