To: Date: 3.10 2021.

WISE COUNCIL

Members:

Doug Johnson (Communications) Barbara Groves (Curriculum)

Sue Tellier (Finance)

Charlene Nemeth (Nominating) Cookie Nelson (Special Events) Pat Hertzfeld (Secretary) Monica Gow (Director)

At-Large Members:

Michael Fishbein, Ginny McNamara, Jennie Savage, Tony Simas.

Past Presidents:

Joe Corn, Sue Durham.

Guests:

Karl Hakkarainen (Technology Advisor) Jill Lagana (Office Manager)

From:

Tej Maini, President.

A meeting of the WISE Council will be held on Wednesday, March 17, 2021 from 9:00 am to 10:00 am, by Zoom Videoconference. Please find the attached agenda & the supporting documents for the meeting.

The meeting can be accessed as follows:

<https://assumptionwise.zoom.us/j/92168662790?pwd=UGFzc3Q0UU42ZmtKMzliRVJCcTc2Zz09>

**OR**

 Go to the **WISE Website (**[**assumptionwise.org**](http://assumptionwise.org/)**)**

 Click **WISE Members Only**

 On the Dropdown Menu, click **Zoom Links for Committees**

 Scroll down to the end & click the **Zoom Link for WISE Council**

Thank you.

## - WISE VALUES STATEMENT –

**WISE fosters a culture of teamwork, participation, acknowledgment, respect, inclusivity & transparency.**

AGENDA

WISE Council Meeting: 3.17.2021

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Agenda Items | Responsible | Enclosures | Pages | Time |
| 1. | Approval of the minutes of the meeting held on 2.17.2021. | All | I | 3-8 | 1’ |
| 2. | Committee Reports1. Curriculum
2. Finance (February 2021)
 | Barbara Groves Sue Tellier | II | 910-11 | 10’ |
| 3. | Directora) Report | Monica Gow | III | 12-13 | 5’ |
| 4. | President1. Bylaws
2. Lifelong Learning Institutes
 | Tej Maini Resolution I\* | IV | 1415-2223-28 | 5’ |
| 5. | Budget 2022 | Tej Maini Monica Gow Sue Tellier Resolution II\*\* | V | 2930-3636-37 | 40’ |
| 6. | New Business | All |  |  |  |
| 7. | Adjournment |  |  |  |  |

## Minutes.

### WISE COUNCIL MEETING MINUTES

Date: February 17, 2021.

### 9:00 a.m.

Executive Committee: Tej Maini, Pat Hertzfeld, Sue Tellier.

### Committee Chairs: Barbara Groves, Doug Johnson, Charlene Nemeth, Cookie Nelson. At-Large Members: Ginny McNamara, Jennie Savage, Tony Simas.

Director: Monica Gow.

### Absent: Michael Fishbein, Joe Corn, Sue Durham. Guests: Technology Advisor: Karl Hakkarainen

Office Manager: Jill Lagana,

### N.B.: These minutes assume that the prior circulated reports & enclosures attached to the Agenda are incorporated herewith, exceptions as noted.

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Agenda Item | Discussion | Follow Up |
|  | Call to order | The meeting via Zoom, was called to order by Tej Maini, at 9:00 a.m. |  |
| I. | Approval of the minutes of the meeting held on 12.16.2020 | Motion made by Charlene & seconded by Jenni to approve the minutes. Motion carried. |  |
| II. | Committee Reports | The Committee Chairs summarized their reports as written.Additional information & comments below. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Agenda Item | Discussion | Follow Up |
|  | 1. Communications
	* Doug Johnson
2. Membership Group
	* Jill Lagana
3. Curriculum
	* Barbara Groves
4. Finance
	* Sue Tellier
5. Nominating
	* Charlene Nemeth
6. Special Events
* Cookie Nelson
1. Technology Advisor
	* Karl Hakkarainen
 | Committee to meet every other month, or as needed. She made brief comments. (Presentation attached\*). |  |
| III. | Director* Monica Gow
 | She summarized her report as written. She made a presentation regarding the WISE Diversity Initiative. (Presentation attached\*). |  |

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| --- | --- | --- | --- |
| No. | Agenda Item | Discussion | Follow Up |
| IV. | President* Tej Maini
 | He summarized his report as written. |  |
| V. | New Business | None. |  |
| VI. | Adjournment | The meeting was adjourned at 10:00 a.m. |  |

\* Presentation slides follow on Pages 6-8.

# 3/16/21

Membership

Members : Geographic Distribution

WISE

Council Meeting

2.17.2021

|  |  |
| --- | --- |
| Full Year | 294 |
| Spring | 40 |
| Honorary | 14 |
| Upgrades to Full Year | 37 |
| Total | 347 |
| FTE TOTAL | 318.91 |

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| **All Members** |
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| --- |
| **New Members** |
| Central MA | 14 |
| Western MA | 2 |
| South Shore | 3 |
| Metro Boston | 3 |
| Maine | 1 |
| Texas | 1 |
| TOTAL | 24 |

Diversity Group Activity - I

* **Oct** - Began including information about monthly cultural celebrations in WISE Bulletin
* **Jan 15th** - WISE met with AU leaders & Worcester community leaders to inform about the WISE Diversity Initiative (11 attendees)
* **Jan 18th** - WISE community invited to Assumption community to MLK panel virtual session
* **Jan 26th** – Debriefing Meeting (from Jan 15th mtg) with Tim Murray, Tej Maini, Monica Gow
* **Feb 5th** - Gladys Rodriguez, Representative from Jim McGovern’s office, agreed to be a member of the WISE Diversity Group

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# 3/16/21

Diversity Group Activity - II

* **Feb 5th** – Dr. Conway Campbell virtual session titled “Diversity Toolkit of Terms” (32 participants)
* **Feb 15th** - 2nd Diversity Initiative Session with Community Leaders (Make-up session)
* **Feb 16th** - Dr. Calvin Hill virtual session titled “Social Construct of Race”
* **Feb 23rd** – Judy Heersink (AU) will facilitate a session titled “Reflections on Race” for WISE Leadership
* **Early April** – next Diversity Group meeting

Diversity Group Media Activity

* **Feb 9th** – Monica was interviewed for an article about WISE’s Diversity Initiative for the Fifty Plus Advocate newspaper (40,000 monthly copies delivered between Worcester – Boston)
* **Feb 11th** – Assumption President Dr. Cesareo was interviewed about WISE’s Diversity Initiative for an article in the Worcester Chamber of Commerce newspaper (10,000 circulation)

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| --- | --- | --- |
| **No.** | **Name** | **Organization** |
| **INVITEES** |
| 1. | Tim Murray | Worcester Chamber of Commerce |
| 2. | Gladys Rodriguez | Congressman Jim McGovern’s Office |
| 3. | Stephen Kerrigan | Edward M. Kennedy Community Health Center |
| 4. | Louis Brady | Family Health Center of Worcester, Inc. |
| 5. | David Connell | YMCA of Central Massachusetts |
| 6. | Timothy McMahon | Catholic Charities, Worcester County |
| 7. | Rev. Clyde Talley | Black Clergy Alliance |
| **ASSUMPTION UNIVERSITY** |
| 8. | Francesco Cesareo, Ph.D. | President, Assumption College |
| 9. | Conway Campbell, D.Sc. | Dean, Student Advancement, Assumption College |
| **WISE** |
| 10. | Monica Gow | Director, WISE |
| 11. | Tej Maini | President, WISE |

|  |  |  |
| --- | --- | --- |
| **No.** | **Name** | **Organization** |
| **INVITEES** |
| 1. | Ivon Gois | Gois Broadcasting |
| 2. | Kendall Westbrook | Gois Broadcasting |
| 3. | Alex Guardiola | Worcester Chamber of Commerce |
| 4. | Hilda Ramirez | Worcester State University |
| 5. | Dr. Moses Dixon | Central Massachusetts Council on Aging |
| 6. | Amy Vogel Waters | Worcester Senior Center |
| 7. | Juan Gomez | Centro |
| **WISE** |
| 8. | Monica Gow | Director, WISE |
| 9. | Tej Maini | President, WISE |

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January 19th Meeting

February 15th Meeting

# 3/16/21

Next Steps

* Expansion of WISE Diversity Group
* Encourage participation by WISE Leadership and Members
* Further define & refine the charter of the Diversity Group
* Outreach to the community: sustained effort & presence of WISE
* Outreach to Vietnamese, Cambodian & other communities
* Scholarships in WISE for deserving candidates
* Brainstorming among WISE members & seek their input
* Others?

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## Committee Reports.

* 1. **Curriculum Committee.**

## Barbara Groves, Chair.

The Curriculum Committee (CC) met via Zoom on March 3rd. After two years of a task force to determine the viability of a summer session, the committee voted unanimously to fold the planning of a summer program into the Curriculum Committee. Members of the task force received a note of thanks from Monica and Barbara. Joe Corn was thanked for his leadership of the task force. The summer program for 2021 is ready with 10 courses, 8 of which will be 5 90-minute sessions and 2 which will offer 3 sessions. We agreed that WISE would need an enrollment of 15 in order to run the course.

We reviewed the C session and were pleased with the success of another online term. Our instructors have adapted well and praise was given to the Class Assistants and Hosts who have been extremely helpful. Evaluations will provide a more definitive report to the CC in April.

We have a potential of 12 new instructors, two of whom would teach from a remote site (Maryland and Montana). Monica and Barbara are in the process of interviewing each instructor and reviewing their proposals. This is the largest number of new instructors WISE has ever attracted.

A discussion about the number of courses to be offered in the fall elicited concern about an “embarrassment of riches” with so many proposals. Until a decision is made by the university, we are not sure whether we will be online again or in class. Regardless of the decision, we will probably offer half of our classes online. We will be checking with our other venues to see when they will welcome WISE back. If we must make a decision to delay some classes, we will try to offer courses across all disciplines and schedule our most popular instructors.

There was general agreement that the quality of our program attracts members so we want the fall program to be outstanding.

A request for three new members to the CC will be sent to all WISE members in early March. Barbara Kupfer and Linda Miller will be rotating off the committee after six years of service. New members will be eligible for two two-year terms. We will look for members who are willing to attend all meetings, are full-year members, are willing to serve as class assistants/hosts for online classes and who bring diverse experience.

On March 9th, most members of the CC will be trained to become class assistants. The next meeting of the Curriculum Committee will be April 7, 2021.

## Finance Committee.

**Sue Tellier, Chair.**

Minutes of the March 10th, 2021 Finance Committee Meeting.

Attended by: Baltej Maini (President of WISE), Monica Gow (Director of WISE), Patricia Hertzfeld, Patricia Segerson (Vice Chair), Susan Lippitt, Jane Joyce and Susan Tellier (Chair)

The meeting was called to order at 10:30 a.m.

Minutes of the February 10, 2021 meeting were approved.

The majority of the meeting was devoted to a discussion of the proposed FY 2021-22 budget. The only item resulting in a change to the draft budget was funding for SIGS. The committee felt that not funding the two SIGS in 2021-22 would be an issue, particularly in light of the increase in membership fees to $300. The committee agreed to put $320 back into the budget for SIGS, to be used in the D session if we are back on campus.

The financial statement for February, 2021 was discussed and approved. The meeting was adjourned at 11:17 a.m.

## Director’s Report.

**Monica Gow.**

### Membership Update

* 1. 323 FTE

### Exceeded goal of 285 FTE

1. Director & Curriculum Chair in process of interviewing 11 new Instructors.

### Summer Session schedule finalized.

1. Remote/In-person Status Update.

### AU planning to continue with same protocol and testing through the summer

* 1. Although MA is easing restrictions, AU is following “guidelines from the Centers for Disease Control and Prevention and the advice of medical professionals, the University must maintain its comprehensive safety protocols to promote the health and safety of the Assumption community” stated President Cesareo in a recent communication.

### Director & Technology Advisor refreshed LOGO.

1. Development Group.

### Raised $8,056.00 (includes $1,000 Estate Gift)

* 1. Exceeded goal of $7,500.00

### As of 3.8.21 contributions are as follows:

* + - 86% of Council

### 58% of WISE Leadership

* + - 23% of current WISE members

### Final solicitation in late April, will be electronic

* 1. Initial stages of seeking grant opportunities in community to fund:

### Senior education

* + - Senior isolation

### Disabilities (i.e., hearing impairment)

* + - Diversity

### Technology

1. Diversity Group.

### Director presented on WISE to Black Clergy Alliance Meeting

* 1. Director presented on WISE to Catholic Charities

### Catholic Charities may have funding from grants to cover memberships

* + - One meeting attendee may join Diversity Group

### Diversity includes members, Instructors, offerings translation of WISE material, website, courses

1. Media.

### Article in Chamber of Commerce - March

* 1. Article in Fifty Plus Advocate newspaper

### Trainings.

* 1. Class Assistant/Host Training - 3/9, make-up date 3/15

### Collaboration.

* 1. Briarwood (receive payment of $250 course) - March/April

### Joe Choiniere - Mosses for Beginners

1. FY22 Planning.

### Working with Finance to plan budget

1. Continue with promotion WISE Guest Lecture Series sessions.

### Tuesdays at noon

* + - Four scheduled for March

### Two in April

* + - Working on scheduling sessions in May & June

## President’s Report.

**Tej Maini.**

### WISE Bylaws.

* 1. The Bylaws require amendments because:

### The Center for Continuing and Career Education at AU has been disbanded & we now are a part of the School of Graduate & Professional Studies.

* + - WISE has expanded out of the Central Massachusetts area with the use of videoconferencing, that restriction has been removed.

### Since the Bylaws were being amended, some statements have been changed to avoid redundancy & ambiguity, while becoming explicit in nature.

* 1. The Annual Meeting has been moved from June to May.

### After preliminary approval by the Council, they will require:

* + - Approval by the President of AU.

### Approval by the voting members of WISE.

**Resolution I:** Resolved that the amended WISE Bylaws are endorsed by the WISE Council, and will be sent to the President of Assumption University for his approval. They will be then be voted upon by the WISE Membership at the Annual Meeting which will be held on May 27, 2021 at 11.00 a.m.

**BYLAWS OF THE**

**WORCESTER INSTITUTE FOR SENIOR EDUCATION (WISE)**

## BYLAWS OF THE

**WORCESTER INSTITUTE FOR SENIOR EDUCATION (WISE) AT**

## ASSUMPTION UNIVERSITY

**ARTICLE I:** NAME

The name of the organization shall be WORCESTER INSTITUTE FOR SENIOR EDUCATION (WISE) AT ASSUMPTION UNIVERSITY.

**ARTICLE II:** AFFILIATION

1. WISE is a program sponsored by the ~~Center for Continuing and Career Education~~ School of Graduate and Professional Studies of Assumption University, Worcester, Massachusetts.
2. It functions within the principles outlined in the mission of Assumption University and all its Policies.
3. This program complies with all Assumption University Policies, as well as State and Federal Laws prohibiting discrimination in employment and its educational programs on the basis of race, color, national origin, sex, religion, disability, age, marital or parental status, sexual orientation, genetic information or family medical history, military status, or other legally protected status.

**ARTICLE III:** PURPOSE

The purpose of the Worcester Institute for Senior Education (WISE) shall be to provide ~~a~~ high quality ~~educational~~ Lifelong Learning ~~opportunity~~ opportunities for older adults ~~in the Central Massachusetts area~~. It will achieve this by being a member-directed learning center where peer learning and active participation are key concepts.

**ARTICLE IV:** MISSION

The Worcester Institute for Senior Education (WISE) at Assumption University is a nonprofit, member-directed organization that provides Lifelong Learning opportunities for older adults.

**ARTICLE V:** VALUES

WISE fosters a culture of teamwork, participation, respect, acknowledgment, inclusivity and transparency.

**ARTICLE VI:** MEMBERSHIP

1. Membership shall be open to all older adults, ~~in the Central Massachusetts area,~~ upon payment of the specified dues as set by the WISE Council.
2. All Members who have paid their annual dues will have voting privileges.
3. Dues paying Members will obtain the benefits of membership at WISE for the duration that their Membership is valid.
4. ~~The types of membership are outlined in the Policies Document.~~
5. ~~The membership and its relationship to the payment of dues is outlined in the Policies Document.~~

4) The types of Membership and their relationships to the payment of dues is outlined in the Document, “WISE Policies”.

**ARTICLE VII:** DUES

1. The Membership dues are reviewed annually by the Finance Committee and are approved by the Council.
2. The dues are based on the cost of running the program.
3. The dues are refundable up to seven working days prior to the start of the Courses.
4. The details of the dues are outlined in the ~~Policies~~ Document, “WISE Policies”.

**ARTICLE VIII:** ORGANIZATION

#### Officers

* 1. ~~The Officers shall be the President, Vice President, Secretary, and Treasurer.~~
	2. ~~The Officers shall be proposed by the Nominating Committee, approved by the Council, and elected by a simple majority vote of members present at the Annual Meeting.~~
	3. ~~Officers holding elective positions must retain full year membership in WISE for the duration of their terms.~~
	4. ~~Officers are expected to attend a minimum of five Council meetings per year.~~
	5. ~~Upon recommendation of the Nominating Committee, the Secretary and the Treasurer, who are each elected for one term of two years, may each serve one additional term of two years.~~
	6. ~~In the event of a resignation, or vacancy because of unforeseen circumstances, the President shall appoint someone to serve the unexpired term.~~
	7. ~~Succession of Officers will be:~~
		1. ~~Vice President for two years to President for two years.~~
		2. ~~In the event of a resignation, an Officer shall move up to fill the unexpired term and then assume his/her office for two years.~~
		3. ~~In the event of a vacancy of the position of the Vice President, the President, in consultation with the Chair of the Nominating Committee, shall appoint someone to serve the unexpired term.~~
1. The Officers shall be:
	1. The President, Vice President, Secretary, and Treasurer.
	2. Proposed by the Nominating Committee, approved by the Council, and elected by a simple majority vote of Members present at the Annual Meeting.
	3. Required to retain full year Membership in WISE for the duration of their terms.
	4. Expected to attend a minimum of eighty percent of scheduled meetings of the Council every academic year.
2. Succession of Officers will adhere to the following guidelines:
	1. President serves a term of two years.
	2. Vice President serves a term for two years, who then becomes President for a term of two years.
	3. In the event of a vacancy of the position of the President as a result of unforeseen circumstances, the Vice President shall assume the position of President, who will serve the remainder of the President’s term and then will serve the two-year term of President.
	4. In the event of a vacancy of the position of the Vice President, Secretary or Treasurer, the President, in consultation with the Chair of the Nominating Committee, shall appoint someone to serve the remainder of the Officer’s term.
3. Upon recommendation of the Nominating Committee, the Secretary and the Treasurer, who are each elected for one term of two years, may each serve one additional term of two years.
4. The details of the Officers terms in office are provided in the Document, “WISE Leadership Appointments and Terms in Office”.

#### Council

* 1. The WISE Council shall consist of:
		1. The Officers of WISE.
		2. One Chairperson or authorized representative of each Standing Committee.
		3. A maximum of eight Members-At-Large.
		4. The Director, who shall be a non-voting Member.
		5. Past Presidents, who are non-voting Members. ~~of the Council.~~
	2. Chairpersons of Standing Committees are appointed by the President and may serve not more than two consecutive terms of two years each.
	3. Council Members-At-Large:
		1. Shall be proposed by the Nominating Committee, approved by the Council and elected by a simple majority vote of active members present at the Annual Meeting.
		2. Their terms are two years.
	4. The Council shall meet a minimum of six times per year.
	5. Council members must retain full year Membership in WISE for the duration of their terms, and are expected to attend a minimum of five meetings of the Council per year.
	6. A simple majority of the Council Membership shall constitute a quorum.
	7. The Council shall establish policies by a simple majority vote and oversee operations as appropriate.
	8. Any WISE Member may attend any Council meeting but may not vote.

#### Executive Committee

* 1. The WISE Executive Committee shall consist of its Officers.
	2. The Executive Committee shall meet at the call of the President, and in case the President is absent, the Vice President or the Director shall call the meeting.
	3. The Executive Committee shall have the power to act for the Council, prior to the next scheduled meeting of the Council.
	4. A report of action(s) taken by the Executive Committee shall be provided to the Council at its next scheduled meeting.

#### Standing Committees

* 1. The Standing Committees are:
		1. Communications Committee.
		2. Curriculum Committee.
		3. Finance Committee.
		4. Nominating Committee.
		5. Special Events Committee.
	2. Standing Committees shall be established or eliminated from time to time by a simple majority vote of the Council.
	3. Chairpersons of Standing Committees are appointed by the President and may serve two consecutive terms of two years each.
	4. In the event that a Committee Chairperson cannot be appointed upon the expiration of her/his term, then the President has the authority to reappoint the existing Chairperson, or another WISE Member as Acting Chairperson for an additional one-year term, and until a Chairperson can be appointed the following year.
	5. Each Committee shall establish its own Membership and timetable for meetings and shall be accountable to the Council.
	6. Each Committees’ Membership and summary of its activities are reported annually to the Council.
	7. The roles and responsibilities of the various Committees are outlined in the Documents:
		1. ~~Leadership Roles and Responsibilities~~.
		2. ~~Committee Charters, Memberships & Terms in Office.~~
		3. ~~Committee and Group Appointments.~~
1. “WISE Leadership Roles and Responsibilities” (updated as necessary).
2. “WISE Leadership Appointments and Terms in Office“ (updated as necessary).
3. “WISE Charters and Memberships of Committees, Groups and Clubs” (updated annually at the September meeting of the Council).
	1. In an effort to maintain transparency, these Documents, along with others, will be made available on the WISE Website.
	2. The WISE Leadership Roles and Responsibilities may be modified from time to time, and approved by a simple majority of the Council.
	3. The President, Vice President and the Director of WISE are Ex Officio Members of all Committees, except the Nominating Committee.

#### Special Committees

* 1. Special or Ad Hoc Committees or Task Forces may be appointed by the President or the Council from time to time and charged to accomplish a specific function or to have a specific focus.
	2. Each Committee or Task Force shall establish its own meeting timetable and shall be accountable to the Council.

**ARTICLE IX:** FISCAL YEAR

The fiscal year shall be June 1 through May 31 of the following year.

**ARTICLE X:** MEETINGS OF THE MEMBERSHIP

1. The Annual Meeting of the WISE voting Members shall be held in ~~June~~ May of each year for the election of the WISE Officers and Council Members-At-Large as well as for conducting of business or planning as needed.
2. An extraordinary meeting of the WISE voting Members may be called by one of the following:
	1. The President.
	2. A simple majority of the Council.
	3. Two thirds voting majority of the Membership by written or by electronic signature.
3. Meetings and voting may be held in person or electronically.
4. Only those who hold Membership in WISE for the entire academic year are eligible to vote.

**ARTICLE XI:** HIRING OF THE DIRECTOR

1. When the position of Director becomes vacant, the President of WISE shall inform the President, ~~of Assumption University~~, ~~Director of Continuing and Career Education~~, the Dean, School of Graduate and Professional Studies, and the Director of Human Resources of Assumption University.
2. The President of WISE will establish a Search Committee that will include a member from Assumption University, appointed by the President of Assumption University.
3. The President of Assumption University will interview the finalist put forward by the Search Committee. Upon the President’s approval, the new Director will be appointed by the President of Assumption University.

**ARTICLE XII:** APPOINTMENT OF CURRENT OR RETIRED ASSUMPTION FACULTY

1) Prior to approaching a current or retired Assumption Faculty member to teach a course in the WISE program the President of WISE will inform the Assumption President or the Provost to receive approval for that Faculty member, before they can teach in the program.

**ARTICLE XIII:** AMENDMENT OF BYLAWS

1. Any amendments to the Bylaws shall be voted upon at the Annual Meeting or a specially called meeting in person or electronically for this purpose, provided that all members have been notified of the proposed change(s) at least fifteen days prior to the Annual Meeting.
2. These proposed amendments must be submitted to the WISE Council at least eight weeks prior to the Annual Meeting.
3. These amendments shall be approved by the President of Assumption University prior to being approved by the WISE Membership.
4. Amendments shall be passed by a two-thirds vote of the Members present at an in-person meeting (including meeting by videoconference), or by two-thirds of electronic votes which are returned to the Director.

**ARTICLE XIV:** RULES OF ORDER

1) All meetings shall be conducted according to the Revised Robert’s Rules of Order.

**ARTICLE XV:** ACCEPTANCE OF BYLAWS

1) These Bylaws will be effective immediately upon acceptance by the WISE Membership.

|  |  |  |  |
| --- | --- | --- | --- |
| **BYLAWS APPROVED BY**  | **WISE****Council** | **PRESIDENT,****Assumption University** | **WISE****Membership** |
|  | March 17, 2021 |  | May 27, 2021 |
|  |  |  |  |
| Supersedes |  |  |  |
|  | March 11, 2020 | April 1, 2020 | June 15, 2020 |
|  |  |  | June 4, 2019 |
|  |  |  | June 15, 1994 |

## Lifelong Learning Institutes.

### Lifelong Learning Institutes: A Survey

A nationwide survey of 68 Lifelong Learning Institutes (LLIs) in 50 states & their fee structures was carried out. Findings:

* 1. Many LLIs are University sponsored, have funding as well as full-time or part-time staff support.
	2. Several LLIs have corporate sponsors as well.
	3. Many LLIs are supported by The Osher Foundation, a summary of which is given at the end of this report.
	4. Some LLIs are run by for profit entities, such as retirement homes.
	5. Other LLIs are small, with a limited repertoire of classes, such as yoga, exercise & cooking classes.
	6. Fund raising was a significant part of the activity in most LLIs.
	7. Many of the LLIs have Websites that are welcoming, easy to navigate & obtain information.
	8. Other Websites are not very “professional” & one has to navigate them extensively to get data, including fees.
	9. Most LLIs have:
		1. Converted to Zoom, except for a handful who have closed temporarily because of the pandemic.
		2. Coffee with Instructors or equivalent to teach seniors how to use Zoom.
		3. Support seniors for:
			+ Filling membership enrollment forms
			+ Course registration
			+ Zoom
			+ Technology support (a few)
	10. There is a cost associated with such support, which is provided by the Universities & by high fees.
	11. A wide variety of educational programs & fee structures are available:
		1. Membership Fees: Required, in addition to fees for:
			+ Per Course Fees
			+ Fall Semester Fees
			+ Full Year Fees
			+ Summer Semester Fees
		2. Membership Fees: Cover all educational programs
		3. The definition of Fall, Winter, Spring & Summer Semesters varies.
		4. Fall & Spring Semesters: One Flat Fee package
		5. Fall or Spring Semester: Flat Fee package
		6. Fall, Spring & Summer Semesters: One Flat Fee package
		7. Winter, Fall, Spring & Summer Semesters: One Flat Fee package
		8. All Semesters: Per Course Fees
		9. Flat Fee for Fall & Spring Semesters + Per Course Fee for Summer Semester package (such as in WISE)
	12. Tuition support to selected applicants was provided by most LLIs.
	13. The LLLIs associated with ‘high powered’ academic centers are very expensive.
	14. Even so, many fees are kept artificially low because of:
		1. Subsidies from Universities
		2. Donations from members & other organizations
		3. Low fees, which can attract more people to join the LLIs
	15. Most of the LLIs in Massachusetts were examined in some detail.
	16. Overall, WISE fees are very low, are a bargain, & are difficult to sustain at this low level on a short term as well as a long-term basis.
	17. The hybrid (Zoom + On Campus) model of providing education is here to stay, when implemented by LLIs.
	18. Growth in WISE membership in states within & outside Massachusetts is expected to increase, *only* if WISE can continue to provide diverse, creative & interesting programs which appeal to a large segment of the population.

The terms & methodology used in this study are:

1. The states are represented by their two letter abbreviations.
2. The Institutes are the names of the LLIs.
3. The Annual Membership Fees, if charged.
4. The fees for courses, is shown as follows:
	1. F = Flat Membership Fees
	2. PC = Per Course Membership Fees
	3. TOTAL Fees = Membership Fees + Flat Fees + Per Course Fees
5. To calculate the Total Fees, it was the sum of:
	1. The Membership Fees, &
	2. The calculated fees for 10 courses per year.
	3. The fees for 10 courses were taken as a number that would provide consistency for measurement purposes.
6. In cases where a range of fees was charged (as in Per Course Fees), an estimate of the midpoint of the range was taken.
7. This is not a scientifically valid study, but provides a reasonable picture of fees in LLIs across the country.
8. The results of the analysis are given below.

**LIFELONG LEARNING INSTITUTES**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. | State | Institute | Membership Fee | Course Fees | FLAT (F) &Per Course (PC) Fees | TOTAL FEES |
| 1. | AL | Auburn University | $50 | $190 | F | $240 |
|  |  | Eastern Longshore Institute for Living | $35 | $10-40 | PC | $350 |
| 2. | AK | University of Alaska, Anchorage | $150 | 0 | F | $150 |
| 3. | AZ | Arizona State University | $50 | 0 | F | $50 |
| 4. |  | Institute of Learning in Retirement | $25 | $15 | PC | $175 |
| 5. | AR | Osher: LLLI | $50 | $50-$80 | PC | $750 |
| 6. | CA | Osher: Humboldt University | $35 | $25 | PC | $285 |
|  |  | Osher: UC Berkley | $100 | $155 | PC | $1650 |
|  |  | Osher: UCLA | $295 | 0 | F | $295 |
|  |  | Osher - Sonoma | 0 | $ 25 | PC | $250 |
| 7. | CO | Osher: University of Denver | $390 | 0 | F | $390 |
| 8. | CT | UC Hartford | $110 | 0 | F | $110 |
| 9. | DE | UD: Osher LLI | $75 | $25 | PC | $200 |
| 10. | FL | Osher: LLI Boca Raton | $60 | $15 | PC | $210 |
|  |  | FIU: Osher LLI | $40 | $60 | PC | $640 |
| 11. | GA | Emory Univ.: Osher LLI | $50 | $150 | PC | $1550 |
| 12. | HI | Univ. of Hawaii: Osher LLI | $180 | 0 | F | $180 |
| 13. | ID | Boise State Univ.: Osher LLI | $70 | $30 | PC | $370 |
| 14. | IL | Univ. of Illinois, Champaign – Osher LLI | $180 | $30 | PC | $480 |
| 15. | IN | Indiana State Univ, TH: Osher LLI | $40 | $6 | PC | $100 |
| 16. | IA | Iowa State Univ: Osher LLI | 0 | $25 | PC | $250 |
| 17. | KS | Univ of Kansas: Osher LLI | 0 | $50 | PC | $500 |
| 18. | KY | Univ of Kentucky: Osher LLI | $35 | $25 | PC | $285 |
| 19. | LA | LSU: Osher LLI | $50 | $25 | PC | $300 |
| 20. | ME | Univ of Sothern Maine: Osher LLI | $25 | $50 | PC | $525 |
| 21. | MD | Notre Dame of Maryland Univ. | 0 | $400 | F | $400 |
|  |  | Johns Hopkins University: Osher LLI | 0 | $600 | F | $600 |
| 22. | MA | Middlesex University | 0 | $16 | PC | $100 |
| 23. |  | Regis College LLI | $75 | $400 | F | $400 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. | State | Institute | Membership Fee | Course Fees | FLAT (F) &Per Course (PC) Fees | TOTAL FEES |
| 24. |  | UMass Boston LLI | 0 | $225 | F | $225 |
| 25. |  | Second Half LLI | $50 | $300 | F | $300 |
| 26. |  | Tufts Univ: Osher LLI | $50 | $250 | F | $300 |
| 27. |  | Berkshire Community College: Osher LLI | $60 | $250 | F | $310 |
| 28. |  | Salem State Univ. Explorers LLI | 0 | $260 | F | $260 |
| 29. |  | Brandeis Univ.: Osher LLI | 0 | $230-$675+++ | F+PC | $230-$675+++ |
| 30. |  | Lifelong Learners; Wayland | $80 | $100 | F+PC | $180 |
| 31. |  | Academy of Lifelong Learners, Cape Cod | 0 | $210 | F | $210 |
| 32. |  | BU Lifelong Learning | 0 | $135 | F | $250 |
| 33. |  | Harvard Institute of Learning in Retirement | 0 | $500+$500 | F | $1000 |
| 34. |  | WISE at Assumption College | 0 | $265+$45 PC | F+PC | $265+$45 PC |
| 35. | MI | Univ. of Michigan: Osher LLI | 0 | $5- $55 | PC | $200 |
| 36. | MN | Cannon Valley Elder Collegium | 0 | $50 | PC | $1000 |
| 37. |  | Univ. Of Minnesota: LLI | 0 | $240 | F | $240 |
| 38. | MS | Univ of Sothern Mississippi: Osher LLI | 0 | $40 | F | $40 |
| 39. | MO | Wash. Univ. St Louis: Osher LLI | 0 | $460 | F | $460 |
| 40. | MT | Univ. of Montana | 0 | $60 | PC | $600 |
| 41. | NE | Univ. of Nebraska, Lincoln: Osher LLI | $50 | $5 | PC | $100 |
| 42. | NV | Univ. of Nevada, Las Vegas: Osher LLI | $175 | 0 | F | $175 |
| 43. | NH | Dartmouth College: Osher LLI | $140 | 0 | F | $140 |
| 44. |  | Keene State College: Cheshire Academy | $45 | $170 | F | $215 |
| 45. | NJ | Fairleigh Dickinson Univ. | $280 | 0 | F | $280 |
| 46. | NM | Univ. of New Mexico; Osher LLI | $20 | $20 | PC | $220 |
| 47. | NY | Brooklyn College-CUNY LLI | $50 | $100 | F | $150 |
| 48. |  | CUNY: Quest Lifelong Learning Community | $550 | 0 | F | $550 |
| 49. |  | Stonybrook Univ: Osher LLI | $325 | 0 | F | $325 |
| 50. | NC | Duke Univ.: Osher LLI | $45 | $80 | PC | $845 |
| 51. | ND | Bismarck Osher LLI | $40 | $49-$300 | PC | $600 |
| 52. | OH | Univ. of Cincinnati: Osher LLI | $150 | 0 | F | $150 |
| 53. | OK | Oklahoma State Univ: Osher LLI | $200 | 0 | F | $200 |
| 54. | OR | Univ. of Oregon: Osher LI | $180 | 0 | F | $180 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. | State | Institute | Membership Fee | Course Fees | FLAT (F) &Per Course (PC) Fees | TOTAL FEES |
| 55. | PA | Temple Univ. Osher LLI | $290 | 0 | F | $290 |
| 56. | RI | Univ. of RI: Osher LLI | $65 | 0 | PC | $500 |
| 57. | SC | Lifelong Learning of Hilton Head | $45 | $90 | F | $135 |
| 58. | SD | Univ. of South Dakota LLI | $100 | $10-$25 | PC | $150 |
| 59. | TN | Vanderbilt Univ: Osher LLI | 0 | $60 | PC | $600 |
| 60. | TX | U of T at Austin; Osher LLI | $217 | 0 | F | $217 |
| 61. | UT | Univ of Utah: Osher LLI | 0 | $75 | PC | $750 |
| 62. | VT | Univ. of Vermont: Osher LLI | $30 | $40 | PC | $430 |
| 63. | VA | George Mason Univ.: Osher LLI | $300 | 0 | F | $300 |
| 64. |  | Univ. of VA: Osher LLI | $75 | $66 | PC | $735 |
| 65. | WA | Univ. of Washington, Seattle: Osher LLI | $35 | $50 | PC | $535 |
| 66. | WV | Univ. of WV: Osher LLI | $20 | $25 | F | $45 |
| 67. | WI | Univ of Wisconsin: Osher LLI | 0 | $100 | PC | $1000 |
| 68. | WY | Casper College Osher LLI | $60 | $12 | PC | $180 |

### Osher Foundation (From Wikipedia)

Background

### Bernard Osher, a native of [Maine,](https://en.wikipedia.org/wiki/Maine) managed the family hardware and plumbing supply business before heading to New York to work for [Oppenheimer & Company.](https://en.wikipedia.org/wiki/Oppenheimer_%26_Company) He moved to California and became a founding director of [World Savings](https://en.wikipedia.org/wiki/World_Savings) and a founder of its parent company [Golden West Financial.](https://en.wikipedia.org/wiki/Golden_West_Financial) He bought the San Francisco auction house [Butterfield & Butterfield](https://en.wikipedia.org/wiki/Butterfield_%26_Butterfield) in 1970 and sold it in 1999

to [eBay.](https://en.wikipedia.org/wiki/EBay) World Savings merged with [Wachovia Corporation](https://en.wikipedia.org/wiki/Wachovia_Corporation) in 2006, which was in turn acquired by [Wells Fargo](https://en.wikipedia.org/wiki/Wells_Fargo) in 2008. In 1977 he established the Bernard Osher Foundation, headquartered in [San Francisco,](https://en.wikipedia.org/wiki/San_Francisco) which contributes to higher education, the arts, and social services, with education receiving nearly 80 percent of its grants.

### Osher was impressed by the [Fromm Institute for Lifelong Learning](https://en.wikipedia.org/wiki/Fromm_Institute_for_Lifelong_Learning) at the [University of San Francisco,](https://en.wikipedia.org/wiki/University_of_San_Francisco) and approached the Senior Program at the [University of Southern Maine](https://en.wikipedia.org/wiki/University_of_Southern_Maine) (USM) with his interest in supporting noncredit programs for older adults. He awarded USM an endowment grant in 2001 to expand its program, which was renamed as the first Osher Lifelong Learning Institute. Ed Stolman, a friend of Osher’s who had retired to [Sonoma County, California,](https://en.wikipedia.org/wiki/Sonoma_County%2C_California) approached [Sonoma State University](https://en.wikipedia.org/wiki/Sonoma_State_University) (SSU) to encourage development of an OLLI program. The Osher Foundation made a development grant to SSU which quickly attracted an audience of older student members. Encouraged by the success of these two programs, Osher decided to greatly expand his grant support for similar lifelong learning institutes.

OLLI Program Development

### In 2002 the Osher Foundation began making program development grants of $100,000 a year for up to three years to launch new OLLI programs. The initial focus was on California, which now has OLLI programs at seven [University of California](https://en.wikipedia.org/wiki/University_of_California) and 16 [California State](https://en.wikipedia.org/wiki/California_State_University) [University](https://en.wikipedia.org/wiki/California_State_University) campuses. In 2004 Osher established a National Resource Center at USM to distribute information about effective educational programs for older adults via a web site, a research journal, and an annual conference. In October 2014 the NRC was relocated to [Northwestern University](https://en.wikipedia.org/wiki/Northwestern_University)'s downtown [Chicago, Illinois](https://en.wikipedia.org/wiki/Chicago%2C_Illinois) campus.

Under current practices, if an OLLI program has 500 fee-paying members by the end of its fourth year, the University is eligible for a

### $1 million endowment grant from the Osher Foundation. When it reaches 1000 members, it is eligible for another $1 million endowment grant. As of 2015, the Osher Foundation was supporting 120 OLLI programs at universities and colleges in all 50 states and the [District of Columbia.](https://en.wikipedia.org/wiki/District_of_Columbia)

The Bernard Osher Foundation’s executive director is [Barbro Osher,](https://en.wikipedia.org/wiki/Barbro_Sachs-Osher) Consul General for [Sweden](https://en.wikipedia.org/wiki/Sweden) in San Francisco.

## Budget 2022

### The Budget:

1. The FY 2022 budget proposal follows a careful and well thought out process:

### All expenses were scrutinized

* 1. Revenue and expense assumptions were analyzed using 3 different models

### The ‘margin’ was calculated with and without donations

1. The attached presentation by Monica Gow and Sue Tellier outlines the process used in detail. It is important that you read this carefully, as the reasons for the budgetary assumptions & the financial models are explained.

### Talking Points for the increase in dues are:

* 1. Balancing the budget is important & drawing upon our reserves should be done in an emergency only, as was done this past year

### The budget should be balanced independent of donations

* 1. We have new & recurrent expenses related to Zoom & Technology

### Our dues are very low compared to benchmarks of Life Long Learning Institutes (LLIs) in Massachusetts & the country

* 1. Unlike many other LLIs, WISE is not subsidized for its activity; in fact, we pay Assumption University an administrative fee every year.

## Resolution II:

### The WISE Budget as presented in the enclosed Documents is accepted.

1) Monica Gow & Sue Tellier.

Please see Slide Presentation, Pages 30-37.

3/16/21

WISE

FY 2022 Budget

3.17.2021

Monica Gow

1 2

Opportunities I

* 322 FTE WISE Members
	+ Exceeded 285 FTE Membership Goal set for FY21
* Expanded membership outside Central Mass
* Attracting Instructors outside of Central Mass

Opportunities II

Map of Current WISE Membership

3 4

# 3/16/21

Budget : Challenges - I

COVID-19 affects the WISE budget:

* When will WISE Members be allowed on campus?
* Will we all have to show proof of vaccination?
* For how long are the vaccines effective?
* What will be the effects of vaccines on mutant viruses?
* Will face masks be a requirement & for how long?

§For WISE members?

§For Instructors?

Budget : Challenges - II

* Will we have COVID tests every time we go to AU?
* Will social distancing continue to be enforced?
* What are the numbers of people who will be allowed in

Kennedy 119?

* How many WISE members will use the AU Campus,

especially with restrictions & with alternatives to

learning like Zoom available?

* Will a hybrid model be used by WISE in the Fall or

Spring Semesters, or both, or not at all?

* AU will not permit off-campus activity if the campus is

not open to WISE

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The FY 2022 Budget : Critical Factors

The following factors were involved in creating the Budget:

* Annual Fees & Half Year Fees
* Number of Members (\* FTE’s for AU Finance purposes)
* Fees per Class for Summer Participants
* Number of Summer Participants & Registrations
* Personnel & Stipends for Instructors (approx 80% of budget)
* Other Expenses

\*FTE = (Spring Members) x (Spring Fees) ÷ (Full Year Fees) + (Full Year Members)

Revenues - I

* There are many unknown variables, including who will join WISE:
	+ The numbers of Members who renew their subscriptions
	+ The number of New Members
	+ The number of Summer Participants
	+ With society expected to ’open up’ there are several factors,

including the possibility that people will ‘go out & play’ in the

summer

* With Zoom, despite intense marketing & outreach efforts, which have

resulted in greater than anticipated numbers of New Members, the

magnitude of growth of New Members, particularly outside the

Central Massachusetts area is unpredictable

* Efforts to have Members who have left WISE, to renew their

subscriptions, continue

7 8

# 3/16/21

Revenues - II

* A benchmarking study of LLI Membership Fees was carried out at the local, regional & national levels:

§WISE Fees are very low compared to benchmarks

§An increase in Fees for 2022 & in 2023 is anticipated

§This will allow us to ‘break even’ from an operating perspective & maintain our reserves

* Because of the Pandemic, a loss of 1/3rd of FY 2020 WISE Members was budgeted in FY 2021
* Donations for 2022 have been kept at the 2021 levels

Expenses

* All expenses were reviewed

§Fixed

§Variable

* A few new expenses were added
* Other expenses were eliminated or reduced
* Instructor Stipends were kept at 2021 levels

9 10

|  |  |  |  |
| --- | --- | --- | --- |
|  | FY 2021Budget | FY 2021Actual | Change± |
| Courses | 60 | 62 | +2 |
| Members | 285 | 323 | +38 |
| Revenue | $75,525 | $84,575 | +$9,050 |
| Annual Membership Fees = $265.00 |

|  |  |  |  |
| --- | --- | --- | --- |
|  | FY 2021Budget | FY 2021Actual | Change± |
| Courses | 9 | 10 | 0 |
| Participants | 40 | 176 | +136 |
| Registrants | 215 | 321 | +106 |
| Revenue | $10,000 | $13,320 | + $3320 |
| Summer Participant Fees = $9.00 Per Class |
| Participants = Number of persons participating in the Summer Program Registrants = Number of registrations for courses by participants |

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FY 2021 : Fall & Spring Semester Revenue

FY 2021 : Summer Courses Revenue

# 3/16/21

Year End FY 2021 Budget Estimates

FY 2022 : Annual, Fall & Spring Revenue Models

|  |  |  |  |
| --- | --- | --- | --- |
|  | FY 2021Budget | FY 2021 YearEnd Estimate | Change± |
| Membership Revenue (Annual, Fall & Spring) | $75,525 | $84,575 | + $9,050 |
| Summer Courses Revenue | $10,000 | $13,320 | + $3,320 |
| Donations | $7,500 | $7,500 | 0 |
| Total Revenue | $93,025 | $105,395 | + $12,370 |
| Total Expenses | $101,129 | $109,227 | + $8,098 |
| Margin | - $8,104 | - $3,832 | - $4,272 |
| Margin without Donations | - $15,604 | - $11,332 | - $4,272 |

Budget Process - 2022

WISE Members (#)

3 Models

Number of Members

Summer Participants (#)

3 Models

WISE Members ($)

3 Models

Revenue

Membership Fees

Summer Participants ($)

3 Models

Budget Assumptions

Donations

No Change

Instructor Stipends

No Change

Expenses

Other Expenses

Reviewed

13 14

Financial Models

Hypothetical scenarios were created with resultant Financial

Models using the following variables:

* Membership numbers & Fees:
	+ Annual Membership
	+ Fall Semester or Spring Semester Membership
* Summer Participants:
	+ Fees per Class
	+ Number of Participants
	+ Number of Registrants

|  |  |  |  |
| --- | --- | --- | --- |
|  | **I** | **II** | **III** |
| Annual Fee | $280 | **$300** | $310 |
| Fall Semester Fee | $140 | **$150** | $155 |
| Spring Semester Fee | $140 | **$150** | $155 |
| Members | 330 | **330** | 330 |
| Courses | 64 | **64** | 64 |
| Revenue | $92,400 | **$99,000** | $102,300 |

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# 3/16/21

FY 2022 : Summer Revenue Models

|  |  |  |  |
| --- | --- | --- | --- |
|  | **I** | **II** | **III** |
| Fees Per Class | $9.00 | **$10.00** | $11.00 |
| Courses | 9 | **10** | 11 |
| Participants | 176 | **176** | 176 |
| Registrants | 320 | **320** | 320 |
| Revenue | $14,400 | **$16,000** | $17,600 |
| Participants = Number of persons participating in the Summer Program Registrants = Number of registrations for courses by participants |

WISE Commitments to Assumption University

* 20% Administrative Fee (excluding employee salaries)
* 3% cost of living increase for WISE employees
	+ AU will not make a decision until student enrollment is known
* $1500.00 for a WISE sponsored scholarship to an AU student
	+ Options are being worked out with AU
* Other office expenses associated with the reopening of AU

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Assumptions

Budget Assumptions based upon:

* Summer Courses : Zoom
* Fall Semester Courses : Zoom
* Spring Semester Courses : Hybrid (Zoom + On-Campus)
* Special Events
	+ Two Brown Bag Lunches (speaker fee and coffee & covered)
	+ All other SE activities need to break even and paid by members
	+ Zoom for the Fall Semester
	+ Hybrid Mode for the Spring Semester
* WISE is prepared for any changes in dates for the opening of the AU

campus

* Committee Meetings will follow the WISE Council’s direction

Recommendations : I

* Membership Fees:

§Annual: $300.00

§Fall: $150.00

§Spring: $150.00

* Summer Participants Fees:

§$10.00 Per Class (i.e. $50.00 Per 5 Class Course)

FTE = Annual Fee Members + [(Fall Members + Spring Members) ÷ 2]

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# 3/16/21

FY 2022 Budget

Recommendations : II

Stipends for Instructors:

* Fall & Spring Semesters

§$400.00 Per Course

* Summer Semester

§$80.00 per Class

§$400.00 Per Course for 5 classes (maximum)

* Minimum 15 attendees registered per Class
* Suspend Special Interest Group; modify to total of 4 session in D session (in-person)

Recommendations : III

Fund Raising:

* Essential for WISE Leadership to contribute to Annual Fund
* As of 3.08.21, contributions are as follows:
	+ 86% of Council
	+ 58% of overall leadership
	+ 23% of current WISE members
* The efforts of the Development Group should yield an increase in Donations in due course (i.e. Targeted Donations, etc.)
* With environmental & other uncertainties secondary to

COVID-19 looming & among other reasons, it is reasonable to

treat Donations as a ‘separate’ item in the budget

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Recommendations : IV

* While WISE should have an annual target for Donations, it should not be considered as a means to balance the budget
* The WISE budget should be balanced independent of the annual target of Donations
* Initial stages of grant writing

|  |  |  |
| --- | --- | --- |
|  |  | **Budget** |
| 1. | Membership Revenue (Annual, Fall & Spring) | $99,000 |
| 2. | Summer Courses Revenue | $16,870 |
| 3. | Revenue (1+2) | $115,870 |
| 4. | Expenses | $132,558 |
| 5. | **Margin** (3-4) | **-$16,688** |
| 6. | *Donations & Special Events* | *$14,600* |
| 7. | **Total Revenue** (1+2+6) | **$130,470** |
| 8. | **Total Margin** (7-4) | **-$2,088** |

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# 3/16/21

FY 2022

We will redefine our lexicon & simplify our operations:

* FTE = Annual Fee Members + [(Fall Members + Spring Members) ÷ 2]
* Annual Membership
* Half Year Membership Fees [(Annual Membership Fees) ÷ 2]:
	+ Fall Semester
	+ Spring Semester
* Membership Upgrades
* Participants
* Registrants

Talking Points

The increase in dues is necessary because:

1. Balancing the budget is important & drawing upon our reserves should be done in an emergency only, as was done this past year
2. The budget should be balanced independent of donations
3. We have new & recurrent expenses related to Zoom & Technology
4. Our dues are very low compared to benchmarks of Life Long Learning Institutes (LLIs) in Massachusetts & the country
5. Unlike many other LLIs, WISE is not subsidized for its activity; in fact we pay Assumption University an administrative fee every year

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Sue Tellier

Proposed FY22 Budget

WISE Proposed Budget FY 2021-22

INCOME

Description

Membership Revenue: Membership Fees Summer Revenue

Less: Refunds

PayPal Expense

PROPOSED BUDGET 2021-2022

$ 99,000.00 330 FTE times $300 fee ($150 each h

$ 16,870.00 $10 per hour for summer courses

$

$

(600.00)

(2,600.00) Includes $30/mo for Payments Pro

Total Membership Revenue $

112,670.00

Other Income Annual Fund Drive Memorials

Special Events Revenue

$

$

$

Total Other $

7,500.00

- 7,100.00

14,600.00

TOTAL PROJECTED REVENUE

$

127,270.00

EXPENSES (actuals)

Description

PROPOSED BUDGET 2021-2022

Personnel

Director $ 37,440.00 Director currently at 24 hours per week

Office Manager $ 29,250.00 Manager currently at 25 hours per week

Total Fringe $ 5,101.79 7.65% rate on salaries Reserve for 3% salary increases $ 2,155.00 Increase plus fringe benefits

Honorariums for Group Instructors $ 25,600.00 64 Classes at $400 per class with 100 Honorariums for Summer Instructors $ 3,680.00 8 at $400 and 2 at $240

SIGS $ 320.00

Total Personnel $ 103,546.79

Operational Expenses

Office Related

Wild Apricot $ 3,500.00 Possible new course registration softwar

IT Equipment $ 2,310.00 Zoom license and data storage fees.

Marketing & Promotional Items $ 500.00

Annual Fund Expenses $ 1,000.00

Postage $ 250.00

Office Supplies $ 1,000.00

Director's Discretionary $ 1,000.00

MLK Breakfast Table $ 250.00

Professional Education $ 500.00

Miscellaneous $ 500.00

Scholarship Donation to Assumption College $ Special Event Expenses $

1,500.00

9,200.00

Total Operational $ 21,510.00

Overhead (20% of Total Oper) $ 3,882.00

TOTAL PROJECTED EXPENSE $ 128,938.79

PROJECTED GAIN (LOSS) $ (1,668.79)

27 28

# 3/16/21

Proposed FY22 Budget (Special Events Tab)

|  |  |  |
| --- | --- | --- |
| WISE Proposed Budget FY 2019-20 |  |  |
| Special Event Activities |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Annual Lunch Revenue | $ 1,800.00 |  |  |
|  |  |  |  |
| Annual Lunch Expenses |  |  |  |
| Food | $ 1,500.00 |  |  |
| Honorariums | $ 300.00 |  |  |
| Total, Expenses | $ 1,800.00 |  |  |
| Net Annual Lunch | $ -  |  |  |
|  |  |  |  |
| Holiday Lunch Revenue | $ 3,350.00 |  |  |
|  |  |  |  |
| Holiday Lunch Expenses |  |  |  |
| Food | $ 2,500.00 |  |  |
| Decorations | $ 100.00 |  |  |
| Entertainment | $ 400.00 |  |  |
| Donations to Charity | $ 350.00 |  |  |
| Total, Expenses | $ 3,350.00 |  |  |
| Net Holiday Lunch | $ -  |  |  |
|  |  |  |  |
| Worcester Night Out Revenue | $ 1,950.00 |  |  |
|  |  |  |  |
| Worcester Night Out Expenses |  |  |  |
| Honorariums | $ 250.00 |  |  |
| Food | $ 1,700.00 |  |  |
| Total, Expenses | $ 1,950.00 |  |  |
| Net Worcester Night Out | $ - |  |  |
|  |  |  |  |
| Brown Bag Expenses |  |  |  |
| Honorariums | $ 600.00 |  |  |
| Food | $ 1,500.00 |  |  |
| Net Brown Bag | $ (2,100.00) |  |  |
|  |  |  |  |
|  |  |  |  |
| Total Special Events Revenue | $ 7,100.00 |  |  |
| Total Special Events Expenses | $ 9,200.00 |  |  |
| Net Special Events | $ (2,100.00) |  |  |
|  |  |  |  |
|  |  |  |  |
| SKT3/1/2021 |  |  |  |

Questions & Discussion

29 30