

LLI Council Meeting Minutes
November 19, 2018
9:35 AM to 11:21 AM

Council Members Present: Linda Bouchey, Mary Deady, Susan Hirsch, Oliver Johnson, Jill Lundquist, Chuck Mishaan, Cathy Reinis, Deborah Schwartz, Anne Sunners, Donna Warner, Maddy Watterson

Council Members Absent: Al Becker, Tom Esposito, Jan Wallen

Also Present: N/A

Call to Order: The regularly scheduled meeting was called to order by 2nd Vice President Jill Lundquist at 9:21 AM in room 214 of the Bertelsmann Campus Center.

Minutes: Moved by Donna Warner and seconded by Ollie Johnson, the minutes of the October 15, 2018 meeting were approved. Passed unanimously.

President's Report: Due to absence of Tom Esposito, Jill Lundquist conducted the meeting. Jill reminded Council that the nomination and election process will begin in January. Positions up for election are 2nd VP, Secretary, and 2 Members At Large.

1st Vice President's Report: Due to absence of Jan Wallen, Linda Bouchey read Jan's report on the status of the Workflow Project. The full report can be found later in these minutes under Ad Hoc Committees / Workflow Project.

Discussion at meeting: Jill Lundquist requested that Standing Committee Chairs please encourage their respective subcommittee chairs to complete this Workflow task ASAP. The Workflow Project is critical to the updating of the Operations Manual which needs to be done. Also Jill asked that Standing Committee Chairs email Jan Wallen to verify that Jan has what she needs. If Jan doesn't have information needed, Chairs need to find out what is lacking.

2nd Vice President's Report: Jill Lundquist reported that she has nothing new to report.

Correspondence: Linda Bouchey reported that there was no correspondence.

Treasurer's Report: Susan Hirsch reported that she did not do a spreadsheet for October because the Bard accountant who does our work is on vacation, and Susan could not get our report. However, she expects to see the following:

- 1) Operating expenses - Hospitality room (4X): \$1317.00; Gifts to Bard staff: \$200.00; Copying: \$117.64; Postage: \$10.00; Tech: \$15.00.
Total Operating Expenses: \$1659.64

- 2) Donations to Bard - CCE: \$5500.00; Montgomery Place: \$2500.00; Fund for Visual Learning: \$1500.00.
Total Donations: \$9500.00
- 3) Total Expenditures for October: \$11,159.64. (no income, none expected)
- 4) Additionally, Susan will ask Council for approval of a \$3000 donation to the Bard Conservatory to be directed to the Mellon Match.
- 5) Susan is now ready, on behalf of the Finance Committee, to request Council to consider an allocation of \$2000 to the Math Department.

Discussion at meeting: Susan noted that turn around time for payment of bills by Bard to LLI individuals has greatly improved.

Motion: Moved by Susan Hirsch, seconded by Cathy Reinis, to approve donation of \$3000 to the Bard Conservatory to be directed to the Mellon Match. Passed unanimously.

The Math department has expressed a need for funds to support 2 of their projects: the Bard Math Circle Program and the attendance of undergraduates at professional conferences.

Motion: Moved by Susan Hirsch, seconded by Maddy Watterson, to approve donation of \$2000 to the Math Department to support the Bard Math Circle Program and the attendance of undergraduates at professional conferences. Passed unanimously.

Susan will be contacting the Science department regarding needs that LLI may assist them through a donation.

Chuck Mishaan brought up a question regarding LLI members participating in Bard department events that have high fees. Would it be possible for members to receive a discount to attend if LLI had made a donation to the respective department? This was referred to the Finance Committee for consideration.

Motion: Moved by Maddy Watterson, seconded by Ollie Johnson, to accept the budget report. Passed unanimously.

Standing and Ad Hoc Committee Reports

Standing Committees

Planning and Evaluation: Donna Warner reported that PE held its regular monthly meeting on Monday, November 12, 2018. The following agenda items were addressed and will be reported in more detail by the respective committee chairs.

- **Workflow Project:** Jan Wallen provided an update on the committee workflow project and shared sample documents.
- **Volunteer Recognition:** Anne Sunners asked PE to serve as a task group to consider ways to recognize LLI volunteers.

- Requests for emails to members: Deborah Schwartz discussed the burden of responding to last minute requests for mailings. She has developed a form and process for this. At least a week lead time will be needed. A list of predictable emails throughout the LLI calendar year will be created to monitor and solicit email content proactively.
- Parking Survey results: Mary Deady presented results of the Parking Survey and Membership Development's next steps. A very high response rate (nearly 80%) to the Parking Survey was noted.
- Elections and Nominations: Ollie Johnson attended this PE meeting to discuss LLI Elections and Nominations. Ollie offered observations and recommendations, which he will share in his report to Council. Building on Ollie's ideas, Donna Warner agreed to think about a leadership development process.

Discussion at meeting: Donna Warner noted that LLI should consider creating a Table Sheet to profile LLI. This would include all the data that Chuck Mishaan currently has automated - all data is currently automated with the exception of attendance. Anne Sunners has the attendance information, and Chuck indicated that it could easily be automated. A Data Table Sheet could be brought to Council one or two times a year. A Data Table would show patterns which would be important for future planning of LLI. Donna Warner offered to start the development of this project.

Curricular and Special Programs: Anne Sunners reported the following from her subcommittees:

Curricular committee: The curriculum committee held an open meeting on Tuesday, November 13. They were delighted to have 22 LLI members in attendance. They shared their comments about LLI. This was a productive meeting, and several of the participants are planning to attend the December meeting. An email was received from Josette Lee, one of the founders, sharing with them her positive feelings about LLI.

The Spring Catalog is now being reviewed by Bill Tuel. The deadline for SummerFest is March 31, and the Fall deadline is April 30. The next curriculum meeting is December 11.

Special Events Committee: The catalog for Intersession is ready for distribution in early December.

Discussion at meeting: November 16 Presenter Reception was excellent. A special thanks to everyone who worked and contributed to the success of the evening. An event in the spring for volunteers is being planned – perhaps at Blithewood.

Program Support: Mary Deady reported the following from her subcommittees:

AV submitted by Dave Jutton:

Dave Jutton participated in the Snack and Chat and has 5 people interested in joining the AV committee. He is looking in December to receive a list of courses for Spring Semester in order to start assigning AV people.

The Committee is setting up AV support for Intersession courses. Currently, they are also reviewing purchase and budget needs for low cost items.

Catalog submitted by Bill Tuel:

The 2019 Intersession Catalog is complete and has been sent to Communications for a December 1 posting to the LLI website. Mailing labels to producers and presenters will be printed soon. The proposal data will be copied to AirTable so that it is available to other committees.

The 2019 Spring Catalog Proposal deadline has passed, and a draft Catalog is being copy-edited in-house. Then the Catalog will be sent to the layout editor for formatting into the LLI style. That should happen in December. Bill Tuel will ask for feedback on the on-line proposal form and then will make a modified version available for future semesters. The Spring Catalog will be completed in early January.

The due date for SummerFest proposals will be March 31, and the due date for Fall 2019 proposals will be April 30.

Class Support: submitted by Carol Goss:

On November 2 Maddy Watterson and Carol Goss met to go over plans for the Spring Semester. They set up a timetable and task list for committee members.

Presently, Carol is collecting names for Spring class managers. She received 5 names at the Snack and Chat on November 9. Kathleen Evans will be sending Carol a list of others that expressed an interest in being a class manager. A Thank You letter will be sent out to all who served as class managers this past semester. In early December Carol will be sending out the recruitment letter to all possible class managers. Information will be shared with Dave Jutton for his AV recruitment.

Hospitality submitted by Irene Esposito:

The food has been ordered for the Open Curriculum Committee meeting on Nov 13. The Presenter Reception is scheduled for November 16, and details are being finalized.

Discussion at meeting: A very special thank you to Irene Esposito for a job well done with the Presenter Reception. Jill Lundquist suggested that in the future the RSVP deadline be backed up to a week earlier. It was also suggested that the RSVP require a yes or no response from individuals. Technology could also send out reminders.

Administration/Infrastructure: Deborah Schwartz

At the New Member Snack and Chat, they had 10 new and existing members ask for more information to work with Administration/Infrastructure. Deborah Schwartz plans to call each of them and determine where the Committee can best use their skills and their interests. Deborah will work with Cathy Reinis to make final assignments. They hope to get more people involved with the subcommittees.

Deborah Schwartz reported the following from her subcommittees:

Communications: The Communications Committee received more training on GSuite, including an overview of Google forms, Team Drive review, file sharing, and a practice activity for newsletter writers and editors.

To manage the newsletter process, the Communications has implemented a status report on Team Drives to show the progress towards all articles in a newsletter. Some of the errors in the draft version of the November newsletter were corrected and assigned follow-up actions. The December newsletter will be the volunteer credits edition. Cathy Reinis will contact all Standing Committee Chairs to get updated lists of volunteers.

As a committee, Communications has been getting many last-minute requests for emails to LLI members. Deborah has developed an overall process and a form to present to PE on streamlining this request process.

Here is the link to the process:

<https://docs.google.com/presentation/d/1-hvspMZYJAeFSIi-KIKEwwHWXf5nTj-r7YtDtDrigg/edit#slide=id.p>

Here is the link to the form:

<https://docs.google.com/forms/d/e/1FAIpQLSdICIOvDOgUFgbFFMgDFaDmeLXikTdtanr4EV-ozpK2PLtcHg/viewform>

Registration: Nothing new to report

Website: They continue to keep up with requested changes on the website. All events listed on the annual calendar up to July 1, 2019 have been added to the website.

Technology: The Technology Committee had a training session by Chuck Mishaan on using AirTable. Session was attended by Susan Christoffersen, Bill Tuel (attending virtually through GSuite meeting, which worked well), and Deborah Schwartz. Bill Tuel now has "creating" privileges on AirTable, and he will work to provide course evaluation reports to the Curriculum Committee. Susan Christoffersen would like to work with AirTable on the Administration/Infrastructure Standing Committee.

Chuck plans to document the process of importing course registration data from WooFoo forms to AirTable so that LLI has backup skills on the course registration process.

Discussion at meeting: Cathy Reinis requested that Standing Committee Chairs sent their list of volunteers ASAP. Also Standing Committees Chairs need to inform their subcommittee chairs about the new process and form to request a mailing by Communications.

At Snack and Chat 2 people expressed an interest in working on Registration. Chuck Mishaan will train anyone interested. Chuck noted that the cost of AirTable will be less once nonprofit status is approved.

Membership Development: Maddy Watterson reported that the Membership Development Committee met on Tuesday, November 13, 2018. The following topics were discussed:

New Member Wine and Cheese Reception, now retitled "Snack and Chat", was held on

Friday, November 9 in Olin during the lunch break. Wraps, sliders, chips, and dips were provided. It was very successful and attended by 25 new members - 16 of the 25 signed up for one of the three committees that were represented. Each committee gave a brief overview of what their tasks are. Deborah Schwartz spoke for Information and Technology, Dave Jutton for AV/Tech, and Carol Goss for Class Support.

Robert English suggested that we do a similar set-up (details to be determined) by having a table outside of Weiss during the Intersession breaks between presentations. It again would be informative highlighting the opportunities for involvement.

The New Member Survey was reformatted by Bill Tuel, and the committee reviewed and made some minor alterations. Bill made the changes, and Maddy sent the revised copy to Communications for final approval. It is the aim to send it out during the month of December. Bill will work it so that the end date for submission would be included in the mailing, and the results they hope to have on AirTable.

Volunteer News was submitted by Kathleen Evans. She attended and spoke at the Snack and Chat encouraging all to get involved. She is putting together a list of additional class managers and will follow up with those who signed an interest form at the Snack and Chat. Also, Kathleen sent an email to Lauren Piperno asking if she could forward names of individuals from her camera class who could help Gary Miller.

Nanci Kryzak, Mary Deady, and Maddy Watterson reviewed the Parking Survey responses. 80% of our membership took the survey! Over 35 members have a NYS Disability tags which brought forth the problem that we only have 12 available spots for them. Clearly, more accessibility spots are needed. It is believed that many LLI members do not display the LLI tag when parking on campus. For next semester the Committee would again like to have President Tom Esposito remind all members of the need to use the tag and to honor the parking regulations. The suggestion of perhaps utilizing a shuttle from more available parking lots was not met with enthusiasm.

Nanci Krysak, Mary Deady, and Maddy Watterson propose that they meet with Security to review the survey results and see if they could find a way to secure additional accessible spaces for Friday classes.

Mary Deady reviewed with the Committee the Communications plan to create a procedure for sending out invitations, surveys, and notices to our members by filling out an online form. Timing and specific information will be included in the procedure.

The committee will invite Deborah Schwartz to attend our next meeting to give us a tutorial on GSuite and AirTable.

The next meeting is scheduled for December 11, at 1:00 P.M. at the Bard Alumni Center.

Discussion at meeting: Maddy Watterson reminded Council the importance for Standing Committee Chairs to follow up with individuals who express interest in volunteering with their committee.

Council gave approval for the Membership Development Committee to meet with Security to review the Parking Survey and hopefully secure additional handicap parking spaces for Friday classes.

Governance: Tom Esposito reported that Elections is dormant until January. Finance will be covered in Treasurer's Report. Otherwise, there is nothing new to report.

Discussion at meeting:

Ollie Johnson offered some thoughts on Nominations and Elections:

- 1) Interest is created when there is at least one contended position. Promote the idea that it is okay to run and not win! Generate interest by getting members talking about candidates. Member may nominate himself/herself.
- 2) Nominations and Elections Committees should be combined under one chair.
- 3) Need one chair and 3 additional members; also will need a technology person to assist
- 4) 2019 elections: 2nd VP, Secretary, 2 Members At Large
- 5) Process
 - Chair in place soon
 - Call for nominations in late January
 - Supplement nominations in February to create a slate
 - Ballot put together in March
 - Survey Monkey voting in March
 - Voting results reported to Council in April.
 - Voting results presented to membership at May annual meeting.
- 6) Suggests using video clip of candidates rather than just a photo
- 7) Need for a replacement table similar to what a corporation uses
- 8) Need to create a process for leadership development; Donna Warner agreed to think about a leadership development process.
- 9) Ollie will send Communications Committee (Cathy Reinis) information for publicizing and to use in newsletter.

It was suggested by Council to have a table set up during Intersession to generate interest in Nominations and Elections.

Ad Hoc Committees

Workflow: Jan Wallen reported that information from the Workflow Project Survey has been reviewed and entered into a Master Workflow Tracking Spreadsheet. This initial information will be verified with each Committee.

Each Standing Committee and Sub-Committee will have their information listed separately. For example,

- Calendar items and deadlines
- Documents required to do their work
- Documents they produce
- Other Committees they coordinate and work with

Long-term, the plan is to have each Chair update their workflow information as things change in their Committees. That way, it will always be up-to-date, and LLI won't have to reinvent the wheel again.

Discussion at meeting: See discussion under 1st VP Report

Old Business

Policy Review: Linda Bouchey read the following two policies:

ORGANIZATION:

ORG 04/17. Priority for new membership in LLI is given to those applicants who are committed to serve as presenters and those applicants having skills critically needed by LLI. The remaining applicants are selected by lottery.

Discussion at meeting: This policy conflicts with what is posted on website. Therefore, discussion was postponed until the December meeting. Cathy Reinis will work on clarification and rewriting of policy. Cathy will send Linda Bouchey new proposed policy to present at the December meeting.

ORG 4/17. The membership will rise to 300 for Fall 2017 and forward.

Discussion at meeting: This policy was referred to PE to develop a more flexible policy to recommend to Council.

New Business

None

Adjournment

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

The meeting was adjourned at 11:21 AM.

Respectfully submitted,
Linda Bouchey
Secretary

Next Meeting: December 17, 2018, 9:30 AM, Campus Center Room 214