

LLI Council Minutes March 19, 2018

Council Members Present: Al Becker, Linda Bouchey, Eugene Burns, Tom Esposito, Carol Goss, Susan Hirsch, 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: None

Also Present: Mary Deady, Deborah Schwartz, Maddy Watterson,

Call to Order: The regularly scheduled meeting was called to order by President Tom Esposito at 9:34 AM in room 214 of the Bertelsmann Campus Center.

Minutes: The minutes of the February 20, 2018 meeting were approved.

President's Report: Tom Esposito reported that LLI had appropriated \$5000 for upgrading rooms at Bard. \$2000 was spent in the Campus Center Red Room. There is \$3000 remaining. Tom has spoken with Jonathan Becker, and the plan is to purchase a Laser Projector with the remaining money.

Tom announced that Mary Deady will Chair the Program Support Team, and Maddy Watterson will Chair VLD. Tom reminded Council that soon we will be switching to the new Bylaws. Therefore, the April 16th Council meeting will be a short business meeting followed by a closed workshop – Transitioning to New Bylaws and Team Structure. The meeting will be held from 9:30-1:30. Lunch will be provided. Susan Hirsch noted that time is needed to present and discuss the annual budget at the April meeting.

Tom reported that we have 286 members. Therefore, since LLI membership can grow to 300, there is room for 14 new members plus the number of people who decide not to continue their membership for this fall.

1st Vice President's Report: Donna Warner reported that on the March 12 Deborah Schwartz joined PE as a committee member in her role as Admin/Infrastructure Chair. Jan Wallen was appointed by Tom Esposito to work with Deborah and a start-up committee to move forward with new infrastructure projects.

PE reviewed the work of all committees to identify any outstanding issues or needs between now and May. A continued focus is the transition from the current to the new Council structure. At this time, Chairs for all six new standing committees have been identified. Following a brief Council meeting on April 16, a closed Council workshop is proposed. Both current and new Council members are invited to attend.

The following additional topics were covered by PE on March 12: (1) May annual meeting update (Anne Sunners), (2) Fiscal Year 2019 budget and alignment with new committee structure (some new committees need a budget); (3) low demand for Saturday classes; (4) committee workflow/process mapping and standard document formats that everyone can open; (5) online payment system for June; (6) vacant positions, namely chairs for Registration and Nominations, (7) support needed to handle a burden of registration detail/error resolutions, despite "automation"; and (8) enrollment goal for 2018-19.

2nd Vice President's Report: Jill Lundquist continues to work with the Planning and Evaluation Team, the Communications Committee, Bard's Center for Civic Engagement, and the newly formed ad hoc Admin/Infrastructure Committee being chaired by Deborah Schwartz. They are close to finalizing the new committee structure called for in the Bylaws adopted last September. At the closed Council workshop in April, people will be brought up to speed on how the transition to the new committees will take place between April and July, when the newly elected Council officers and appointed committee chairs will take office.

Deborah Lanser has agreed to join a small committee that will work with Jill to update the Operations Manual to be in line with the new committee structure. A couple of other volunteers are needed to join them. If anyone is willing to help or can suggest anyone they think would be good at this detail oriented, editing and writing work, please let Jill know. This work will begin later in the spring and hopefully be completed before the beginning of classes in September.

Jill is also working on filling out the Road Scholar LLI administrator survey and may be in touch with some people regarding some of the questions asked. Results of the survey should be available to all participating LLIs later in the spring.

Discussion: Tom added that Jill and he will be meeting with Montgomery Place people to discuss possibility for LLI usage of the site.

Correspondence: Linda Bouchey reported that there was no correspondence.

Treasurer's Report: Susan Hirsch reported that of the \$3700 budgeted for Sr. to Sr. Scholarships \$1765 has been paid out. Susan feels that LLI is still behind where she think payments should be.

Susan has started to work on the budget for next year. The next fiscal year does not start until July 1, but the budget must be ready for the membership vote at the annual meeting to be held May 18. If she gets enough input back from committee heads before the next Council meeting, she'll report on some of the main expenditures that can be expected next year. Regardless, Council will need to vote on the budget at the April 16 meeting.

Susan reported that the LLI Reserves are in good shape. Donna noted that we are not depleting reserves as we have done in the past, and the Finance Committee has been prudent in their planning. Jill recommends that the Finance Committee make reserve suggestions for the future.

Motion: Treasurer's report was accepted.

Standing and Ad Hoc Committee Reports

Standing Committees

Catalog: Bill Tuel reported that there has been no Catalog activity this month. He noted that the due date for SummerFest proposals is March 31. Bill needs registration information including dates and costs for SummerFest. SummerFest Catalog will be online the first of May. The end of April the Fall semester proposals are due.

Class Support: Carol Goss reported that the 2018 Spring semester orientation went well. There was good attendance from class managers, producers, presenters and Council.

The new drop/add procedure was reviewed by Chuck Mishaan. They will have to see how well it works both from the standpoint of the class managers as well as the registrants.

Diana Ziegenfelder will be sending out the electronic class lists to the class managers. Carol will be forwarding the updated rosters to the class managers. Class support will not be sending out updated attendance sheets. The class managers will have to do that themselves. Along with the roster Carol will send information about what to put in their welcome letter. She would like class managers to cc her a copy of their welcome letter.

The Class Support committee is planning on meeting as a group on March 30 during the lunch break to organize for the upcoming semester.

Communications: Cathy Reinis reported that Communications continues to have very productive meetings with active contributions from committee members. They have planned the next several issues of the newsletter in the light of our LLI calendar and rollout of the organizational changes. They have also begun planning for a bank of stories in different categories; for example, features about individual members, about producers and presenters, and about Bard and its facilities. The website team, led by Deborah Schwartz, reported on an excellent meeting with the Bard IT staff, who are offering the use of many Bard capabilities to enhance LLI's website. Gary Miller has reached out to members who can help compile a bank of photos and

videos. They are currently working on short videos of presenters, on a video about the benefits of volunteering, and another video about the different buildings on campus.

Curriculum: Anne Sunners reported that the committee met on Tuesday March 13. SummerFest will be offered on June 1, 8, 15, and 22 to members and non-members on a first come basis. The non-member fee will be \$50. Five courses will be offered in the first session, 9:15-10:30 and four courses in the second session, 11:00-12 noon. They hope to register over 100 people. The deadline for course submission is March 31.

The Fall session offerings are almost complete and will be finalized at the next meeting in April. The deadline for Fall course submission is April 30.

Program: Anne Sunners reported that the committee met on March 9. They continued planning the Annual Meeting and will meet with Tom next month to finalize the plans. Gene Burns and Anne are continuing to work on the program. The idea of a dance program did not work out so other ideas are being investigated.

Discussion: Tom reminded Council that May is a very busy time at Bard. He suggested that next year we might want to rethink the timing for the Senior to Senior Tea.

It was suggested that advertisement for SummerFest should be done via other LLIs, local newspapers, and our LLI website.

Hospitality: Martha Nickels reported that for the Spring semester beverages will be located in Olin 301 and food in Olin 302. Since Bard is on Spring Break this week, Taste Budds will be providing the beverage service on March 23.

Plans for the May Annual Meeting Brunch are almost complete. Irene Esposito is working on the plan.

Member Services: Linda Stanley reported that the Member Services Committee will meet on Thursday, March 22 to discuss who will take over leadership of the committee. They will also post the class schedules.

Discussion: LLI people can use ride share spaces in the parking areas. Be sure to use the car registration hang tag. Member Services and Class Support will meet from 1:00-1:40 on April 6 in the hospitality room. LLI members are encouraged to stop in and learn about the committees.

Registration Committee: Tom Esposito reported that Dan Peterson is working on room assignments. On April 6 the Learning Center room 115 classes will meet in Preston Hall.

Special Events: Gene Burns reported that this month's newsletter will have a final summary of the Intersession program and a "thank you" to all of the presenters. Anyone interested in being a presenter in 2019 should advise the committee of his/her interest no later than June 1st.

The annual Business Meeting & Spring Brunch will be on May 18th. The committee is in communication with Joan Tower and Bob Blacker trying to obtain musicians for both the 9:30 to 10:00 AM interlude prior to the annual meeting, as well as, an 11:00 to 11:45 AM performance after the conclusion of the business meeting. The student musicians from the Chinese Music Program are another possibility if a performance from Professor Tower's group of student musicians doesn't work out. There is discussion among the Program Committee about honoring Joan on her 80th birthday at this event.

Fall Luncheon and Art Show will be on September 7. The committee would like to start receiving suggestions about potential speakers or performers for this luncheon. The fee for the luncheon will likely be \$10. They will eventually have to make a decision if members can bring invited guests, given the strict legal occupancy limit of 140 people in the Multi-Purpose Room.

Ad Hoc Committees

AV-Tech: Chuck Mishaan reported that staffing the Registration Committee is top priority. People are needed and will be trained. AV is well staffed and doing well. Dave Jutton and Gus Pedersen have assumed more responsibilities. Chuck thanked the Bard AV department for their support and cooperation.

Discussion: Donna suggested that a description of what Registration is looking for would be helpful when recruiting people.

Elections: Ollie Johnson reported that Nominations of Tom Esposito, Jan Wallen, Susan Hirsch, Chuck Mishaan, and Cathy Reinis were received. The 2017 ballot was used as a model. The committee took several updates of Bios and Pictures. The ballot was tested to verify its functionality. Each LLI member number was sent the invitation to vote on Friday morning, March 16. During the first 24 hours, 94 ballots were cast. Reminders will be sent on March 23 and 30 to those who have not voted. Since there is no contested position this time, Elections will meet and review the results. They will inform the winners after the voting period has ended. Elections will present the result to Council at the April meeting for approval and subsequent affirmation of the membership at the annual meeting in May.

Volunteer and Leadership Development: Maddy Watterson reported that they are reviewing new member surveys. She noted that they have had good luck getting people involved. Due to weather the scheduled meeting was cancelled but Donna,

Maddy, and Mary Deady met to discuss plans for next year – what and when to do things.

Admin/Infrastructure: Deborah Schwartz reported that Mary McClellan, Chuck Mishaan, and she have been busy discussing and implementing plans to move the LLI website from the current WIX platform to WordPress. WordPress is open source, free Content Management (CMS) software that is enhanced by plug-ins. It is much more flexible than WIX and is used by over 75,000,000 sites. They are just at the beginning of this effort and have been joined by Jan Wallen and Bill Tuel as advisors, reviewers and testers of the new site.

Deborah met with Juliet Meyers, Bard Web Services Manager. Juliet has provided free hosting for our WordPress site on Bard servers. Deborah's group will be responsible for installing needed plug-ins on our site and has already installed a few plug-ins. They will follow Bard standards for the look of the site (colors, fonts, logos, etc.). Deborah will be coordinating our site development with Juliet, who has received a list of our requirements and has made recommendations regarding plug-ins. Deborah also had a telephone conversation with Dan Fiege, Communications Manager at CCE. Dan will also serve as a technical resource for LLI.

The new site will have logins so members can update their own personal information, such as email addresses. Based on roles, only members will see the "Members Only" area, and only LLI leaders/officers/committee chairs will see the "Leaders Only" area. The idea is that the new website will be the central repository for all things LLI: communications, operations, and data.

Recently, Deborah started developing the new Bard LLI site. Her plan is to spend the next few weeks adding all material from our current WIX site to the WordPress site and then send the link to her committee and Cathy Reinis for review and comments. Hopefully, in late April, Deborah can start on the membership plug-in and making the necessary pages to allow new members to apply, get approved, and pay. She will import the current membership list to the plug-in for member renewal. Deborah is working with Juliet to use Bard's PayPal account to process membership fees. After membership, her team will start to work on course registration. Much of this will involve changes to existing LLI processes. They will learn as they go along.

Our domain name will also change in the future to lli.bard.edu.

Old Business

Policy Review: Linda Bouchey read the following two policies:

PROG 08/13. Video and/or audio recording by class presenters or members is prohibited without prior consent of Council.

Discussion: It was suggested that presenters say something to anyone who is recording in a class without permission.

PROG 01/13-A. Presenters may promote to their class members. Presenters may provide, to those attending their classes, a list of their upcoming scheduled events, shows, etc. Additionally, class members may sign up to be placed on the presenter's list to receive emails regarding events, shows, etc.

Motion: Both Policies were approved.

New Business

Mary Deady shared that LLI members are invited to the free Senior Project Concerts scheduled for May 4, 5, and 6. This will be advertised in the Newsletter, on the website, and in the hospitality room.

Adjournment

Motion by Al Becker to adjourn the meeting was passed unanimously.

The meeting was adjourned at 11:12 AM.

Respectfully submitted,
Linda Bouchey
Secretary

Next Meeting: Monday, April 16th, 2018, 9:30 AM, Campus Center Room 214