

LLI Council Minutes Tuesday, February 20, 2018

Council Members Present: Al Becker, Linda Bouchey, Eugene Burns, Carol Goss, Susan Hirsch, Jill Lundquist, Chuck Mishaan, Martha Nickels, Cathy Reinis, Linda Stanley, Anne Sunners, William Tuel, Donna Warner

Council Members Absent: Tom Esposito, Oliver Johnson, Jan Wallen

Also Present: Mary Deady, Cary Bell

Call to Order: The regularly scheduled meeting was called to order by 1st Vice President Donna Warner at 9:30 AM in room 214 of the Bertelsmann Campus Center. Donna restated LLI's policy for participation by visitors at Council Meetings: they are welcome to comment during the "open meeting" discussion. Council members introduced themselves followed by Cary Bell introducing himself.

Minutes: Moved by Bill Tuel that minutes of the Monday, January 16, 2018 meeting be approved.

President's Report: Donna Warner presided as acting president for Tom Esposito. Donna shared Deborah Schwartz's bio. This past fall Deborah was accepted to help fill LLI critical needs. She has expertise in website design and technology. She has made several recommendations to improve the LLI website and databases. Part of her focus will be on training others to complete various tasks rather than doing the work herself. At Tom's request Donna reported that Deborah will immediately become a nonvoting member of the Council as AD Hoc Committee Chair of Administration and Infrastructure. She will assume a full Council position later this year.

1st Vice President's Report: Donna reported on the recent member survey. 165 members completed the survey. Generally, both old and new members are very satisfied with their experiences at LLI. The survey showed that members feel investment in technology and recruiting more volunteers are important. 56% view growth as being important. Email and the newsletter are used most by members. 86% reported using the website occasionally. Overall comments were appreciative of all the work that everyone does for LLI. Unfortunately, about 100 members did not respond to the survey.

PE

Donna reported that Planning and Evaluation continues to work on the governance transition, as specified in the recently adopted revised bylaws. PE invited Deborah Schwartz, a new member with business, web development and tech experience, to present her ideas for website improvements, including an integrated, web-based

data repository for LLI. Deborah will be working with Chuck Mishaan and a small team to develop a plan to move forward.

2nd Vice President's Report: Jill Lundquist reported that she continues to work with the PE committee to plan the transition to the new committee structure under the new bylaws. Once this is fully in place, she will form a small committee to begin the work of updating the Operations Manual to be consistent with the new committees.

CCE has suggested that we may want to consider use of Montgomery Place for some future events and classes. Soon Tom and Jill will be discuss this with CCE.

The Bard Conservatory is looking for host families for music students from China who will be studying at Bard for three weeks in August. This should be a mutually enriching and valuable experience for all. They would like indications of interest by April 1 and final commitments by late May. Council decided that information should be passed on to members via email and the newsletter.

Jill received a request from Jonathan Becker for LLI to provided quantifiable numbers (total number of students and classes for all phases of LLI courses). It was recommended that such numbers would be provided for time period of June 2017 through spring of 2018. It was also suggested that reporting the number of Bard faculty involved in courses would be a good idea. Chuck Mishaan and Anne Sunners will work on getting the numbers together for Becker.

Correspondence: Linda Bouchey read correspondence from Karen Unger (Assistant Vice President, Office of Institutional Support) thanking LLI for their support (grant award of \$5500) of Bard College Center for the Civic Engagement Community Award Fund. Linda also shared a thank you from Julie Duftstein and the Campus Center for LLI's generous donation of a permanent projector and all the hook ups for the Campus Center Red Room.

Treasurer's Report: Susan Hirsch reported that LLI is in fine shape. All the numbers are what we planned on. There were no questions on the written budget presented by Susan.

Standing and Ad Hoc Committee Reports

Standing Committees

Catalog: Bill Tuel reported that there has been no Catalog Committee activity this month.

Class Support: Carol Goss reported that all of the class manager positions have been filled except for 5 courses. The committee will be working on the final placements this week as soon as the completed class lists are available. Orientation

is set for March 16 from 10 AM to 11:30 AM. Invitations will be sent out on or about February 26 with RSVPs due back by March 9. The Class Support Committee is meeting on March 8 to prepare the folders for orientation.

Communications: Cathy Reinis reported that LLI newsletters continue to become easier to produce as more members contribute to them. The committee is preparing to publicize the results of the member survey and the voting process, and planning to explain organizational changes as they occur. Several members will attend a training session by Deborah Schwartz this week on using Mail Chimp to create an electronic newsletter. The plan is to move to the new format by June, when there will be many changes to share with the membership. The photo/video team has begun supplying content, and the website now has many more images of members engaged in LLI activities. A new teaser headline strategy will soon be showing up on the newsletter. The new idea is to share headlines that refer you to other places (ie website) for more information on a given topic.

Curriculum: Anne Sunners reported that the Curriculum committee met on February 13. The results of the registration were reviewed, and the producers of courses that are oversubscribed will check with presenters to see if they can increase the size. Bill Tuel gave a tutorial on Google Docs. The committee reviewed the courses for SummerFest and Fall 2018. They will finalize the schedules at the March meeting.

Anne reported that The Program Team met on Friday, February 16. The LLI Annual Meeting and Spring Brunch will be held in Olin Rotunda and Auditorium on May 18th from 9 AM to 11:30 AM (brunch, meeting and entertainment). This event has no fee and is open to members only. Arrangements have been made to have some chairs available and also a room reserved for members who wish a quieter area. Gene Burns is working on either music or dance as entertainment. Raffles for a free LLI membership and meal tickets to the cafeteria will be held. The agenda for the business meeting is still to be finalized.

Discussion: Linda Stanley will find out if one can purchase meal tickets in advance for the dining hall during the spring semester.

Hospitality: Martha Nickels reported that beverage and snacks have been ordered for the orientation on March 16.

Martha and Irene Esposito met with Alan from Chartwell to set up the brunch for the annual meeting in May and will finalize the food items next month.

Rooms 301 and 302 will be available for hospitality this spring. Concern was voiced regarding the noise level if members are "hanging out" in the hallways or if doors to the rooms are left open.

Member Services: Linda Stanley reported that she has received emails regarding members requesting new badges. The decision was made that new badges will be made this fall not this spring. If someone has lost their badge, they should contact Linda, and a temporary name tag will be made for them.

Registration Committee: Chuck Mishaan reported that the Registration Committee met on February 19. Class rosters are being prepared. For oversubscribed classes the new priority policy will be used. Class assignments will be done by this weekend followed by add/drop capability being found on the website.

Necessary arrangements for credit card payments for this Fall Registration will be resolved by June. Photography library is being created. Chuck reminded us that at registration one agrees to be photographed for LLI purposes.

Chuck looks forward to working with Deborah Schwartz and the process of spreading out assignments to trained members. A tech training class will be offered during June SummerFest.

Special Events: Gene Burns reported that the Intersession session on 1/31 with New Yorker cartoonist Danny Shanahan was well received and very well attended. Initially, there were some technical difficulties with the A/V, but eventually people were able to view and discuss many of Danny's humorous "senior citizen" cartoons and front covers. Thanks to Danny and Janet Stetson, his wife, for a very entertaining and informative program.

Gene noted that Anne in this meeting had already covered plans for the Annual Meeting and Spring Brunch. He added that there will be save-the-date emails going out by April 18th. The invitations will be emailed on or about May 1st, with a firm RSVP deadline of May 11.

The Fall Luncheon will be held on Friday, September 9th, probably in the MPR of Campus Center. This meeting will be for members, their guests, and (perhaps) the general public. There will be a fee charged for the lunch. Gene asked Council to please forward any ideas or suggestions for guest speakers and/or performing artists to him or other members of the Special Events Committee by April 1st. Please do NOT extend any formal invitations to prospective speakers or performing artists at this time. We are merely soliciting ideas and the names of possible speakers or performers. Other events to be held on this date: new member and class manager orientations and the Members Art Show.

Ad Hoc Committees

AV-Tech: Chuck Mishaan reported that Registration for Spring 2018 has been completed, and member emails confirming class assignments will be sent this week.

AV will be reaching out to presenters for any AV requirements they may have for their courses and will then assign appropriate ASV support to those presenters. Tech is working with the Elections committee on the 2018 Elections ballot to be emailed to the membership in March.

Deborah Schwartz is implementing a training program for members working with MailChimp and the Bard LLI website.

The photography/video committee is building a photo library of people and places. They are also available to take photos of election candidates. It was decided that member badges will not be reprinted this semester but will be on the agenda for Fall 2018.

Elections: Al Becker reported for Ollie Johnson. The Committee closed the requests for proposed nominees to appear on this year's Council Ballot at the end of January. There was increased participation from members compared to 2017. The Committee is preparing the ballot. Elections will be conducted in the latter half of March. Ollie expressed thank yous to Harvey, Robert, Al, and Chuck for their assistance.

Volunteer and Leadership Development: Mary Deady reported that at the meeting on 2/13 VLD discussed ways to let our members know about staffing vacancies on our various committees. They do not have a handle on what LLI committees need. Also the Website should be continually updated. In many cases there is a one-time need to accomplish tasks (like stuffing folders, taking attendance at a function). So they need to develop a list of volunteers that can be contacted to help with these activities.

An informational session will be held on April 6th during the 40-minute break across the hall from the Hospitality Room about the needs of Member Services and Class Support committees in order to attract new members. This will be a bring-your-own-lunch and visit with Chairs of these committees. Cathy Reinis agreed to include this information in upcoming newsletters. VLD is also considering ways to promote communication between members such as ride-sharing to classes.

Next meeting is 3/13 at 1:00 pm in Room 214, Campus Center.

Old Business

Policy Review: Linda Bouchey read the following two policies: PROG 01/15. The current Bard College Copyright Policy is adopted as Council policy. This policy can be found as an addendum to the Policy Manual. PROG 11/13. Class Schedules: As of Fall 2014, The LLI Friday class schedule shall be changed to align with Bard's schedule, creating five (5) Friday class periods.

Motion: Both policies were approved.

New Business

None

Open Meeting

None

Adjournment

Motion by Al Becker to adjourn the meeting. Passed unanimously. The meeting was adjourned at 10:47 AM.

Respectfully submitted,
Linda Bouchey
Secretary

Next Meeting: Monday, March 19th, 2018, 9:30 AM, Campus Center Room 214