

## **LLI Council Minutes 20 November 2017**

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

**Council Members Absent:** NA

**Also Present:** Mary Deady

**Call to Order:** The regularly scheduled meeting was called to order by President Tom Esposito at 9:30 AM in room 214 of the Bertelsmann Campus Center.

**Motion:** to approve the minutes was made and seconded.

**President's Report:** Tom Esposito said that the fall semester was successful. Courses were popular and well received. The new learning experiences will assist us all in making things run even smoother. Tom expressed his appreciation to everyone who made it happen!

Tom noted that he has been in communication with Bard's Assistant Comptroller's Office, and they are optimistic that the PayPal capability for LLI membership will be in place by June 2018.

Tom reported that: Discrepancies in membership lists are currently being worked on; Ollie Johnson is working on schedule for elections; Jan Wallen is communicating with the various LLI committees to determine their needs and how the LLI database can assist them.

**1<sup>st</sup> Vice President's Report:** Donna Warner reported on the annual membership survey. At November's Planning and Evaluation meeting it was decided that the survey will be no more than 10 questions. Next week Donna will send a proposal to PE and Council for their inputs.

**2<sup>nd</sup> Vice President's Report:** Jill Lundquist reported that Tom Esposito, Donna Warner, and she attended the area LLI full day mini-conference at Marist on Saturday, October 28. Donna and Jill developed the program and prepared materials, including the results of a survey of attendees. Nine area LLIs attended and all found it useful, but future plans are not firm. Jill distributed a handout showing the features and comparisons of the various LLIs.

The PE Committee is continuing to work on developing a timeline of workflow for LLI. This is in preparation for working out details of how to make the transition to our new committee structure and changed fiscal year.

**Correspondence:** Linda Bouchey read a letter from Bard's Office of Development and Alumni/ae Affairs (Debra Pemstein) thanking LLI for its contribution of \$6,000 received on September 26, 2017. The Gift was designated as follows: \$2,500 to Conservatory Mellon Endowment Challenge, \$2,000 to Campus Center for a projector, and \$1,500 to support the Fund for Visual Learning.

Discussion: Tom stated that credit for contributions are noted throughout Bard Administration and Departments. Linda Stanley suggested that LLI contributions should be listed in the newsletter for our members. Cathy Reinis agreed to do this. Bill Tuel noted that LLI contributions to Bard are mentioned in the catalog.

**Treasurer's Report:** Susan Hirsch reported that for consistency she made one change from last month: The \$1500 to "The Fund for Visual Arts", which was paid in September, should have been put in "Scholarships", not "Contributions". Susan shared that there is a position of Bard Gift Recorder. Jill Lundquist suggested that sending a full list of contributions to the Gift Recorder be added to the treasurer's job description.

## **Standing and Ad Hoc Committee Reports**

### **Standing Committees**

**Catalog:** Bill Tuel reported that the Intersession Catalog is complete and has been sent to the Communications for posting on a date of their choice. The Spring Catalog has been through one round of editing, and a copy of the Course Descriptions has been sent to Class Management for recruiting. The next round of editing should be the last weekend in November.

Deborah Lanser has been asked to join the proofreading team and has offered comments on the draft Course Descriptions.

The spelling "Catalogue" is being replaced with "Catalog". The Style Guide is being modified to be consistent with the Communications.

**Class Support:** Carol Goss reported that thank you emails were sent out to all of the Fall 2017 class managers. A few suggestions concerning ways to make their job run more smoothly have been received.

Carol is currently recruiting class managers for Spring 2018; volunteers have been asked to offer more than one preferred class to ease placement.

As a result of the Mentor Reception three new volunteers showed an interest in the committee. One has also indicated a desire to be on the committee. They have been invited to attend the placement meeting.

The attendance at the Recognition Celebration (aka Wine Reception) was disappointing. About 60 people indicated they would attend while only around 40 showed up. It was mostly presenters who did not show making the whole thing seem not to serve the purpose.

Discussion: Donna Warner noted that the Program Team is looking at different ways to reward individuals.

**Communications:** Cathy Reinis reported that the committee continues to add members and to plan for future communications. The December newsletter will include a full newsletter, featuring Class Support in preparation for their recruiting class managers. The committee has begun to assign members to support the Council and committee heads in their communications. Looking ahead, Cathy is asking for clarification about the annual meeting and/or spring luncheon, to know how to plan communications to the membership.

Discussion: Discussion centered around the high cost of the current catalog and whether that is necessary. Donna Warner reminded us that the time lapse is another concern. Bill Tuel suggested that the Council needs to decide: what they want catalog to be; who the audience is; and what the catalog will look like? This was referred back to Communications for further discussion.

**Curriculum:** Anne Sunners reported that the Curriculum Committee met on Tuesday November 14. This was an open meeting, and several LLI members attended. Members of the committee explained how the committee functions and the roles of the producer and the presenter. Many individuals offered suggestions and were invited to come to the December meeting. Anne noted that the committee continues to work on the June SummerFest and Fall classes.

**Hospitality:** Martha Nickels reported that the hospitality room was busy this fall and seemed successful. The committee ordered the setup for the New Member Welcoming Event and the Presenter's Recognition Event. Martha said that a couple of new volunteers are working on the Friday setups.

**Member Services:** Linda Stanley reported that she is working on updating parking information and handicapped access to our buildings for the Spring term. Charging stations are available in the parking areas. Cost is \$1.50 an hour. A phone app is needed to use the charging stations. Linda is also working with the VLD Committee on updating information for members and on the new member survey. A non-returning member survey is also planned.

Discussion: Council asked about the ride/share parking spaces. Linda will check with Stacey Adams to verify if those spaces may be used by members.

**Registration Committee:** Tom Esposito reported the following: priority Spring registration will be January 8-14; Spring registration will be January 15 – February 5; classes will be March 23 – May 12.

**Special Events:** Gene Burns reported the catalog entries for the Intersession have been finalized. He is starting to receive suggestions for the September luncheon speaker. For the May business meeting, the committee needs to firm up what type of event it will be and the type of meal to be served.

Discussion: May business meeting will be on May 18. Olin Hall has been reserved. However, the possibility of using Sosnoff is being investigated.

### **Ad Hoc Committees**

**AV-Tech:** Chuck Mishaan reported that the Fall semester is over, and AV Tech member Bill Tuel is preparing evaluation reports for the Curriculum Committee. The semester ran smoothly with no major problems. AV-Tech is embarking on a new project - videos of select presenters for Spring 2018, which will be posted on the Bard LLI website in conjunction with the release of the Spring catalog. Perhaps, this experiment will lead to videotaping of classes in the future. The committee is working with Registration to prepare for Spring 2018

member registration and with Nominations and Elections for Spring election of officers and Council Members at Large.

**Elections:** Ollie Johnson distributed a detailed handout on Preliminary Schedule and Dependencies for 2018 Elections. This document outlined dates for the election process. Also the needs of the committee were stated. Positions to be filled are President, 1<sup>st</sup> Vice President, and 2 Members at Large.

**Planning and Evaluation:** Donna Warner reported that PE Committee met on November 16 and covered the following five agenda items:

1. Charting of communications flow by month and by committee: Jan Wallen will report on this later in this meeting.
2. Discussion on composition of new sub-committees: Under Jill's leadership, PE is working on a transition plan to the new committee structure. PE reviewed the proposed composition of the new council and a chart of how committees will be organized under the six new standing committees. It was agreed to implement as proposed by bylaws and executive team and see how it works.
3. Calendar of events now to July, including admissions and current member renewals: PE created a skeletal calendar from January to July of key dates and events and will share with committees and Council. PE will recommend a June schedule for new member applications and current member renewals, July new member acceptance, and August registration for all.
4. Priority class registration: PE proposes to retain priority and use an objective definition of priority (Council, Chairs, Committee members, presenters, plus AV/CMs for their assigned class). PE will recommend that spring registration be opened one week early for those with priority registration.
5. Member survey: A member survey of 10 or fewer questions will be drafted for December. Donna presented information on this survey earlier in this meeting.

Discussion: Various items and their dates were suggested to be added to Donna's proposed calendar. To complete the calendar this was referred to Registration. Tom, Cathy, Chuck, and Carol will meet to review the calendar and fill in any items not listed.

**Volunteer and Leadership Development:** Mary Deady reported that the Wine and Cheese Reception on Friday, October 27<sup>th</sup> for New Members, Mentors, and Council members was a success, with wonderful feedback from participants. All had praise for the courses they were taking and LLI overall. 53 members and one guest attended: 25 were new members, of which 10 signed the list indicating interest in learning more about our committees (three indicated interest in three committees). VLD analyzed the event's success and possible improvements; it was decided that the event should be repeated next year.

A Survey for New Members is being developed to be sent out in December. Donna developed a draft of a Survey for Current Members to learn their interests and talents that should be adopted. Bob English will be sending an email to all Mentors to ask them how the new Mentor program worked and what should be changed.

Next VLD meeting is 12/12 at 1:00 pm in Room 214, Campus Center

## Old Business

**Policy Review:** Linda Bouchey read ORG 04/17: Priority for new membership in LLI is given to applicants who are committed to serve as presenters and those applicants having skills critically needed by LLI. The remaining applicants are selected by lottery. Linda also read ORG 4/17: The membership will rise to 300 for Fall 2017 and forward. These two policies will be revisited and discussed at December's meeting.

Cathy Reinis read PROG. 11/17: Upon registering for LLI classes, members and nonmembers give their permission for their photo or video image to be used in LLI publications and communications.

**Motion:** The policy was approved.

Susan Hirsch read FIN 11/17: LLI at Bard funds additional scholarships and contributions to Bard departments and programs. Priority is given to those that partner with LLI in support of our classes and programs. The Finance committee initiates the proposals each year, which are then considered by the LLI Council as part of the annual budget process.

**Motion:** The policy was approved.

## New Business

Jan Wallen presented the following update on the special projects she is working on.

### 1. Annual Calendar (information for members, for the website)

The member calendar information is up on the website now ([www.bardlli.com](http://www.bardlli.com)). You can see it in two ways on the Calendar & Events tab – the Upcoming Events listing and an Interactive 30-day calendar. The calendar on the website is for members/everybody. Meetings, Events, and Upcoming Events will be listed in the 30-day calendar on the website.

### 2. Committees: Information from the computer that they require in order to do their work

The purpose of this project is to streamline the committee work for the committee chairs and the transition to our new electronic system. Jan has contacted all of the committee chairs with a draft of information they require in order to do their work. They have reviewed the draft and added or changed it. Next step: Jan will send the updated list to each committee to confirm. Then Jan will work with Chuck Mishaan to get the information to committees in the format that will be most helpful to them.

## Adjournment

**Motion** by Al Becker, seconded by Ollie Johnson, to adjourn the meeting. Passed unanimously.

The meeting was adjourned at 11:32 AM.

Respectfully submitted,  
Linda Bouchey  
Secretary

**Next Meeting:** Monday, December 18, 2017, 9:30 AM, Campus Center Room 214