

LLI Council Minutes 17 April 2017

Council Members Present: Al Becker, Tom Esposito, Carol Goss, Susan Hirsch, Oliver Johnson, Chuck Mishaan, Martha Nickels, Dan Peterson, Cathy Reinis, Linda Stanley, Anne Sunners, William Tuel, Jan Wallen, Donna Warner

Council Members Absent: Eugene Burns

Also Present: Jack Conklin, Carol Kleban

Call to Order: The regularly scheduled meeting was called to order by President Tom Esposito at 9:32 AM in room 214 of the Bertelsmann Campus Center.

Minutes: The minutes of the March 20, 2017 meeting were approved.

President's Report: Tom Esposito reported that two items require a vote today to maintain our implementation schedule from the Long Range Planning initiative: the increase in membership numbers and the increase in membership fees. He also reported that the Senior to Senior Tea will be May 17, from 11:30 – 1:00. He is working on a budget process and getting information from Bard about the possibilities for LLI donations.

1st Vice Presidents' Report: Donna Warner's report appears under Planning and Evaluation and Volunteer and Leadership Development, below.

2nd Vice President's Report: Jill Lundquist's report is part of the Workshop.

Correspondence: Cathy Reinis reported no significant correspondence.

Treasurer's Report: Susan Hirsch reported there was an apparent discrepancy in the Meals/Catering figures, but that was caused by the timing of the bill and is not a problem.

Standing and Ad Hoc Committee Reports

Standing Committees

Catalogue: Bill Tuel reported the following:

Fall 2017 Catalog : Course descriptions have been sent to the content editor; proof-reading scheduled for last weekend in April. Saturday sessions are indicated separately from other Off-Friday offerings. The paper registration page format was approved. Still needed: LLI fee information and front-page text from Communications Committee by April 30.

Summer 2017 Catalog: Material due by April 28; catalog will be PDF, envisioned to be in the style of Intersession, but will probably need a table of sessions to help the selection process. Expected to be posted on LLI website, with copies mailed to members without Email.

Discussion: can the paper catalog be printed without the registration page? Conclusion: the Fall 2017 catalog print version will not include the registration page. For the non-computer

members, the online catalog and print registration page will be downloaded, printed, and mailed to them.

Class Support:

Carol Goss reported the following: The beginning of the semester seemed to go smoothly. A few issues with class managers and presenters were resolved. Merrill Mishan will handle presenter problems in future. For Summer Session, class managers were instructed to announce that the forthcoming newsletter had information about summer. Elaine Habernig is the class support connection for this endeavor.

Fall Orientation is set for Sept. 6, with facilities booked. Orientation time will change with refreshments served before the general convocation. Folders will no longer be needed for all attendees at the orientation. Most documents will be made available on line on BOX. New class managers will receive hard copies of all documents. Paper copies of class lists, attendance sheets and the cover letter will be given to all. Presenters will be encouraged to obtain their documents on line.

The Recognition Celebration is the new name for the “wine reception.” Invitations will be sent out April 21, with replies requested by May 1. Irene Esposito and Kathleen Evans, a new member of the class support committee, are handling the food and the responses. The invitation will state “invitation only” and there will be people at the door checking attendees.

Communications: Amy S. Messing reported that the April newsletter was distributed on April 10, a later date in order to provide a heads up re the summer program. A newsletter is not planned for either June or July, although there may be one-off communication needs. The next newsletter is the "on campus" September issue. There is a need to identify a new Communications chair so that individual can be trained to take over after when her term is completed.

Discussion: there is a need for a May newsletter with updates and changes and for the “thank you” issue in June.

Curriculum: Anne Sunners reported that the committee has completed Fall 2017, has identified courses for the new Summer 2017 session, and for Saturday classes also for Fall 2017. The Summer program allows for friends and community members to attend: non-members will have a \$50 fee for the four Fridays. The Saturday option will be open only to members at no additional charge.

Hospitality: Martha Nickels reported that the committee has some volunteers for the Senior to Senior Tea...

Member Services: Linda Stanley reported that Member Services has passed out Spring 2017 stickers, given out name tags to some who were not in the Fall program, and made new name tags for a few members. Class schedules were posted in Olin, Hegeman, Bard Hall and the Science Center and new signs helped with the flow of members at Hegeman on the first floor. Linda was in touch with Stacey Adams of Security regarding class schedules and parking issues. She is also participating in several Cross Committees to implement the Strategic Plan.

Registration Committee: Dan Peterson reported that registration for the Spring is complete. Summer classes are in the works.

Special Events: Gene Burns reported by e-mail that with the assistance of Dean Stewart Levine, he has secured the appearance of Prof. James Bagwell as our guest speaker for the Fall Luncheon on September 6th.

Ad Hoc Committees

AV-Tech: Chuck Mishaan reported that AV has been video recording the "Inside the Chefs Studio" class at Presenter Valerie Balint's request, and will be posting these videos on the LLI Box storage site. A camcorder and tripod have been purchased for for LLI use. Chuck suggested recordings of classes could be used for members who miss a class or were unable to enroll for a class. The camcorder/tripod setups are about \$100 each.

IT has assisted in emailing the Nominations solicitation to membership, using Survey Monkey; and in emailing the MultiPresenter Class Evaluation forms for the last 4 weeks.

The committee is now preparing for the June online registration, and the Fall new member applications and registration. Bard LLI now has an active PayPal account which will allow us to accept credit card payments on line and, should the need arise, at the door. Online evaluations have been sent each week for multi-presenter courses and will be sent next week for single presenter courses.

The committee has initiated steps to develop the LLI website, in conjunction with Bard's web staff and/or as a standalone-hosted web site linked to Bard's.

Elections: Ollie Johnson reported that the solicitation for proposed names as ballot candidates was sent out via Survey Monkey on April 1. A follow up was sent by Survey Monkey on April 8, and final one was sent on April 15. In addition, a reminder was sent in the newsletter on April 10. As of April 17, we had 24 valid responses, 21 of whom proposed at least one candidate. There were at 111 additional responses, where the responder simply skipped the reply, The opportunity to propose candidates for office closes on April 19.

Planning and Evaluation: Donna Warner reported that during the past month, PE has met several times to coordinate work across three Teams (Programs, Membership and Volunteer and Leadership Development) to prepare for the Council Workshop review of all changes slated for implementation now through Fall 2017. PE coordination has focused especially on preparations for the new member application, online registration and payment options, for both new and continuing members, and the timeline.

Work is underway to choose the LLI website platform and to import, before June 1, new information for prospective new members, the online application, and registration information for everyone. PE is also creating a list of critical skill needs that should be made public and against which we review prospective applicants and interview candidates for priority admission.

Volunteer and Leadership Development: Donna Warner reported that this team is completing information for prospective applicants, including an FAQ, for post on the LLI

website by mid-May. A mentor program, with a schedule of events, has been drafted and will be shared with Council at the Workshop. Recruitment of about 20 mentors will begin in May/June and a training will be held in August, possibly by webinar. VLD will help review new member applications to identify and pre-screen applicants who may meet critical skills needs. A subgroup of VLD is also working on material for a website section on "Helping LLI" options--brief descriptions of committees, their openings/needs, contact person, and meeting times, if applicable.

Old Business

Policy Review: Cathy Reinis offered revisions of two policies in the Organization section of the Policy Manual, which had been reviewed in March. The original text appears below followed by the revised text. The dates (07/14 etc.) indicate when the policies are effective.

ORG 07/14. Priority for new membership in LLI is given to those applicants who are committed to serve as presenters and those applicants having skills critically needed by LLI. The remaining applicants are selected by lottery. The current cap on membership is 265.

ORG 04/17. Priority for new membership in LLI is given to those applicants who are committed to serve as presenters and those applicants having skills critically needed by LLI. The remaining applicants are selected by lottery.

ORG 01/12. In order to appropriately honor national holidays, it shall be the policy of LLI at Bard not to schedule Council meetings on those dates. At the council meeting prior to a national holiday that would happen to fall on the next regularly scheduled Council meeting date, the Council shall select an alternate meeting date.

ORG 04/17. The LLI Council meets on the third Monday of each month, unless that is a national holiday; in that case the Council meets on the following day.

Motion by Anne Sunners, seconded by Linda Stanley, to approve the changes. Passed unanimously.

Motion by Linda Stanley, seconded by Cathy Reinis, to adjourn the meeting. Passed.

Additional Council Meeting

After the presentation of the proposed Bylaw changes and the Workshop presenting suggested changes, President Tom Esposito reconvened the Council at 1:55 p.m.

Motion by Donna Warner, seconded by Jill Lundquist, to raise the membership fee to \$175. Passed unanimously.

Motion by Bill Tuel, seconded by Donna Warner, to increase the membership to 300 for Fall 2017. Passed unanimously.

The meeting was adjourned at 2:00 p.m.

Next Meeting: Monday, May 15, 2017, 9:30, Campus Center Room 214