

DRAFT
LLI Council Meeting Minutes
May 21, 2018
9:34 AM to 11:55 AM

Council Members Present: Linda Bouchey, Eugene Burns, Tom Esposito, Susan Hirsch, Oliver Johnson, Jill Lundquist, Chuck Mishaan, Martha Nickels, Cathy Reinis, Anne Sunners, William Tuel, Jan Wallen, Donna Warner

Council Members Absent: Al Becker, Carol Goss, Linda Stanley

Also Present: Mary Deady, Deborah Schwartz, Irene Esposito, Gus Pedersen

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. The President restated LLI's policy for participation by visitors at Council Meetings: they are welcome to comment during the "open meeting" discussion.

Minutes: Moved by Bill Tuel and seconded by Ollie Johnson, the minutes of the April 16, 2018 meeting were approved. Passed unanimously.

President's Report: Tom Esposito noted that he has received very positive feedback for a well-planned annual meeting on May 18. Additionally, the Senior to Senior Tea on May 17 was a wonderful event with delicious food. Being scheduled so close on the calendar, the annual meeting and Tea causes a conflict and that needs to be addressed for next year. Tom advised that classroom assignments need to be made for SummerFest. Two members have contacted LLI that they do not want to pay for registration by credit card. If a person wants to have an idea of Fall classes to be presented, they should look online at a previous catalog to get a general idea of courses provided each year.

Tom reported that there needs to be clarification on who should be contacted in case of an emergency while on campus – EMT or 911. EMT, which is staffed by student volunteers, is not available for SummerFest. Mary Deady will clarify with Bard person in charge of emergency matters. LLI needs to know what to tell class managers and LLI members for SummerFest and the school year. It was stressed that Bard Student Health Services are not for LLI members to use.

1st Vice President's Report: Donna Warner reported that PE met last week and covered a number of important items, as follows:

Annual Calendar - PE reviewed the Annual LLI Calendar and added a few updates. This calendar can be found at the end of these minutes. PE will draft a calendar for the next full year (July 2018-June 2019) next month. Donna stressed the importance that everyone follow this calendar.

Admissions 2018-19 - Donna reminded Council that VLD is responsible for admissions. New member application for 2018-19 is now final and will be posted on website for June 1-21. It is important to promote this to our members and to potential applicants in the community. Text changes and updates to website section for Prospective Members is in process by Donna, will be reviewed by VLD and then sent to Communications/Web Manager for posting.

Current member renewals - will be occur during the period June 1-21, and payment will be made electronically. Chuck Mishaan will create and post the new member renewal form. Finance will handle any special cases (hardship; no credit card). LLI will not initiate follow-up with members who fail to renew or pay. However, Chuck weekly will be emailing a general blast to membership as a reminder. The current Member Volunteer Interest Survey was completed by VLD and reviewed by PE. It will be fielded with the current member annual renewal form.

Information Flow to Communications and Web Manager - PE discussed the need to smooth out information flow among committees, with communications, and with the website manager. Also, some clarification is needed on who can/should initiate various web notices or postings (e.g. Standing Chairs only?) and which can go directly to web manager. Clarification or a protocol is needed on the types of edits that might be made by Communication, especially for documents developed and approved by other committees (e.g. review for typos and grammar only; ok/not ok to change layout; rewrite as needed, check with author, etc.).

PE minutes – PE recommends that full PE minutes be circulated to all Council members, starting July 2018. Standing Chairs should inform their subcommittees of relevant information.

2nd Vice President's Report: Jill Lundquist continues to have ongoing work with PE and Communications. Jill prepared the president's memorandum regarding the new Council structure. This memorandum can be found at the end of these minutes.

Motion: Moved by Jill Lindquist and seconded by Cathy Reinis to approve the President's Memorandum of Understanding re Council Committee Operations. Passed unanimously.

Discussion: Jill recommended that the Rhinebeck LLI post office mailbox be closed. Therefore, Annandale will be the only post office box for LLI. It was also discussed in June if an individual pays the registration fee by check, it must be made out to Bard and include the membership number of the individual. Such cases will be dealt with on an individual basis.

Correspondence: Linda Bouchey reported no correspondence this month.

Treasurer's Report: Susan Hirsch presented the monthly budget for April. Susan reminded Council that the annual budget is a framework and to please keep it handy to refer to as needed.

May 21, 2018

Motion: Moved by Ollie Johnson, seconded by Donna Warner, to accept the April budget. Passed unanimously.

Discussion: Jill commented that she felt the idea brought up at the annual meeting regarding members being able to make an independent contribution was something to be looked into. Perhaps, a legacy contribution could also be investigated. Jill also suggested that the Finance Committee look into what an appropriate LLI reserve fund should be. Deborah Schwartz answered the question about the PayPal fee, indicating the fee is between 2.3 – 2.8% plus 30 cents.

Standing and Ad Hoc Committee Reports

Standing Committees

Catalogue: Bill Tuel reported that the SummerFest catalog was completed on May 4 for uploading to the Bard LLI website and will be incorporated in the SummerFest registration. The four-page PDF was sent to all producers with instructions to share with presenters. No copies of the catalog were printed.

The draft course descriptions for Fall 2018 were sent to the copy editor on May 11, and a few revisions have already been made. Edited copy will be proofread over Memorial Day weekend. First and last page texts have been provided to the Communication Committee for review and edit. All is finalized for Fall 2018. By June 8 Fall course offerings will be available but not circulated.

Class Support: Carol Goss reported that Class Managers were requested to announce information to their class about the Annual Meeting. They also were to remind people to fill in their course evaluations online. There was confusion concerning the multiple presenter classes. Unlike in the past, these class managers were sent a separate email in the beginning of the semester with a link to the evaluations. They were instructed to forward that link to the class members. This was a problem for some of the class managers.

A thank you email was sent to all Spring 2018 class managers. A feeler letter to recruit Fall class managers will be sent out in early June with replies requested by June 8. The preliminary catalog will be sent to positive responders on June 18. The class support committee will meet in early to mid-July to place the class managers. In mid-June a meeting to go over task assignments for the Fall semester will be held. Additionally, some handouts will be updated as needed. Class manager placement for SummerFest is being handled by Elaine Habernig who performed that task last year.

Communications: Cathy Reinis reported that this month was more challenging for the Communications team. It's tricky communicating effectively in the midst of change. However, high points were the many compliments on the invitation to the Annual Meeting and the stock of photos and videos that Gary Miller and Kathy O'Connor have been accumulating. They are optimistic that they will move to the MailChimp format for the June newsletter, which will allow for much more pleasing

ways to convey information. The format will also allow many more photos. And it will be much easier to amend content without having to re-do tricky page layouts.

Additional: Felice Gelman's poster was wonderful but too late; it will be great in the future. Susan Manuel's great article suggested by Deborah Lanser and mailchimed by Deborah Schwartz – amounts to an ad for LLI. Members have asked how will they know if they want to register if they don't see a catalog – see website for previous catalogs; but now we also have a promotion for fall.

Curriculum: Anne Sunners reported that the committee met on May 8. SummerFest room assignments are all set now. Final changes were made to the Fall schedule and forwarded to the Catalog Committee. The committee began working on the Spring schedule and several courses were suggested.

Discussion: Bill Tuel stated that evaluations have not been coming in as well as in previous years – only 500 compared to the 800 received last year.

Program Committee: Anne Sunners reported that the committee met on May 10 to finalize plans for the Annual Meeting. Bard students are not available for the 9:30 slot. It was suggested that LLI do a slide show of members in its place. Joan Tower is confirmed. The brunch is ordered for 100 people. Members will be given a bookmark when they leave. The Special Events Committee has the registration and raffle organized, and volunteers willing to handle it. They will review the pros and cons of the changes at the next meeting.

Hospitality: Martha Nickels reported that the beverage service has been ordered for SummerFest. Using two rooms for hospitality seemed to work well this past semester.

Member Services: Mary Deady stated that Bob Inghish, Nanci Kryzak, and Carol Kleban are taking over for Linda Stanley effective July 1. They have been meeting regularly. New name tags with member numbers on the front will be distributed to all members.

Registration Committee: Chuck Mishaan reported that registration plans to use the same technology as last year for Fall registration. PayPal has been added. Deborah, Chuck and others are looking for software that is more suitable for LLI's purposes. They are trying to eliminate special handling of individuals.

SummerFest Registration went well. About 130 applications were received. Over ½ of the classes are oversubscribed. Acknowledgements were sent to everyone.

Special Events: Gene Burns reported on the following:

Annual Meeting & Spring Brunch: Out of 135 reservations made, 120 members attended. Post event comments included: "Food was good but yogurt parfaits became watery over time; the Q and A went very well. Tom and Susan responded

calmly to some pointed questions; the use of the auditorium for the business meeting was a good choice, especially the decision to limit the paperwork to a single, two-sided sheet; the flower bouquet by Amy Parella of Bard's horticultural department and the smaller floral vases by Rosalie Rossi were beautiful, and Prof. Tower was very appreciative; the number of prizes awarded, and especially the value of the free tuition prize, made a good impression on the members; the members also appreciated the volunteer bookmarks secured through the efforts of Carol Goss; on those occasions in the future when the entertainment consists of music, dance, and other performance-based programs... as opposed to a single speaker...the Olin Auditorium is a far superior venue than the MPR."

Intersession, January, 2009: It appears that they now have 6 presenter slots filled, and two more under serious consideration. The committee has committed, however, to wait until sometime in June to formalize the final two slots. So anyone else who knows of a potential presenter, please let them know ASAP.

Fall Luncheon, September 7, 2018: A number of suggestions for the guest speaker have been made, including retired Judge Albert Rosenthal, former CBS news anchor Rolland Smith, and Yale professor A. Levy, who is knowledgeable in the area of protecting seniors' interests. A final decision should be made by the end of June, so please forward the names of any other potential speakers to Special Events ASAP.

Ad Hoc Committees

AV-Tech: Chuck Mishaan reported that the AV-Tech is in transition. Chuck will no longer be chair of AV. Co-chairs will be Dave Jutton and Gus Pedersen. AV will be meeting regularly to plan and strategize. It has been decided that all classes need an AV person assigned to the class.

As noted previously Tech is using LLI's current technology while researching for appropriate software that will meet LLI's needs better. Course evaluation problems were a workflow issue. Tech assumed that Class Managers were sending them, and Class Managers assumed something else. Chuck suggested sending out evaluations earlier – maybe around the 4th session.

Elections: Ollie Johnson reported that elections went well. All is completed.

Volunteer and Leadership Development: Mary Deady reported that VLD is working to align responsibilities with the new structure starting July 1. Teams have been identified for the three main functions: Admissions (Maddy Watterson, Bob English, Nanci Kryzak, and Cary Bell), Member Services (Bob, Nanci, and Carol Kleban, and Volunteer Development with Kathleen Evans as the Volunteer Coordinator.

The Mentor Orientation will take place on June 15 after classes in the Faculty Dining Room with an additional session to be held in August. The Wine and Cheese Reception for New Members and Mentors is scheduled for October 19 after classes.

Admissions process – Maddy, Bob, Nanci, and Cary will review new member applications as they arrive and meet on July 12 at 11:00 to finish the reviewing – well before this date it should be known how many vacancies there will be and if a lottery is needed.

The new member application form was reviewed and sent to VLD team for final input before presenting to Council for approval. This will be available from June 1-21 on our website. Donna Warner also reviewed the Interest Survey for current members to obtain feedback before it is sent to all current members.

Next meeting is July 12 at 1:00 pm in Room 214, Campus Center.

Admin/Infrastructure: Deborah Schwartz reported the following:

PayPal payments: Tom Esposito, Chuck Mishaan, and Deborah met with Jen Martin-Brown, Bard Assistant Controller. They discussed the flow of data from PayPal payments for members into Bard and then credited to our account. They decided to do a test of this process with SummerFest non-member registrations. The transactions are flowing as planned to Bard, with PayPal receipt copies being sent to Susan Hirsh. WuFoo is also keeping all the data from the forms.

MailChimp newsletter: The Communications Committee is planning on the June LLI newsletter to be distributed as a MailChimp email rather than an attached PDF file. This gives them the ability to have unlimited space on the newsletter and to track which stories are opened by our members. In MailChimp, stories will have a picture, headline, and introductory paragraph with a link to “Read More” on our web site. Communication Committee will have a Writers Workshop, using a MailChimp prototype, to explore this process.

WordPress website review: Communications Committee has assigned pages of the WordPress site to committee members for review. Hopefully, this process can be completed quickly and efficiently as they are now maintaining two different websites: the WIX web site and the WordPress website.

Technical environment: Mary McClellan, Chuck Mishaan, and Deborah will meet with Bard CIO Dave Brangaitis and Bard Web Services Manager on May 22 to discuss LLI technical needs, software platforms, and how best to proceed in the future. They want to be good Bard users while meeting LLI needs and minimizing the work required by Bard tech support.

Transition: Chuck Mishaan and Deborah are working together as they transition to our new technical platform. While there are many unresolved questions (such as WuFoo or Bard’s MachForms), they hope to get to a more stable and convenient environment.

Membership and Course Registration: Over the summer, they are forming a working group to look at potential membership and course registration packages. Three

solutions under consideration include: Course Storm, RegPack, and Class Pro. So far, Bill Tuel and Dod Crane have agreed to serve on this working group, with a potential person from Membership.

Work Flow: Jan Wallen reported that even though there will be changes with the new LLI Governance Structure, the workflow documents created previously are relevant. A committee meeting will be rescheduled soon to review items.

Old Business

Policy Review: Linda Bouchey read the following 4 policies:

PROG 01/13-B. LLI will publicize only events directly related to LLI or Bard. LLI shall not advertise other events or organizations at the request of LLI members or presenters, with the exception of death notices of members, made with permission or by request of the decedent's family.

Motion: Council approved the above policy.

PROG 03/11. Presenters may bring one non-member guest to attend their class each week of their courses.

Motion: Council approved the above policy by amending it to read ... bring one guest ... (non-member was dropped from the policy)

PROG Policy A (from LLI Council Manual). LLI presenters are volunteers from LLI's membership, the community, and Bard College faculty. LLI does not offer honorariums.

Motion: Council approved the above policy.

PROG 11/17. At registration LLI members give their permission for their photo or video image to be used in LLI publications and communications.

Action: Council postponed further discussion of the above policy. Cathy Reinis will rework policy if needed, and it will be discussed at the June Council meeting.

Open Meeting

Irene Esposito is the new chair of Hospitality. She inquired about the work flow of payments for bills. Linda Bouchey stated that bills come to the Annandale post office mailbox. Then Linda immediately emails a photo image to the Hospitality chair with the hard copy to follow at the next Council meeting. Treasurer Susan Hirsch asked that she also receive an email of the bill when it is first received.

Gus Pedersen attended this Council meeting. He noted that no recognition event had been announced to replace the Wine and Cheese Presenters' Reception at the end of

May 21, 2018

each semester. However, presenters would receive a formal written thank you letter from Bard College and Bard LLI. Council members noted that these letters do have value for presenters. It was agreed, however, that it was an error not to have communicated to presenters about the dropping of the reception. The Program Committee has been and will continue to consider alternatives. Tom welcomed Gus to attend Council meetings and assured him that he will be informed of future plans to recognize presenters.

Adjournment

Motion by Cathy Reinis seconded by Ollie Johnson, to adjourn the meeting. Passed unanimously.

The meeting was adjourned at 11:55 AM.

Respectfully submitted,
Linda Bouchey
Secretary

Next Meeting: Monday, June 18, 2018, 9:30 AM, Campus Center Room 214

LLI Calendar January-October 2018
Proposed by PE and Approved by Council (Jan-Feb, 2018)
Updated by PE Committee 05 14 18; updates in Red, Italics

January

Catalog available at beginning of month
Priority (early) Spring Registration: January 8
Intersession January 10 17, 24 and 31
Call for Nominations January 17-31
Spring Registration: January 15 – February 5
[Add detail for registration confirmation; adjustments in class assignments, enrollment, drop/add] *

February

Results to Nominating February 4

March

Slate of Candidates to Elections March 4
Election Voting March 16-30
Orientation for producers, presenters, class managers March 16
Classes begin March 23-end May 12
(No spring luncheon)

April

Certified Election Results to Council for approval April 16
Review and Revise New Member Application and Information

May

Seniors to Seniors Tea
Annual Business Meeting/Olin Auditorium May 18
Volunteer Recognition at Annual Meeting
New Council announced
SummerFest registration and confirmation of enrollment May 7-18*
Recruit Mentors

June

SummerFest: dates June 1, 8, 15, 22
Member Renewal *and Electronic Payment:* June 1-21
New Member Applications June 1-21
Train Mentors *June 15*
ID Critical Skills Candidates

[To insert Date by which pre-publication fall course catalog will be available to Class Support to recruit class managers].

July

New Council starts July 1
Notify New Applicants (acceptance based on a lottery system) July 15; *pay by July 21*
Fall Catalog sent to Class Support to recruit Class Managers date: _____
Fall Catalog released July 20 to all Members

August

Course Registration August 1-15
[Add detail and timeline for confirmation of registration (immediate); making adjustments in class assignments, notification of enrollment, drop/add] *
Prepare for Orientation/PPT

September

Fall Luncheon September 7
Orientation and Campus Walks September 7
Classes begin *September 14; dates are 9/14, 9/21, 9/28, 10/5, 10/19, 10/26, 11/9*

May 21, 2018

October

New Member/Mentor Reception *October 19*

*Summer program is first come, first served, whether enrollee is a member or not; non-members pay \$50. Regular semester registration is not first come, first served; priority is given for classes to volunteers based on Council's policy —want to be able to try and give everyone at least one first or second choice.

Memorandum of Understanding re Council Committee Operations

DATE: May 21, 2018
TO: LLI Council
FROM: Tom Esposito, President
SUBJECT: LLI Operations as of July 1, 2018

The purpose of this Memorandum is to detail the organization of LLI standing committees, as shown below. Six (6) standing committees are required according to the recently revised LLI bylaws (approved by LLI membership in September 2107). The functions of each standing committee may evolve or be changed, as needed. This Memorandum shall remain in force until such changes are needed and a new Memorandum is issued by the LLI Council President. The chairs of each of the standing committees are listed as well. The chairs are appointed by the President, and approved by LLI Council.

Curricular and Special Programs (Anne Sunners, chair):

- Curriculum
- Intersession
- New educational programs
- Special events
- Other responsibilities as assigned by the president

Program Support: (Mary Deady, chair)

- Hospitality
- Class Support
- AV
- Catalog
- Social activities
- Other responsibilities as assigned by the president

Administration/Infrastructure (Deborah Schwartz, chair)

- Tech
- Website
- Registration
- Communications
- Other responsibilities as assigned by the president

Membership Development (Madelaine Watterson, chair)

Admissions

Member Services (orientation, mentorship, new member reception) Volunteer Development

Other responsibilities as assigned by the president

Governance (Tom Esposito, chair)

Nominations

Elections

Bylaws

Finance

Archives

Other responsibilities as assigned by the president

Planning and Evaluation (Donna Warner, chair)

Coordinate work of standing committees

Track progress and implementation of long-range plan Evaluate changes and new initiatives

Manage future 3-5 year strategic plans

Collect data as needed to monitor operations

Plan Council workshops or retreats

Other responsibilities as assigned by the president