

## **LLI Council Minutes 21 August 2017**

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

**Council Members Absent:** Susan Hirsch, Amy Messing

**Also Present:** Dorothy Baran, Linda Bouchey, Irene Esposito, Michael Weinstock

**Call to Order:** The regularly scheduled meeting was called to order by President Tom Esposito at 9:33 AM in room 214 of the Bertelsmann Campus Center.

**Minutes:** The minutes of the July 17, 2017 meeting were approved as amended.

**President's Report:** Tom Esposito said that we had election results that Linda Bouchey was elected Secretary and Al Becker and Ollie Johnson were re-elected as Members at Large. He thanked Cathy Reinis for her service as Secretary and presented her with a lovely flower arrangement. Tom noted that we have a lot coming up – the Annual Meeting and luncheon, the new-member and class-manager orientations, and the start of classes. Concerns include the room limit of 140 for the annual meeting, while many members will be in the campus center for the orientations and may want to attend. Larger enrollment may also mean more members not getting the classes they had hoped for. A concern for the future may be a limit on the number of classes a member can request to allow everyone to participate. Finally, we need to establish guidelines for the use of member's contact information, emergency contacts, and permission for release of photos. This will be referred to the Membership Team.

**1<sup>st</sup> Vice Presidents' Report:** Reporting for Planning & Evaluation, Donna Warner said that P&E met on Monday August 14 and covered seven topics: (1) implications of the large number of non-returning and new members; (2) orientation logistics, (3) mentoring for New Members, (4) communications, (5) online calendar, (6) bylaw revision transition plan; and (7) a fall meeting with all area LLIs.

P&E has made several recommendations to streamline the application/registration process in future years. Donna and Debra Lanser are working with Deborah Lanser to develop a new-member orientation for the expected audience that is much larger than in the past. With thanks to Bob English and Maddy Watterson, the mentoring program is kicking off successfully and she thanked Deborah Lanser for editing the committee descriptions in the "Helping LLI" section of the website. She noted that a new communications team is working and is also looking to expand their team. Our LLI calendar is up on the website with all dates of meetings open to members posted. As we move to implement the new Bylaws, the annual meeting will move to May, Council members whose terms expire in 2018 will end in May/June 2018. Donna and Jill Lundquist will represent Bard LLI at meeting of all our local LLIs at Marist in October and will help plan and facilitate the meeting.

**2<sup>nd</sup> Vice President's Report:** Jill Lundquist said that the Bylaws report that was unanimously approved by the Council must be presented to the members present at the Annual Meeting and approved by two-thirds of the members present; officers must be approved by majority. After discussion, it was concluded that voting is limited to members

who are returning. Jill has determined that the new Bylaws do take effect after the September 6 meeting.

**Correspondence:** Cathy Reinis said that our email account has been very busy with questions about new-member applications and registrations.

**Treasurer's Report:** Susan Hirsch reported by email that there were only 3 paid expenditures and no income. The three expenses were as expected: \$1000 for gift cards for Bard staff, \$212.50 hospitality set up for final SummerFest, and \$29 for a monthly software fee

## **Standing and Ad Hoc Committee Reports**

### **Standing Committees**

**Catalogue:** Bill Tuel reported that the schedule for preparation of the Intersession and Spring catalogs has been adopted. The due date for material for both catalogs is Sept 30, 2017. The committee has retained our Spring/Fall layout editor to produce the SummerFest 2018 catalog. The format is intended to be similar to the Intersession catalog, which she already produces. We already have been using our content editor for all catalogs.

### **Class Support:**

Carol Goss reported that she and Maddy Watterson had restructured the class-manager orientation to accommodate the new-member orientation. Much of the material previously put into folders will be available on our website. Coffee will be served outside Weiss before the meeting; that coffee service will also be available for those attending the new-member orientation. Invitations will go out today. Three or four class managers are still needed. We are still in need of 3 or 4 class managers. The end-of-semester reception is still under discussion.

**Communications:** Cathy Reinis expressed her thanks to Amy Messing for her leadership of LLI Communications through a challenging time for the committee. Cathy met with the Transition Communications team to create a short-term plan for the fall semester. The On Campus issue contents have been posted on our bardlli.com website under a new tab, On Campus; a September newsletter will include directions to use the website for the useful information that's usually in the issue. Additionally, Deborah Lanser is editing committee descriptions for the Helping LLI section of the Web and Mary McClellan has been posting them. Not all committees are up yet, but work is proceeding. The committee is reviewing new member apps for additional talent.

**Curriculum:** Anne Sunners reported that the committee has scheduled an additional meeting this month to complete the spring schedule. They are also discussing how best to acknowledge presenters and volunteers. Evaluations of Spring and SummerFest programs were shared with the committee. Spring dates have been confirmed. The Committee has decided, subject to Council approval, to do a test run in the spring of the schedule that allows for a social break from 1:00 to 1:40 by shortening the third and fourth periods by 10 minutes. Student dining is slow at that time on Fridays, so it should not be a problem for members to eat there or in Olin. She commented that our Saturday classes this fall are also an experiment.

**Motion:** by Anne Sunners, seconded by Al Becker to test the schedule suggested by the Curriculum Committee in the Spring semester. Passed unanimously.

**Hospitality:** Martha Nickels reported that arrangements are in place for the fall events.

**Member Services:** Linda Stanley said that she is working on the orientation, as Donna reported. Bill Tuel will print the member IDs to go in the lanyards; Linda will assemble packets for new members; Chuck will provide new-member lists as soon as possible.

**Registration Committee:** Dan Peterson reported that the committee will meet Wednesday to complete registration for classes. It has been challenging for all committee members to deal with changes in the process and the many questions about returning and newly applying members. He thanked committee members who have works so hard to help members get their registrations in order.

**Special Events:** Gene Burns reported that Intersession dates are January 10, 17, 24, and 31. Six presenters are confirmed and a seventh is probable; Gene asked for any ideas to be shared with him. For the September 6 events, Margaret Shuhala has completed work on the flyer. Reservations will be first come, first served with a limit of 140. Mary Deady is handling the RSVPs, while Gene will accept telephone reservations from those who do not have email. The Art Show runs to September 15 and Arlene Becker is preparing a separate poster for that.

### **Ad Hoc Committees**

**Elections:** Ollie Johnson reported that the 171 ballots had been cast, or about 2/3 of eligible voters. He reported that Jill Lundquist had been re-elected as Second Vice President, Linda Bouchey as Secretary, Al Becker and Ollie as Members at Large.

**AV-Tech:** Chuck Mishaan reported that the AV Committee will reach out to Fall presenters this week to ascertain any special AV requirements. AV will be appointing committee members to manage individual classes during the final Registration class assignments this week. The final class assignment notices will be sent to members following Wednesday's registration meeting. Class rosters will also be distributed to Class Support. As of Sunday, we have invited 72 applicants to become members and register. 53 have done so, leaving 19 invitees who have not responded. We have 18 additional applicants who received 'sorry' emails and are on a temporary waiting list. The roster of members registered to date stands at 280. To facilitate using systems to support our processes, all members have been assigned unique ID numbers; new members will have them printed on their ID badges. Chuck thanked all of the LLI members who have reached out personally to non-responding members and applicants. Discussion of Chuck's report covered doing Add/Drop online, including a second choice option in future programs, and the timing of cutting off the process of registration.

**Volunteer and Leadership Development:** Donna Warner reported that VLD met last week and assigned 29 mentors to 71 new members on a list provided by Chuck Mishaan. Bob English and Maddy Watterson are leading the mentor program. VLD team members and 20+ other LLI members are mentors for a total of 29. In the last week mentors emailed or telephoned their 2 to 4 assigned mentees. Mentor contacts have served to

trouble-shoot and identify drop-outs. Mentors were given prepared talking points and alerted mentees to various emails coming from LLI—class confirmation, luncheon, member services. We reviewed talking points for mentors and added a few more from Donna. In particular, new members (at least some) are being alerted that the luncheon space can accommodate about half our members, first come, first served. Donna noted that the net result of registration will be a smaller-than-expected increase in our total membership. New members will have a blue dot on their name badges; mentors will have a red dot. She thanked Bob English and Maddy Watterson for their work with the mentoring and Deborah Lanser for editing committee descriptions.

### **Old Business**

**Policy Review:** The policy review will commence again in September.

### **Open Meeting**

Chuck Mishaan raised the question of some form of “associate” membership for members who are unable to attend in a specific year for reasons of health or family needs.

**Motion** by Al Becker, seconded by several, to adjourn the meeting. Passed unanimously.

The meeting was adjourned at 11:36 a.m.

Respectfully submitted,

*Cathy Reinis*

Secretary

**Next Meeting:** Monday, September 18, 2017, 9:30, Campus Center Room 214