

LLI Council Minutes 16 October 2017

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

Council Members Absent:

Also Present: Mary Deady, Dick Franklin, Steven Lanser, 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 September 18, 2017 meeting were approved with revised enrollment numbers. Our final numbers: we have 286 members; 97 applications were received; 71 initially accepted; 15 chose not to register; others were accepted for a total of 62 new members, and a net enrollment increase of 17.

President's Report: Tom Esposito said that Bard has begun to upgrade the "red room" in the Campus Center, and Treasurer Susan Hirsch will have \$2,000 transferred to support that project, leaving another \$3,000 for tech upgrades in Bard classrooms. Tom noted that Drop/Add needs better information to go to class managers when members change classes - perhaps by having members print their drop/add confirmation and bring it to class. Tom encouraged all Council members to attend the New Member reception on Oct. 27. He said that he will be attending a multi-LLI meeting at Marist on October 28, together with Donna Warner and Jill Lundquist. Planning and Evaluation is beginning work to implement the new structure in our Bylaws. Finally, he noted that our member Cheryl Davis had passed away suddenly.

1st Vice President's Report: Donna Warner reported that the 1st VP is responsible for an annual member survey and asked that Council members propose topics or specific questions (what information do you want from the members) by November 5. Communications has asked, for example, to know member preferences for newsletter, e-mail, and website. A separate survey will be fielded by VLD to collect information on member skills, interests, LLI volunteer experience, etc. Donna also reported that Planning and Evaluation will meet after today's Council meeting. The chief purpose will be to consider a transition plan to the new governance structure as stipulated in the recently revised and approved bylaws. The transition should be completed by the start of the new program/fiscal year on July 1, 2018.

2nd Vice President's Report: Jill Lundquist said there is ongoing communication work for P&E, but most of her time in the last month has been consumed delightfully by her newborn grandson.

Correspondence: Linda Bouchey reported that there was no correspondence.

Treasurer's Report: Susan Hirsch said she had re-directed our donation to the Conservatory to fund the match to the Mellon grant. Susan has sent funds as planned to the Fund for Visual Learning and to the Campus Center for the tech upgrades. Our expenses for

the Fall Orientation and Luncheon were slightly under budget. She asked that whoever charged \$81.27 at the bookstore let her know what the expense was for. Susan also offered a proposed policy statement regarding funding, which will be presented for a vote in November.

Standing and Ad Hoc Committee Reports

Standing Committees

Catalogue: Bill Tuel reported that the Intersession Course Descriptions have been sent to the Content Editor and are due back later this month. A couple of Spring Course Proposals have been late or incomplete, but preparation of the Course Descriptions for the Spring semester is on schedule. The text should be sent to the Content Editor by October 20. The Spring catalog front page text was modified and reviewed with the Executive Committee, and the last page text is being reviewed with the Registration Committee.

Class Support: Carol Goss reported that she and Merrill Mishaan are sending out invitations to the Recognition Celebration on November 10, with responses due by November 1. The invitation states that this is an "invitation only" event. Exceptions will be made on a case by case basis. Tom will welcome attendees, Anne will introduce the producers who will thank their presenters. After that, there will be time for mingling and snacking. The Class Support committee is reviewing assignments and problems and is working on a timeline for what is needed and when.

Discussion: Is registration open too long? People defer acting and then forget. Could there be a way to know if a class is full? The systems we investigated did not allow for priority, which is how we reward Council, Committee heads, and very active members. Suggestion: open registration for priority people one week before general registration. Referred to Registration for further discussion.

Communications: Cathy Reinis reported that the committee continues to add content to our website. A format for the newsletter has been developed. Lauren Piperno has begun compiling photos, and a new feature has been added with notes from Council meetings. Another repeating item is planned, based on the Around Bard course that will, for example, explain what the Conservatory offers and how to join their mailing list. Suzanne Thing will join the committee to make sure we provide good information to the phone team. Cathy also asked for approval to include blanket permission to use photos of members in the newsletter and other LLI publications. Cathy will bring wording for inclusion on the Registration form for Spring classes to the November meeting.

Curriculum: Anne Sunners reported that the committee met on October 10. Two new LLI members, Emily Michael and Joan Davis, attended. The committee did the final review of Spring courses and began working on Summer and Fall 2018. The next meeting is scheduled for November 14, and that is an open meeting to the membership, with coffee and Danish served. Anne also reported for the Programs team that they are working on increasing social activities for members.

Discussion: LLI member Dick Franklin asked about locating a session of his class in Weiss, but he also raised the general question of disability access, which is an issue for several LLI members. The question was referred to Planning and Evaluation to assess in the broader context of parking on campus.

Hospitality: Martha Nickels reported that the Hospitality Room is working well, with new volunteers and that the orders have been placed for the New Member event and the Recognition Celebration.

Member Services: Linda Stanley reported it has been quiet so far for the committee. New ID tags were created for members who had lost theirs. She is working with Bard Security to resolve any issues. A notice was sent to Communications for the Newsletter about using LLI car hangtags. She is working with VLD on the New Member program.

Registration Committee: Dan Peterson reported by e-mail that he will continue with his duties although he is no longer attending Council meetings since he has resigned his chair. The committee is meeting to plan for the next registration periods. He urged that an online payment system be in place before Fall 2018.

Special Events: Gene Burns reported that presenters are in place for the Intersession program. The committee is discussing venues, format, and refreshments for the new Annual meeting in May 2018. He asked that Intersession presenters receive a formal thank you from LLI.

Ad Hoc Committees

AV-Tech: Chuck Mishaan reported that AV for Fall classes has been managed well, with the usual occasional glitches. The committee is developing a leadership team to share responsibility of managing AV for LLI. Bard's infrastructure and member familiarity with technology have both improved. A new Tech team is being formed that will manage the various technology resources for LLI and will work in liaison with the applicable committees.

Volunteer and Leadership Development: Donna Warner distributed an outline of the October 17 event. Committee chairs should say 1 – 2 sentences describing the committee and the openings for volunteers. Committee chairs will bring the committee description along with a job description for open positions. Tom commented that we should make it clear that we are not asking volunteers to begin a new career but to make a limited commitment.

Old Business

Policy Review: The discussion of the Finance section was carried over from September. In addition to the proposed change Susan presented as part of the Treasurer's report, the Council agreed to continue policies donating to the Senior to Senior program and LLI scholarships. The question of giving a refund to an accepted member who withdraws before the start of classes will be referred to the Finance Committee.

Open Meeting

Ollie Johnson offered the following timeline for the May Annual Meeting: January, call for nominations; February, nominating committee finalizes; March, election voting; April, Council accepts the election results; May, the business meeting, electees installed. All agreed to the schedule.

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

The meeting was adjourned at 11:28 a.m.

Respectfully submitted,

Cathy Reinis

On behalf of

Linda Bouchev,

Secretary

Next Meeting: Monday, November 20, 2017, 9:30, Campus Center Room 214