

## **LLI Council Minutes 15 May 2017**

**Council Members Present:** Al Becker, Eugene Burns, Tom Esposito, Carol Goss, Susan Hirsch, Oliver Johnson, Chuck Mishaan, Martha Nickels, Dan Peterson, Cathy Reinis, Linda Stanley, Anne Sunners, Jan Wallen, Donna Warner

**Council Members Absent:** Amy Messing, William Tuel

**Also Present:** Jack Conklin, Mary McClellan, Marge Roberts

**Call to Order:** The regularly scheduled meeting was called to order by President Tom Esposito at 9:33 AM in room 214 of the Bertelsmann Campus Center.

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

**President's Report:** Tom Esposito noted that a lot is going on in LLI as we prepare to implement the changes recommended by the many committees and teams who have been working for the past year.

**1<sup>st</sup> Vice Presidents' Report:** Donna Warner reported on three areas. Planning and Evaluation Committee: This committee coordinates the various long-range planning teams. They developed a communications plan to members for the summer program, new member application and process, fall registration, election and bylaws proposition, and credits. Mary McClellan has joined the group and will coordinate the communications with Amy Messing and Cathy Reinis. P & E is also working with Marist on a fall meeting of area LLIs and is in touch with the developing LLI at Vassar.

Volunteer and Leadership Development: Donna asked Council to help develop a Helping LLI section of the website with descriptions of the committees and volunteer opportunities. A new LLI member, Deborah Lanser will edit available information and ask for help with updates. Jan Wallen continues work on the LLI annual calendar.

**2<sup>nd</sup> Vice President's Report:** Jill Lundquist reported that her committee had completed its suggested revisions to the bylaws and asked the Council to give their approval

Motion: by Ollie Johnson, seconded by Al Becker to approve the Bylaws as submitted. Approved unanimously.

The Council thanked the members of the committee, Jill, Donna Warner, Jack Conklin, Barbara Post, Paul Higgins and Carol Kleban, for all the work they did during the year.

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

**Treasurer's Report:** Susan Hirsch reported that the Finance Committee will meet to discuss LLI donations to Bard. Noting that the Long Range Planning teams will be asking for funds to support some initiatives, she said that the budget would be initially planned at the June Council meeting.

## Standing and Ad Hoc Committee Reports

### Standing Committees

**Catalogue:** Bill Tuel reported the following:

SummerFest: Course proposals for SummerFest were collected and assembled into a catalog, professionally edited, and posted on the Bard LLI website several days before the start of registration on May 13.

Fall 2017 Semester: Course descriptions have been prepared, professionally edited, proofread, and sent to Class Management and Registration. The descriptions, along with front- and back-page material, have been sent to the layout editor. The catalog has separate choices for 1st thru 5th period on Friday, Off-Friday, and Saturday offerings. Preparation is on schedule.

### **Class Support:**

Carol Goss reported the following: The end of the semester went well. The Recognition Celebration was a success. As hoped, fewer people attended – 52 vs. 75 – so the room was not as crowded. Irene Esposito did a wonderful job keeping catering within budget. Chuck Mishan's video presentation of snippets from classes was a success.

Thank you notes to this semester's class managers will be sent out shortly, followed by a feeler letter to all past class managers as well as to others interested in the position to see if they are willing to do the job for Fall 2017. That should go out around May 19 with responses due by May 31. A preliminary catalogue will be sent with course selection due by June 9. The Class Support Committee will be meeting on June 16 to do the class manager placements.

**Communications:** Cathy Reinis reported for Amy Messing that the Newsletter was published with the SummerFest and Mentor programs highlighted. Many messages were created for Curriculum for class evaluations and for the SummerFest program. The June thank-you pages will move to July so that we can thank SummerFest volunteers at the same time.

**Curriculum:** Anne Sunners reported that the SummerFest registrations came in right away on May 13<sup>th</sup>. Two people have volunteered to lead discussion tables at lunch. Fall curriculum is now set thanks to the Curriculum Committee's working faster than usual, and the committee is now turning to Spring 2018.

**Hospitality:** Martha Nickels reported that the Hospitality Room seemed to go well this semester. The cash jar collected almost twice as much in contributions with a sign suggesting \$2.00 for coffee.

**Member Services:** Linda Stanley reported that she had met with Deborah Lanser and that Deborah will help with Member Services. Linda will post the scheduled classrooms for SummerFest and will send that schedule to Security.

**Registration Committee:** Dan Peterson reported that he was concerned about returning members registering by mail. After discussion, it was agreed that the paper registration will

NOT be available on the website: it must be requested. Every effort will be made to have members use the online registration facility, which does not require subsequent data entry.

Discussion: New members can apply online from June 15 to July 31. They can register for classes only AFTER they have been notified that they have been accepted. No payment is required until they register.

**Special Events:** Gene Burns reported that presenters for the January 2018 Intersession are being recruited; they will include Lou Trapani and someone from the Woodstock Film Festival. He encouraged Council members to suggest presenters to him.

### **Ad Hoc Committees**

**AV-Tech:** Chuck Mishaan reported that the video for the recognition event was fun to do and he was impressed with the variety of courses we offer. Several members have volunteered to be part of a video committee and that some have good relevant experience. Mary McClellan has volunteered to work on the new website, built on the WIX platform. For SummerFest, there was a fast response on Saturday with 85 valid registrations, including 17 non-members. Both Feldenkrais and the Constitution class are heavily over-subscribed. For evaluations, we have 163 single-presenter evaluations and many more for multi-presenter classes.

**Elections:** Ollie Johnson reported that 140 people opened the solicitation for candidates for nominations. Twenty-three proposed at least one name. The names have been turned over to Nominations. This is a much better result than last year, and yes we can do even better with lessons learned.

Lessons learned. Need up to date listing of members with a keeper of the list for Elections (and other functions); Need to show the 9 members who have opted out to opt in; need to communicate to members a clear picture of council positions, current officeholders, terms of office; and links to key information need to be included in the ballot. Elections will prepare a template for future use in nominations and the election.

**Planning and Evaluation:** Donna Warner reported that, in addition to her report above, Bob English and Maddie Watterson are leading the mentor program; we are looking for about 25 volunteers. A mentor orientation will be held the last Friday of SummerFest at 1:00 p.m. Mentors will go to the Sept. 6 orientation for new members, introduce new members at lunch, and be available to answer questions. In late October, there will be an orientation to the LLI organization, the Council and the committees. This will be a social event as well, with refreshments.

### **Old Business**

**Policy Review:** Cathy Reinis asked to postpone discussion until June of certain sections of the Policy Manual.

### **New Business**

Chuck Mishaan reminded the Council that he needs direction on establishing permissions and access to all the files now stored in Box.

Johanna Bard reported that the Stevenson Library has been very helpful to her in speeding the process of scanning and uploading archival material to Box.

**Motion** by Anne Sunners, seconded by Ollie Johnson to adjourn the meeting. Passed.

The meeting was adjourned at 11:26 a.m.

**Next Meeting: Monday, June 19, 2017, 9:30, Campus Center Room 214**