

LLI Council Meeting Minutes
January 22, 2019
9:33 AM to 11:31 AM

Council Members Present: Linda Bouchey, Al Becker, Mary Deady, Tom Esposito, Oliver Johnson, Chuck Mishaan, Cathy Reinis, Deborah Schwartz, Anne Sunners

Council Members Absent: Susan Hirsch, Jill Lundquist, Maddy Watterson

Also Present: Carol Goss, Emily Michael

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.

President Tom Esposito reminded visitors that are they able to speak at the end of the meeting. However, if asked, they are permitted to speak during discussion periods.

Minutes: Moved by Anne Sunners and seconded by Cathy Reinis, the minutes of the December 17, 2018 meeting were approved. Passed unanimously.

President's Report: Tom Esposito

Tom Esposito reported that Paul Marienthal's (TSL) office doesn't get involved with student volunteering. Deborah Schwartz was given the go ahead to contact the student that has expressed an interest in volunteering for LLI.

1st VP Jan Wallen has resigned from Council due to new work commitments. Tom will appoint someone to fill in the remainder of Jan's term. 2nd VP Jill Lundquist has taken over Chair of PE and will step down from 2nd VP at the end of her term this June.

Positions to be filled in this year's election are: 2nd VP, Secretary, and 2 members at large.

Donna Warner presented at PE's January meeting on LLI Leadership Development. Tom noted that our mission statement says we are an educational, noncredit, and welcoming organization. Since LLI wants people to help administer the programs, we need to emphasize this on the website and in any literature about the organization.

Tom met with Jan Brown of the Bard Comptroller's office. Bard has Cashnet (market place) app which would allow LLI to collect money by credit card. Jan Brown will check with IT people and get back to Tom.

Tom spoke with Dave Shein regarding the Senior to Senior Tea. Dave will get back to Tom once students are back on campus and he knows their availability. Then a date in February for the tea can be decided.

Discussion at meeting: None

1st Vice President's Report – No report

Discussion at meeting: None

2nd Vice President's Report: Jill Lundquist

Jill Lundquist reported that there was nothing new to report.

Discussion at meeting: None

Correspondence: Linda Bouchey

Linda Bouchey reported that she had received no correspondence.

Discussion at meeting:

Cathy Reinis provided mail that had been received. From Leon Botstein on behalf of the Trustees and Karen Unger (Assistant VP Office of Institutional Support) LLI received thank yous for LLI's contribution to the Bard College Conservatory Mellon Endowment. From Karen Unger, another thank you was received for LLI's contributions to the Center of Civic Engagement Community Action Award, in support of Montgomery Place Fund, and in support of the Fund for Visual Learning.

Treasurer's Report: Susan Hirsch

Susan Hirsch reported the following items of note. The PayPal overcharges from last month were reversed. The amount was a little over \$1700. The catering charges were for the Presenter Reception in November, the Curriculum open meeting, and the Snack and Chat for potential new volunteers.

Discussion at meeting:

Chuck Mishaan suggested that it would be helpful to understanding how LLI is doing financially for copies of last year's budget for a given month be distributed with the current month's report.

Motion: Moved by Al Becker to accept the Treasurer's report. Passed unanimously.

Standing and Ad Hoc Committee Reports

Standing Committees

Planning and Evaluation: Jill Lundquist

As per the January 14 PE meeting notes, Linda Bouchey reported for Jill Lundquist. The following Agenda Items were addressed:

Resignation of 1st VP

Tom Esposito announced that Jan Wallen has accepted a new job and resigned from 1st VP. Tom noted that the vacancy will be filled by his appointing someone to serve for the remainder of Jan's term. Jan emailed Workflow Project materials to Deborah Schwartz. The Committee was reminded by Donna Warner that someone will need to take over the membership survey which is a responsibility of 1st VP.

LLI Leadership Development

Donna Warner attended the meeting and presented her research on an array of possibilities that LLI could consider for implementing an LLI Leadership Development program. Donna's research was thorough and enlightening. Several items are already being done at LLI, but there is much more that can be done. Thank you to Donna for an excellent presentation.

Bard student volunteering for LLI

Deborah Schwartz spoke with Kristin Betts and learned that from Bard College's perspective there are no constraints with Bard students volunteering for LLI. Also Tom Esposito will touch base with Paul Marienthal (TSL). Deborah will contact the student who has expressed an interest in volunteering for LLI. Technology assistance (G Suite, Mailchimp) was discussed as a possibility for student help to LLI. This definitely could be mutually beneficial to LLI and students.

Potential candidates for elections

The Committee brainstormed and generated a list of potential candidates to run for 2nd VP, Secretary and 2 members at large.

Discussion at meeting: None

Curricular and Special Programs: Anne Sunners

Curricular:

Anne Sunners reported that the Committee met on January 8 and continued to work on SummerFest and Fall 2019.

The Fall luncheon will be held on September 6. Rooms have been reserved for the luncheon, class manager, AV, producer, presenter orientation and new member orientation.

Dates for the Fall session are: September 13, 20, 27, October 4, 18, 25 and November 18.

Intersession, 2019:

Gene Burns reported that the first two of the four presentation days of Intersession have been held, and the attendance figures have been very good. At three of the four sessions, there were fewer than 10 empty seats, and at the other one there was an attendance of approximately 70 in Weis Cinema, which accommodates about 95 people. The good turnout is

due in no small part to the weekly reminder and "preview notice" that is sent to the membership a few days before each Wednesday session, and for this we have Margaret Shuhala and Deborah Schwartz to thank.

Spring Brunch:

According to Gene Burns, no firm plans have been made for this May event yet, but he believes that things will start moving ahead once the final two programs of Intersession have been held on January 30th. Things to discuss will include whether or not this will be an event to honor a member or friend of our Bard family, as was the case last May with Joan Tower. There's also the decision of whether or not to schedule another musical or dance performance, in order to take advantage of the Olin Hall venue. Whatever our eventual scheduling choice may be, of course, the annual business meeting will be held in Olin on the same date.

Sloop Clearwater Visit in June:

Gene Burns has been in contact with Neal Burger, Anne Sunners, and Nancy Kryzak regarding this hoped-for event, which is still in the initial planning stages. Anne Sunners has advised that the most likely date will be in June. Our access to the sloop will be via the Kingston landing near the maritime museum. More on this in the near future.

Discussion at meeting:

SummerFest dates are June 7, 14, 21, and 28. Dave Jutton needs room assignments and dates of SummerFest.

For Sloop Clearwater (possible social event) LLI would need 40-50 people which would cost \$40-50 per person for a 3 hour cruise. Opening up to allow a member to bring a guest might insure getting the needed 40-50 people.

There was a brief discussion regarding LLI bus trips. It was noted before planning such activities, LLI should take into consideration that some local groups (ie Starr Library, AARP) do bus trips. LLI shouldn't compete with other local organizations.

Deborah Schwartz inquired about who does the LLI Spring catalog get emailed to? MailChimp list has 357 people, and LLI has 296 members. It was decided that Spring catalog will be emailed to all 357 people. However, there should be 2 separate mailing with different cover letters for members and nonmembers.

Program Support: Mary Deady

As Chair of the Program Support Committee, Mary Deady received the following information from the sub-committees:

AV submitted by Dave Jutton:

Most of the AV attention has been on getting support set up for the four Wednesdays of Intersession. Dan Peterson and Dave met with Bard staff to review the details of Weiss theater and to make sure they had a reasonable understanding of the room controls and options. With help from Gus Petersen AV should have coverage for all four weeks. Chuck Mishaan and Dave worked on getting Dave's LLI email set up and found a need to download an additional

android friendly mail client called "BLUE MAIL". It will be of interest to determine if other LLI members have problems getting LLI email access on android mobile devices. At this point Dave still runs all LLI AV items through his regular non-LLI email.

Planning for Spring AV coverage will pick up when they get listings of who is requesting a seat in each Spring class. They will need to reach out to those on the lists for each class to secure an "in class" AV volunteer. Then AV will need to set up general and room specific volunteer training.

Contacts with Bard AV staff seems to be going smoothly, and they have been helpful in answering questions about specific problems. When time permits, the AV team plans to explore ways of making presenter and audience microphone use more practical. This Spring will be the second full semester of the multi-layered AV support plan put in place, and they are working on the "best" ways to make the pieces fit. The team is moving ahead with some equipment purchases, including remote pointers, adapters, etc. as needed. The new LLI chrome book laptop is set up and available to use as backup if needed.

Catalog submitted by Bill Tuel:

Spring 2019 catalog is in final editing stages and is intended to be on-line by January 25. Printed catalog should also be available about then.

On-line course proposal form for SummerFest has been supplied to the Curriculum Committee. Deadline for SummerFest proposals is March 31; deadline for Fall proposals is April 30.

Class Support submitted by Carol Goss:

Catalog was sent to 48 potential class managers on December 17 and again on December 26. Responses are due on January 2. On January 10 the Class Support Committee met to place the managers. Of the needed 50 class managers, 40 have been placed. A copy of the placements was sent to Dave Jutton so that he could mesh them with his placements for AV. Letters have been sent out to the managers with their assignments. We will need to have the registrations as they come in so that we can try to find managers for the missing slots. Six classes have no managers, and six more could use another manager.

The Committee is in the process of preparing for the Orientation.

Hospitality submitted by Irene Esposito:

Discussions are underway regarding the food/beverage portion of the Senior-to-Senior Tea which is to be sometime in February. Hospitality is looking into alternative options since Irene will probably be unavailable.

They are inquiring about food and beverage needs for the March 15 Class Manager orientation.

Discussion at meeting:

Spring catalog will be posted on website for January 25.

Tom Esposito reported that for the Senior to Senior Tea refreshments will be catered this year.

Administration/Infrastructure: Deborah Schwartz

Deborah Schwartz reported that the Administration/Infrastructure Standing Committee enjoyed a bit of a break over the holidays.

Communications:

The Communications Committee developed four MailChimp mailings for Intersession and scheduled them to be sent a week before each session. There were a few mailings in support of CCE activities.

At the monthly meeting, the Committee welcomed new member Kim Sears to their team, had some additional training on Google Docs using headings, and discussed building a library of stories to have on hand for future newsletter issues. Plans for the February and March newsletters were solidified, including a list of photos needed to support these stories.

Presenter thank you letters are in process and should be mailed by the end of January. These go to all presenters in the Fall 2018 semester and are signed by Tom Esposito and Jonathan Becker.

LLI mailing address and contact information has been changed on the Road Scholar website and Marist College CLS page.

Registration:

Chuck Mishaan will train the Technology Committee on how he processes registration so they will have backup for the spring registration process.

Technology:

At their monthly meeting, there were discussions on security in G Suite and for Airtable. The Tech Team will send "view only" links to committee members on a need-to-know basis based on LLI policy.

The Committee is exploring how to make data changes between MailChimp and Airtable. To update the AV sheet in Airtable, Susan Christoffersen will be taking photos of equipment in each classroom. Deborah Schwartz has developed a master list of the Airtable sheets, which is now on Team Drives.

The Committee will be piloting electronic attendance at a few courses during the Spring. They are working with Mary Deady and Maddy Watterson on this program.

There was a discussion on the forms software used by LLI. They would like to use only one or two possible solutions and have developed a table to discuss advantages of each. Right now, the handoff of forms and the resulting forms responses is a bit haphazard.

Website:

Users can now subscribe to our MailChimp newsletter via a form at the bottom of the home page. All that is needed is first name, last name, and email address.

Change requests have been completed in a timely manner.

Discussion at meeting:

Cathy Reinis was pleased to share that the January newsletter went out on schedule! Communications is very conscious of the number of emails sent out to members – they don't want to overburden people.

In response to an inquiry from a council member, Chuck reported that LLI microphones and chrome book (tablet) are locked in Olin 302 cabinet.

Mary Deady suggested that presenters communicate directly with Dave Jutton on their technology needs for a class. This should be done well in advance of classes starting.

Ollie Johnson advised that to avoid confusion, it might be a good idea to consider eliminating the old Bard LLI website.

It was agreed that the online LLI calendar is the best and most accurate version for people to use. Deborah Schwartz noted that the calendar needs to be filled out for much of 2019. Deborah will create a spreadsheet for PE to work on calendar at their February meeting.

Chuck Mishaan requested to have the class managers of a couple of the smaller classes be pilots for electronic attendance.

Chuck Mishaan requested a list of those members who have priority registration. Cathy Reinis offered to compile a priority list based on the December newsletter listing of the volunteers.

FYI – priority for classes is based on following LLI policy:

PROG 06/18. Priority in registration is given to class managers and audio-visual team members for the classes that they are assigned to support. Council members, committee chairs, committee members, and member-presenters are each given priority for one first-choice class per term. The member-presenters' priority is given for the two terms following the term in which they teach. Any remaining registrations are selected by lottery.

Membership Development: Maddy Watterson

The Membership Development Committee did not meet this past month. However, they were somewhat active.

As per the Committee's request, the New Member Survey was sent out in December. They had 19 responses and asked Deborah Schwartz to resend the survey. It went out on Monday, January 14th. The results will be reviewed and tabulated by the Committee in the weeks to come.

The next committee meeting will be held on Tuesday, March 3rd at 1:00 P.M.

Discussion at meeting: None

Governance: Tom Esposito

Elections:

Ollie Johnson provided an Election Committee Report.

A call for Nominees was sent to the membership on Thursday, January 17. Responses are due by Thursday, January 31. The results will be turned over to Nominations for use in preparing the slate of candidates to stand for election to replace the Council members whose terms are expiring at the end of June, 2019 (2nd Vice President, Secretary, and 2 Members at Large).

During March, Elections will take the slate of candidates, prepare a secret ballot and conduct the election voting. The results will be presented to Council at the April meeting and to the membership at the Annual Meeting in May.

Noting that in 2018, some LLI members seemed not to know who was already on Council. This year, the Call for Nominees contains a link to the Council page of the LLI website to make this information easier to find.

As a point of information, Elections is considering having a short video clip of each candidate to make the ballot more enticing to view and to vote. They are open to comments, pro or con.

Discussion at meeting:

Developing video clips for elections is not likely to occur this year due to time constraints. Council was reminded that nominations are due by January 31.

Ad Hoc Committees

Workflow: No report

Discussion at meeting:

Jan Wallen emailed Workflow materials (including spreadsheets) to Deborah Schwartz. Workflow is a complex 3D structure and is essential for the 2nd VP to have for updating the Operations Manual. At the next PE meeting Workflow Project will be discussed.

Old Business

Policy Review: Linda Bouchey read the following two policies:

PROG 01/15. The current Bard College Copyright Policy is adopted as Council policy. This policy can be found as an addendum to the Policy Manual.

PROG 11/13. Class Schedules: As of Fall 2014, The LLI Friday class schedule shall be changed to align with Bard's schedule, creating five (5) Friday class periods.

Discussion at meeting:

PROG 01/15 Remains in effect.

PROG 11/13 is not relevant to LLI now.

Motion: Moved by Anne Sunners and seconded by Al Becker, to remove policy PROG 11/13 from the policy manual. Passed unanimously.

New Business

Carol Goss (Class Support) requested confirmation of who is responsible to presenter's needs. It was agreed that Merrill Mishaan, when presenter's needs are known in advance, will continue to arrange with Building and Grounds for classroom setup. However, last minute needs will be handled by the class managers.

Additionally, Class Support is responsible for inviting presenters to the Orientation meeting.

Adjournment

Motion: Moved by Chuck Mishaan seconded by Cathy Reinis, to adjourn the meeting. Passed unanimously.

The meeting was adjourned at 11:31 AM.

Respectfully submitted,
Linda Bouchey
Secretary

Next Meeting: Tuesday, February 19, 2019, 9:30 AM, Campus Center Room 214