

LLI Council Minutes 21 February 2017

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

Council Members Absent: Dan Peterson,

Also Present: Irene Esposito, Linda Legendre, Mary McClellan, Barbara Post

Call to Order: The regularly scheduled meeting was called to order by President Tom Esposito at 9:37 AM in room 214 of the Bertelsmann Campus Center.

Minutes: The minutes of the January 17, 2017 meeting were approved.

President's Report: Tom Esposito reported that he had met with Bard Vice President Jonathan Becker about the possibility of a summer program. Tom will meet again with him when we have more detail. David Shein, Dean of Studies, has been working with us to find a date for the Senior-to-Senior tea. Tom also mentioned the need to create an annual LLI event calendar for members. Stevenson Library has had to restrict off-site access to the library's materials.

1st Vice Presidents' Report: Donna Warner reported as chair of the Planning and Evaluation committee. The process is that as the various teams meet, like Volunteer and Leadership Development, they will develop proposals, which will go to the Planning and Evaluation committee to make sure that the outputs of all teams mesh together. After reviewing and coordinating proposals, they will come to the Council. Donna also reported that Volunteer and Leadership Development had identified a potential Webmaster to work with Communications.

2nd Vice President's Report: Jill Lundquist reported that the Bylaws review committee has been meeting and expects to bring a draft forward in May.

Correspondence: Cathy Reinis reported that inquiries from members and others continue to come to our e-mail box.

Treasurer's Report: Susan Hirsch reported we continue to be in sound financial shape. The monthly report was sent to the Council. Susan asked that committee members picking up from Copy Cat identify the committee when they sign for the charge.

Standing and Ad Hoc Committee Reports

Standing Committees

Catalogue: Planning is underway for the Fall 2017 **Course Catalog**. A proposed timeline for preparation has been sent to participants. As the New Member application is being revised, and the on-line registration process is being finalized, information is required for the catalog by April 30, including the cost of membership for 2017-2018.

There will not be a formal catalog for any summer session. For Fall 2017, any Saturday classes will be handled similarly to off-Friday, with the possibility that they will be assigned a "period 7" for registration purposes. Any Saturday registration information to be published in the catalog is due on April 30.

Class Support: Carol Goss reported that managers are still needed for three classes. The committee will meet in early March to assemble the folders for orientation including a cover letter for each class. Class lists will be sent electronically to managers. After discussion, coffee and a limited order of snacks were added back to the morning orientation program.

Communications: Amy S. Messing reported that the February newsletter had been published and that the March luncheon has been publicized. She asked for content for the March newsletter. Donna Warner will send Amy a piece on "coming events," the near-term calendar as a heads up for members.

Curriculum: Anne Sunners reported that the Stevenson Library has had to restrict off-site access to the library's materials. This limits the ability to make materials available to LLI members in particular classes. A solution is being sought. In the meantime, research has to be at the library. Anne added that the Fall curriculum is almost complete and said she would discuss ideas for a summer program later.

Hospitality: Martha Nickels reported that we have room 301 for Hospitality for Spring.

Member Services: Linda Stanley reported that Barbara Post has talked to thirteen new members; twelve had good experiences, but one felt LLI was not for her. Linda added that the stickers for IDs will be available at the luncheon, hospitality room, drop/add, and orientations.

Registration Committee: Tom reported for Dan Peterson that registration was completed yesterday and mailed to members. 60% of registrations were online, 40% snail mail. Tom noted that members submitted multiple forms; four did not give any ID information. After discussion, it was agreed to send an e-mail to members saying that they should have received registration confirmations. Mary McClellan will take on the Access reports for Registration.

Special Events: Gene Burns reported that he had 40 paid reservations (updates from his committee and checks from Council members brought the total to 49 before the end of the meeting). Flyers were distributed to community sites – libraries, restaurants, businesses, etc. Ideas for future publicity were discussed.

Ad Hoc Committees

Planning and Evaluation: Donna said she had no additions to her earlier report.

AV-Tech: Chuck Mishaan reported on "lessons learned" from the Spring 2017 online registration process and possible changes for the future:

- Create required fields for things like name and e-mail;
- Streamline the process, perhaps eliminating the "top 2 choices;"

- Perhaps enforce a member login so we would know who has used it;
- Eliminate the second choice category.

Chuck also asked about experimenting with creating video recordings of classes for remote use, re-use, etc. After discussion, it was decided that Planning and Evaluation will talk about designating a committee to clarify necessary permissions, etc. for making videos.

The Tech Committee will meet shortly to work on fall – and summer – registration. No package can be selected while LLI continues to change so much.

Old Business

Policy Review: Cathy Reinis reviewed the Finance sections of our policy manual. One concerned a donation to the Conservatory over five years; that has now been completed.

Motion: by Cathy Reinis, seconded by Amy Messing, to remove the Conservatory donation since it has been completed. Passed unanimously.

New Business

Summer Programs: Anne Sunners reported on a Curriculum Committee meeting that developed a plan for a first summer program. The program would offer approximately five courses, one morning a week for four weeks in June and perhaps July. The committee had come up with several program ideas. A rough plan for registration has also been developed. The Council expressed strong support for the plan.

Open Meeting

Motion by Al Becker to adjourn the meeting. Passed unanimously.

The meeting was adjourned at 11:35 AM.

Respectfully submitted,
Cathy Reinis, Secretary

Next Meeting: Monday, March 20, 2017, 9:30, Campus Center Room 214