

DRAFT
LLI Council Minutes
17 July 2017

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

Council Members Absent: Eugene Burns, Carol Goss, Susan Hirsch, Amy Messing, Linda Stanley

Also Present: Dorothy Baran, Mary Deady, Marjorie Roberts

Call to Order: The regularly scheduled meeting was called to order by President Tom Esposito at 9:35 AM in room 214 of the Bertelsmann Campus Center.

Minutes: The minutes of the June 19, 2017 meeting were approved as amended.

President's Report: Tom Esposito said a continuing concern for future discussion is how we recognize and reward members who make a significant contribution (Council, Committee heads) as opposed to "active members" (team member, class manager).

1st Vice Presidents' Report: Reporting for Planning & Evaluation, Donna Warner said that P&E met on July 10 for a brief meeting to coordinate report out on several projects.

New Calendar program on website: Jan Wallen and Chuck Mishaan selected a new Wix Calendar program (cost \$15 per month) to use for LLI public, membership and internal committee notices. Jan will update the calendar quarterly; P&E will develop a proposal to bring to Council for which items are to be posted and for viewing by whom.

Budget Revision.

P&E expressed a concern that the budget should be balanced when presented to membership, especially since the membership fee has been increased. Adjustments were made accordingly by Tom and the Finance Committee and reported by Susan. It was agreed that more discussion on some expenses is needed (e.g. food, catalogue, donations to a single Bard program) and should be referred to the Finance Committee. The Programs Team is meeting this week with members of the VLD Team to discuss special events, alternatives and costs.

Membership Applications

As of this morning, July 17, LLI has received. Bobbie Post and Donna have reviewed them. There are nine applicants that might meet LLI critical needs in Communication, Leadership and Technology areas. Cathy will review for Communication, P&E will review for Leadership, and Chuck will review for Technology. A short list of critical skills applicants will be invited to meet with an interview team to discuss potential specific commitments. Bobbie, Donna, Linda, and Chuck or Cathy, as chairs of the target committees. A second group of applicants has been identified to assign a special mentor (photographers, writers, potential leaders, organizational consultants), but not flagged for priority. This will be discussed on Tuesday with the VLD committee.

Communications Team Organization

For the purpose of discussing a potential Communications organization from 10:00 to 12:00, P&E was joined by Cathy Reinis, Bill Tuel, Mary McClellan, and Deborah Lanser. Absent Margaret Shuhala and Ken Panza. Cathy conducted the meeting.

Tom commented that Donna Warner and Jill Lundquist have each done an outstanding job, making important contributions by Donna on Planning & Evaluation and by Jill in overhauling the Bylaws.

2nd Vice President's Report: Jill Lundquist noted that the Bylaws have been completed and were sent with the ballot to the membership for approval. Ollie Johnson reported for the Election Committee that enough votes have already been cast in favor to be certain that the Bylaws are approved.

Correspondence: Cathy Reinis read a thank you note from Diane Smith in the Registrar's office for the gift card from LLI. Chuck Mishaan said he had also been personally thanked by Heidi Simmons in Central Services. Cathy also reported that the transition of our Bard email, lli@bard.edu, to Gmail had been very easy and that she is able to send group email in the "corporate suite" level of programs that Bard uses. Chuck added that Bard also provides access to useful Google programs for data storage and sharing and that we will transition to those in the future. He commented that the .edu indicates a high level of security and privacy protection.

Treasurer's Report: Susan Hirsch reported by email that she had worked with the Finance Committee to develop a revised budget that is now a balanced budget. We are increasing our donations to Bard overall. For 2017 – 2018, LLI will provide \$3,500 to the Center for Civic Engagement for student internships, plus an additional \$2,000 to fund other CCE programs; \$5,000 to the Conservatory to fund two concerts; \$5,000 to fund the upgrade of the "Red Room" in the Campus Center and other tech upgrades; \$1,000 to Joan Tower's programs. We also provide scholarships through the Senior-to-Senior program of \$3,700, summer finding for BHSEC studies of \$2,000, and funding to students in the Studio Arts program of \$1,500.

Motion: by Anne Sunners, seconded by Donna Warner, to approve the budget.

Discussion: Should we increase our contributions even more, drawing on our reserve to balance the budget rather than reducing some funding. The consensus was that a balanced budget was a requirement, but we do still have the flexibility to respond to new needs and challenges through the year.

The motion to approve the budget was passed.

Standing and Ad Hoc Committee Reports

Standing Committees

Catalogue: Bill Tuel reported that The Fall 2017 catalog is complete, posted, and mailed. The proposed prep schedule for Intersession and Spring 2018 catalogs will be distributed next week with a due date for proposals of September 30. Bill commented that we now

have three formats for catalogs; our usual seven-week semester, Intersession, and SummerFest and we need to look at these going forward.

Class Support:

Carol Goss reported by email that the committee is still missing about ten class managers, and they are viewing preliminary class enrollments to find people. Carol and Maddy Wattersom met to go over the orientation material. The program will begin at 10 am this September with coffee being served in the lobby of Weis at 9:30. The smaller groups of producers, presenters and class managers will meet from 10:45 to 11:30. Certain items previously in the folder will now be online. There will still be folders for presenters and class managers with materials pertinent to their class.

Communications: Amu Messing was absent; Cathy Reinis reported that the meeting described in Donna's report was successful with good outcomes. Cathy has agreed to serve as Communications Transition Manager to oversee reorganizing our communications strategy. This is particularly important as we impose the website. In addition to Cathy, Deborah Lanser has agreed to serve as an editor, Jan Wallen will be a content manager, Mary McClellan will oversee web management and operations, and Donna will join in to coordinate the member survey. Cathy is also looking for additional team members.

Curriculum: Anne Sunners said the Spring 2018 dates are still to be confirmed, but are likely to be (note these are Friday & Saturday) March 23-24, 30-31; Aril 6-7,13-14, 27-28; May 4-5, 11-12. Anne presented a chart with a proposed schedule change. To allow time for socialization, the third and fourth periods would each be shortened by 10 minutes, creating a "social break" of 40 minutes that could be used for lunch. The schedule would be: 8:30 – 9:50, 10:10 – 11:30, 11:50 – 1:00, 1:00 – 1:40 (Social Break), 1:40 – 2:50, and 3:10 – 4:30.

Discussion: Concern was expressed about our impact on Bard dining facilities. Because the idea of social time is so appealing, various ideas were offered to explore what spaces might be available in Olin. Note: a decision must be made in August for the Fall semester, so that Curriculum can plan courses to fit the actual schedule.

Hospitality: Martha Nickels said she will check with the dining facilities.

Member Services: Linda Stanley was away reported by email that she has ordered more lanyards for fall. She has met with Donna Warner about Member Services and Volunteer and Leadership Development Team, and has also worked with Deborah Lanser.

Registration Committee: Dan Peterson reported that the new registration package put together by Chuck made things easier. As of July 17, we have 149 registrations and 74 new-member applications. The new system allows Curriculum, e.g., to see real-time data on class enrollment so that adjustments may be made. The committee meets August 7 to determine how many openings exist and will hold the membership lottery then.

Special Events: Gene Burns reported by email that Weiss Cinema is reserved for January 10, 17, 24, and 31. We also have space for the orientations, art show, and luncheon. Bill Tuel is helping find a seventh presenter for Intersession. At the luncheon, members will be asked to wait until the event has ended before taking leftovers.

Ad Hoc Committees

AV-Tech: Chuck Mishaan reported that the committee is looking for a database that would allow access by all of our committees and also that he is looking for volunteers to help manage the database. Chuck will send Cathy a list of emails of members who have not registered so she can send reminders. Online drop/add will be attempted.

Elections: Ollie Johnson reported that the ballot went to members on June 15th and that 167 have voted. Four reminders were sent; still to be found and counted: opt-outs (cannot use Survey Monkey), write-ins, paper ballots. Final results will be presented to the Council at the August meeting and to the membership in September. Jill will clarify when the new Bylaws take effect.

Volunteer and Leadership Development: Donna Warner reported that a mentor training was held on June 28 and was reported as a very positive event. A full report will be presented at a VLD Team meeting tomorrow, June 17. On Tuesday, July 17, VLD will review applicants for special and random mentor assignments and will be prepare communications to send to new members on or about August 10.

Many candidates have skills or expressed interest in areas of need: writing/editing, photography management, leadership, recent marketing/PR, surveys, tech. Others have indicated interest in special events and hospitality and many have identified class support as an area to help. Among the candidates are a half a dozen who would like to present in the future. The applicant pool contains two prior presenters who will receive priority.

Old Business

Policy Review: Cathy Reinis discussed the issue of announcing the death of a member. She suggested that we ask members to provide emergency contact information, in addition to a spouse.

Discussion: more broadly, we should review what we have in the new database. Also members should be asked to sign off on their photos being used on the website or in publications as a routine item.

Motion by Cathy Reinis, seconded by Anne Sunners, to adjourn the meeting. Passed unanimously.

The meeting was adjourned at 11:45 a.m.

Respectfully submitted,

Cathy Reinis

Secretary

Next Meeting: Monday, August 21 , 2017, 9:30, Campus Center Room 214