Class of 2027	Class of 2028	Class of 2029
Myrna Hall	Tony Davis	Anne Hartridge
John Schuyler	Fernando Gapasin	Susan Plass
Sarah Tisch	Tom Woosnam	Kevin Talbert

Minutes
2026-27 Council Meeting
20 October 2026
3:30-5:30 p.m.
Campbell Center, Room C

Council Directors Present: Tony Davis, Fernando Gapasin, Myrna Hall, Anne Hartridge, Susan Plass, Kevin Talbert, Sarah Tisch, Tom Woosnam. **Absent**: John Schuyler

Committees and Team Chairs Present: : Ginny Blankinship, Anne Coleman, MaryBeth Lampert, Kim Rosmaier, Lorraine Vail, Dwight Wilson. **Absent:** Karla Langland

Members, Staff, and Others Present: Heather Ingraham, Megan Rutherford, Laura Simonds, Jim Burns

I. Call to Order: President Tisch called the meeting to order at 3:35 p.m.

II. Approval of the Agenda with Flexibility

MOTION: I move to accept the agenda for today's meeting with flexibility. (Davis, Hall). The motion passed unanimously.

III. Approval of minutes of September 2026 Council Meeting

*MOTION: I move to approve the OLLI at SOU Council Meeting minutes from the meeting of 15 September 2026. (*Plass, Davis). The motion passed with one abstention.

IV. Reports (*Treasurer's Report will be included for the November meeting*)

A. President's Report (Sarah Tisch). Report stands.

B. Administrative Director's Report (Heather Inghram). Report stands.

C. Standing Committees and Other Reports (*Finance Report will be in November*)

1. Communications (chair TBD; Liaison Anne Hartridge). Report stands.
2. Connections and Outreach (Mary Beth Limpert). Report stands.
3. Curriculum (Anne Coleman and Ginny Blankinship). Report stands.

   Additional comments clarified that "NTO" refers to instructors who are new to OLLI; proposed Policies & Procedures changes relative to the Curriculum Committee are a response to a recent incident; minutes of the committee's meetings are available.
4. Fundraising (Dwight Wilson). Report stands, with additional comments to follow later in the meeting.
5. Leadership Development & Recruitment (Tom Woosnam). Report stands.
6. Programs & Activities (Karla Langland). Report stands.
7. Travel Program (Myrna Hall). Report stands.
8. Venue & Technology (Lorraine Vail). Report stands.
9. *Ad hoc* Financial Sustainability Committee (Lorraine Vail). Report stands.

V. Old Business

A. Approval of fundamentals for the security alert system (Tony Davis, Lorraine Vail)

Davis provided a brief background on the committee's work. After reviewing multiple options, the committee has decided on installing a central control system with a panic/alert button in each classroom, probably placed by the instructor's podium; pressing the button three times will alert the office. This would be a stand-alone system not connected to campus security; it would give the office a chance to assess the situation and then determine whether to contact security. Some options that the committee considered were too big and elaborate, but one emerged—AlarmGrid, a reseller of products such as Honeywell—with a moderate cost (in the $500 range) that would meet our needs. No subscription plan is needed. This system is battery-powered and easily maintainable, and it will require minimal time for setup and configuration.

Blankinship asked when the system would be in place, noting that instructor orientation will be needed. Davis estimated less than a month between ordering and installation; he said that he will keep the Curriculum Committee informed of the project's status. He added that it may preferable to install two buttons, color-coded, one for medical emergencies, the other for behavioral and disruptive situations.

MOTION: I move that Council approve the proposed expenditure for security alert systems upgrades, not to exceed $1,000. (Davis, Hartridge). The motion passed unanimously.

B. Policies and Procedures (P&P): Report on updates for discussion and approval (Sarah Tisch, Tom Woosnam, Heather Inghram)

Tisch said that Council probably will vote on these changes at the November meeting.

Inghram discussed the reasons for the proposed changes: some are a response to recent incidents and issues for which having a structured, clear policy or procedure would have been helpful. In addition, some administrative and operational processes have changed since the last P&P update a year or so ago.

She noted that the proposed changes are in draft form, and that when the revisions are approved and adopted, the entire P&P document will need to be formatted, spell-checked, etc. Talbot noted that the *ad-hoc* Financial Sustainability Committee will likely propose a different waiver policy than what is presented in this document; Tisch said that the P&P document will be updated as needed.

Secretary's note: The following minutes capture the principal policy discussions regarding the proposed changes. Inghram's working P&P document captures the resulting minutiae*, such as word changes and other details.*

IV.B. Disclaimer Regarding Courses/Programs on Certain Subject Areas: Proposed revisions include reference to SOU's risk management disclaimer. Hartridge suggested adding a mandatory disclaimer for Council Directors and other OLLI leaders; discussion ensued regarding the status of these positions: e.g., are they agents of the university, or not agents but ambassadors or volunteer representatives? Or some other status? The by-laws may already address this issue; Tisch and Inghram will check on this and will seek clarification from SOU as needed. Hartridge said from experience it is useful to be clear on our status.

IV.D. Sharing of Course Materials: Last year, office costs from photocopying and supplies exceeded $1K; the proposed revision is intended to promote sustainability. After discussion, Wilson suggested that more wordsmithing be done before the November meeting to clarify the purpose of this revision, that is, to make it clear that the first expectation for instructors is to distribute course materials as digital copies, and paper is to be used as a last resort, with no more than 100 pieces of paper (up to 200 digital copies using back-to-back copying) allowed for each instructor and course. The office can use Google Sheets to track instructors' paper usage.

IV.E. Self-Promotion and Commercial Policy: Inghram explained the reason for updating this item. Currently instructors generally adhere to the existing policy without any issues. (Current policy states that instructors who want to promote their business or other commercial interests and affiliations can mention this only in the first class session and may offer at that time a separate sign-up sheet for students interested in participating in that activity. Use of the OLLI roster and other protected SOU communication mechanisms for instructor self-promotion of personal business/financial interests is expressly disallowed.)

However, this term one class had to be cancelled because the instructor disregarded the policy quite blatantly, i.e., the class became an outright sales pitch (see IV.E.6 below). Talbot asked if the policy forbids, as a hypothetical example, an instructor from casually mentioning to the class that he or she has just published a book related to the course subject and will be holding a book-signing event. No definitive answer emerged from the subsequent discussion, but Davis suggested clarifying between promoting

something with vested financial interests and something more tangential. Blankinship suggested adding an apology mechanism if an instructor makes an accidental misstep. The consensus was that more discussion is needed.

IV.E.6. Offsite and Partner Venues: As discussed above, this term an NTO offered an OLLI partnership course through the partner's own internal educational program and signed the partner's clearly stated and more rigid no-solicitation policy. However, in violation of the partner's policy, the whole class session was a sales pitch. The course was cancelled immediately. Tisch asked that anyone present who has wording to suggest that would help clarify this policy, please send it to Inghram.

IV.G. Class Rosters and Waitlists: Vail commented that the proposed language is neither policy nor procedure, but process. Davis stated that if the intention is to tell instructors what to do, the language needs to change. Blankinship stated that this language more appropriately belongs in instructor training. The consensus was either to strike it or to change it.

V.C.2.Course Enrollment and Waitlist Process: This item needs further work in order to emphasize that the OLLI office manages all class rosters and is the entity to officially admit students from a course's waitlist; it is not the instructor's role to do that. Registration is closed by the second session, which needs to be stated here as a policy. If instructors want to allow students to join at any time, they must state that in advance in cooperation with the office. Inghram stated that there is flexibility in this matter, and this policy can be overridden on a case-by-case basis.

VI.A. Member Email Addresses: There was general agreement on the proposed language.

VII.D.b) Organization of Agenda: After discussion, the consensus was to strike this item.

VII.E.1. Standing Committees: Inghram said that the bylaws focus on committee functional areas; the purpose of this item is to list the committees by name.

VII.E.3. Responsibilities of Standing Committees: There was considerable discussion regarding the proposed term "digital files." Some committees have files, and some do not. One of Council's intentions in establishing Google Drive as the primary repository of Council, committee, and other pertinent documents is to begin building, over time, a growing set of easily identifiable, retrievable documents that will become a useful historical archive. Davis suggested changing "digital files" to "files online and accessible to the relevant people." Vail noted that a separate process may be needed. Tisch stated that this item should not put more burden on committee chairs, and she suggested that an *ad-hoc* team be appointed to address this. The consensus was to put this item on hold for now, but to email any suggestions to Inghram.

VII.E.I. Removal of Council Directors: Inghram stated that the purpose of this proposed language is to link the bylaws (III.3.a) to the OLLI at SOU Code of Conduct. Hartridge noted that the proposed P&P language expands the policy beyond the guidance of the bylaws, and there is an inherent contradiction. Plass suggested that this item be incorporated into the bylaws when they are next amended.

IX.I. Relationship with SOU Foundation (SOUF) and University Advancement: Inghram stated that this language change reflects SOUF's language in order to bring OLLI into alignment with it. SOUF has signed off on this language.

IX.I.3. Fundraising Committee Confidentiality Agreements: Wilson agreed with this proposed language, and Council concurred.

IX.K. Programs Utilizing Space Other Than SOU Facilities: Inghram said that these ADA-related criteria were developed in consultation with SOU's legal team. SOU classrooms are free to OLLI and are preferred over outside venues, although convenient parking within easy walking distance can be an issue. Hartridge recommended that the first sentence be changed to state "must" or "shall." Discussion ensued regarding ADA language and the proposed language in this policy. Vail suggested tabling this for now so the Venue and Technology Committee can work with this.

Tisch stated that meeting time was running out. She recommended halting the P&P review at this point and to continue it in November, along with a review of the proposed language changes to the appendices.

C. Strategic Plan data tracker for 2026-2027 priorities: Tisch stated that, in the interest of time, discussion of this agenda item will be postponed until the November meeting.

VI. New Business

A. Affirmation of Committee Chairs (Sarah Tisch). Tisch presented new candidates for chair/co-chair positions, requesting Council affirmation of their appointments:

- Kim Rosmaier as co-chair of the Connections and Outreach Committee, starting immediately (moved by Tisch, seconded by Hartridge; passed unanimously).
- Jim Burns and Laura Simonds as Communications Committee co-chairs, effective January 2027 (moved by Tisch and seconded simultaneously by Gapasin and Hartridge; passed unanimously).

B. Report on the Osher National Conference (Tom Woosnam, Heather Inghram).

Woosnam said that he and Inghram attended the national conference October 5-7 in Eagan, Minnesota, along with other OLLI administrative directors and volunteer leaders. His main takeaways were: It is very true that "to know one OLLI is to know one OLLI." Travel is a popular trend. We are in very good shape compared to others. He reviewed some quick statistics, including there are 123 OLLIs around the country. History, fine arts, and current affairs are the most popular courses. Hybrid courses were a big discussion topic at the conference, and he relayed one idea from universities active in hybrid instruction: they are installing microphones throughout classrooms to facilitate online communication. One idea for increasing the number of active and engaged volunteers is to approach spouses of university employees. Several OLLIs have popular art shows and poetry readings. Some OLLIs welcome new members with personal touches (e.g., phone calls, coffee with the president). Some have term limits for committee chairs. One suggestion for possibly garnering additional grant funding is

to tap into NEH funding allocated to each state. *(Secretary's note: In Oregon, the NEH affiliate is Oregon Humanities, oregonhumanities.org.)*

Inghram said that AI-adopted tools were the big buzz at the conference and complimented Woosnam for taking leadership in this area for us.

As of today, Inghram reported, our current membership stands at 1,647. Compared to other OLLI universities, SOU is struggling more. When asked, "What is your win?" her answer was, "Our OLLI is the bright spot at SOU." Average fundraising at other OLLIs is $40,000. She said that there is the potential for our online or hybrid classes to tap into OLLI Share to increase our enrollment numbers and possibly revenue. She suggested adding a question to the course proposal form, something like, "If you are interested in teaching online, are you willing to share with other OLLIs?"

Regarding travel programs, she checked with the National Resource Center, which confirmed that they would not create a travel portal for individual OLLIs. Discussions that she had with other OLLIs validated our approach to sponsorships. She concluded her remarks by noting, "Just because you can, doesn't mean you should."

C. Fundraising Appeal (Dwight Wilson). Wilson stated that the Fundraising Committee has reached a new point in the evolution of its work, garnering more large donor contributions and, after four or five years, now aiming at a goal of raising $100K this year. Some years ago, there was a reluctance to talk about fundraising, but it has become more accepted and normalized as part of our OLLI's culture. There are still, however, opportunities for growth.

He emphasized that for our OLLI as an organization, fundraising is a critical component of the budget, not an add-on. It is one of the three legs of the stool that constitutes our OLLI's revenue stream, along with the Osher Endowment and memberships. He asked everyone present to include fundraising as a natural part of all discussions about our OLLI.

The committee will hold a January work session to discuss how to ramp up the cultivation of donors. Tisch stated that fundraising revenue covers our operational costs, and we need to feel comfortable with that message and to do more in spreading the word. Wilson said that there is a 60% retention rate among donors; this is "low-hanging fruit," with many people just waiting to be asked. Hall noted that a critical issue is how to keep the bigger donors giving and the lower-level donors stepping up more; a personal touch is important.

Wilson complimented the SOU Foundation for its professional help and expertise. One significant change this year in the annual fund appeal (letters sent to members twice a year) is that the recently mailed letters customized each letter to each donor (e.g., recognizing past giving, etc.) or prospect.

VII. SOU Update (Heather Inghram)—Inghram stated that there has not been a recent staff meeting. This is a busy week for SOU; this is homecoming time; SOUF has not yet hired a new

alumni director. The new capital campaign, Thrive, will launch tomorrow night, 21 October, and the SOUF board will meet on Thursday, 22 October.

VIII. Announcements. There were no announcements.

IX. Adjournment. Tisch concluded the meeting by reiterating that Council will resume review of the proposed P&P changes and encouraged anyone with ideas for rewrites or wordsmithing to send their ideas to Inghram. The meeting was adjourned at 5:32 p.m.

Respectfully submitted,
Susan E. Plass
2026-2027 Council Secretary
21 October 2026