

DRAFT
LLI Council Minutes
19 June 2017

Council Members Present: Al Becker, Eugene Burns, Tom Esposito, Carol Goss, Susan Hirsch, Oliver Johnson, Amy Messing, Chuck Mishaan, Dan Peterson, Cathy Reinis, Anne Sunners, William Tuel, Jan Wallen, Donna Warner

Council Members Absent: Martha Nickels, Linda Stanley

Also Present: Dorothy Baran, Mary McClellan, Barbara Post, Marjorie Roberts, Leslie Weinstock

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 May 15, 2017 meeting were approved as amended.

President's Report: Tom Esposito said SummerFest appears to be a success, which can be attributed to Anne Sunners and her committee which made it possible. Our new Website, bardlli.com, has been set up by Chuck Mishaan and Mary McClellan, who were given a round of applause by the group. The 2017 -18 budget will be discussed today. A key question to discuss in July will be how we recognize and reward the hard work done on Council and in the various committees. Donna Warner and Jan Wallen have worked to complete a LLI calendar, which will help members plan around LLI events.

1st Vice Presidents' Report: Reporting for Planning and Evaluation, Donna Warner commented that she is impressed by how much has been accomplished in the last few months. The new web platform will allow us to make changes much more quickly than we could in Bard's structure. With a last push, the site was up and in use on June 15. Mary McClellan is serving as Web Manager, with Linda Bouchey helping with development of the overall site. Jan Wallen presented a sample calendar which would allow us to post a detailed calendar on the website. For Fall registration, there will be a tight schedule: registration closes for current members on August 2nd, the Committee will then know how many new applicants can be admitted. Volunteer and Leadership development will then assign mentors to the new members. Note: applicants have been told NOT to register or pay until after they hear from LLI whether they have been accepted.

2nd Vice President's Report: Jill Lundquist was away. Tom noted that she completed a great job with the bylaws revision.

Correspondence: Cathy Reinis reported that LLI's e-mail box was busier than usual with questions about applying for membership..

Treasurer's Report: Susan Hirsch reported that the her report to date shows some items that have been requested, but not yet paid by Bard, for example, the BHSEC scholarships. Reconciling expenses incurred and paid is a challenge. Susan presented a provisional budget for 2017 -18. The Finance Committee voted to increase our total contributions to Bard to

\$16,000. This represents \$5,000 to Conservatory concerts, \$5,000 to Center for Civic Engagement for community action programs, \$5,000 to upgrading to Smart Room technology for the “red room” in the campus center (and possibly other rooms, and \$1,000 to Joan Tower. We also will fund \$1,500 in scholarships for the Studio Arts program, \$3,700 for the Stuart Stritzler-Levine Senior-to-Senior program, \$2,000 to BHSEC internships, and \$3,500 in CCE scholarships. Additional expenses include subsidizing both luncheons, since both will be business meetings if the bylaws are approved (and we move the annual business meeting to the spring).

Discussion: the merits of funding luncheons, coffee, etc. were debated, with some noting the high cost and others stressing the value of social interaction and participation at the events.

Motion: by Anne Sunners, seconded by Al Becker, to approve the budget, while recognizing the opportunity for further revisions will exist. Approved.

Standing and Ad Hoc Committee Reports

Standing Committees

Catalogue: Bill Tuel reported that The Fall 2017 catalog is complete, and has been sent to the Bard and Copycat printers. The Bard copy run is 125 copies for the “vanity” catalog, printed on 11 x 17 beige paper, duplexed, folded, and stapled. This catalog is sent to a few community members, selected Bard staff, presenters, and producers. The Copycat run is 25 copies, single sided and corner stapled. This is sent to the few members without Email, and a few copies reserved to be distributed on request. The single-sided catalog has been sent to the Communication committee for posting to be synchronized with the registration announcement.

Bill pointed out that the timing of posting the catalog for Registration and final publication may lead to discrepancies in the editing. It’s also important to keep the Catalog committee informed of any changes to avoid unnecessary re-editing. Finally, we are not achieving a reduction in cost since we do produce the hard copy catalog.

Class Support:

Carol Goss reported a recruitment letter had been sent to past class managers as well as others who had expressed an interest in being a class manager. They received the Fall catalog and submitted their requests; the Class Support Committee met June 16 and placed 42 class managers placed of the 52 we will need for the fall. A will go Registration for priority placement, and informational letters will go to placed class managers detailing their assignments and reminding them that they must register for their assigned class. After the class lists come out in August we will see if we can find the rest. The committee considered whether to recruit after registration, but felt the process would be too rushed. Plans are underway for the presenter-class manager orientation, with an effort to reduce our print materials.

Communications: Amu Messing said there had been no June newsletter, but a memo from the President to the membership. She asked for any additional items that should be in the July newsletter other than the “credits” thanking volunteers. The September issue will be the “back to school” with on-campus information; a listing of new members could appear then or in the October issue. She commented that the Communications function is multi-faceted and weaves

much separate work together for members, so it needs oversight. She suggested that an interim chair be appointed to insure consistency since her term will end in September.

Curriculum: Anne Sunners thanked her committee for pulling off SummerFest, in particular Dorothy Baran, Margaret Shuhala and Bill Tuel, who identified our presenters. The target for SummerFest enrollment was 100, which she considered ambitious, but we had 110. In future, planning for SummerFest will be part of the planning for Spring semesters so that there is more time to get it done. The evaluation form is ready to go as well.

Hospitality: Martha Nickels reported by e-mail that the beverage service for the June classes seems to have worked out well and the committee is working out the budget for beverage service for Saturday classes in the fall and spring.

Member Services: Linda Stanley was away..

Registration Committee: Dan Peterson reported that the committee met Friday and Barbara Post is taking on several tasks for the committee. We will have to continue having payment by check and the checks and online registration records will have to be reconciled. To ease this task, registrants will be given a serial number to put on their check that will match their registration. The committee will meet August 7 to determine available space for new members and August 15 to do class registration.

Special Events: Gene Burns reported that he has five presenters for the January 2018 Intersession and is awaiting word from Bard on whether we can schedule the 10th, 17th, 24th, and 31st to allow more time after the New Year. James Bagwell is scheduled for the September luncheon.

Ad Hoc Committees

AV-Tech: Chuck Mishaan reported that the A/V for SummerFest went well and Bard A/V helped us deal with requests for overhead projectors. On the IT side, the Website is up and running; they are forming a committee and will sponsor a tutorial for members. On the application side, we have 30 applications as of today. The information is being loaded into a new database that mimics Access and is hosted by Amazon. We have a license for 3 – 4 users to maintain the list of new applications. On the budget, if we are going to begin recording classes, we will need to purchase the equipment. The SummerFest evaluation will go to Anne so class managers can tell participants to complete it. Fall 2017 registration is ready to go live. Chuck commented that the lack of a bank account requires the handling of paper checks as opposed to PayPal. We expect a Bard system for next fall that can handle credit card payment.

Elections: Ollie Johnson reported that the ballot went to members on June 15th and that 80 have voted; nine reported no delivery (they have opted out of Mail Chimp at some point) and we are working on fixing that. So far 85% of those voting have approved the bylaws.

Volunteer and Leadership Development: Donna Warner reported that VLD is working on the mentor program, with 26 members who have volunteered. There will be a mentor training session on the final SummerFest Friday, and mentors will plan to meet their new members at

the annual meeting. New members will be also introduced at the meeting. Deborah Lanser is compiling a directory of information about our committees, based on an edit of the Policy and Operations Manual.. VLD is also developing a volunteer interest form to allow an inventory of member's skills.

Old Business

Policy Review: Cathy Reinis asked that the Council affirm that we would continue the same priority for registration that is our current policy and it was so agreed. She commented that our present policy on notification of the death of a member has presented problems and asked that we develop ideas for a discussion in June. Since we also need a policy on video recording classes, we will schedule that agenda item as well.

New Business

Chuck Mishaan asked whether we would be conducting a member survey this year. After discussion, it was decided to do a survey between the fall and spring semesters.

Motion by Anne Sunners, seconded by Amy Messing to adjourn the meeting. Passed. Unanimously.

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

Respectfully submitted,

Cathy Reinis

Secretary

Next Meeting: Monday, July 17, 2017, 9:30, Campus Center Room 214