

LLI Council Meeting Minutes
February 19, 2019
9:34 AM to 11:19 AM

Council Members Present: Linda Bouchey, Al Becker, Mary Deady, Susan Hirsch, Oliver Johnson, Nanci Kryzak, Jill Lundquist, Chuck Mishaan, Cathy Reinis, Deborah Schwartz, Maddy Watterson

Council Members Absent: Tom Esposito, Anne Sunners

Also Present: Kim Sears

Call to Order: In the absence of President Tom Esposito, the regularly scheduled meeting was called to order by 2nd Vice President Jill Lundquist at 10:34 AM in room 214 of the Bertelsmann Campus Center.

Jill Lundquist noted that visitors are always welcome. They are able to speak at the end of the meeting but not during discussion unless they are asked to contribute. Visitor Kim Sears was introduced and is running for Member at Large this spring.

Appointment of interim 1st VP: Jill Lundquist

Speaking on behalf of President Tom Esposito, Jill Lundquist announced the appointment of Nanci Kryzak to serve out the remainder of the 1st Vice President term that was vacated with the resignation last month of Jan Wallen.

Jill read Nanci's brief biography. Nanci lives in Clinton Corners and has been an LLI member since 2017. She co-chairs the LLI Member Services subcommittee of Membership Development. Nanci sings in the Bard Symphonic Chorus, the Millbrook Community Festival Choir, and the Grace Church Choir (Millbrook), where she also serves on the Vestry and Altar Guild. She is a member of Mad Gardeners and volunteers at Hollister House Garden (Washington, CT) and for Women's Support Services of Northwestern Connecticut.

Having left her career in advertising account management in NYC to raise her two children in Dutchess County, Nanci is delighted to be back "at school" with such avid fellow "students" and is continually amazed by the compelling class choices. She is honored to serve the membership and to help foster awareness of the extraordinary opportunities that LLI and Bard have to offer.

Motion: Moved by Cathy Reinis and seconded by Mary Deady, to approve the appointment of Nanci Kryzak as interim 1st Vice President. Passed unanimously.

Minutes: Moved by Mary Deady and seconded by Al Becker, the minutes of the January 22, 2019 meeting were approved. Passed unanimously.

President / Vice President: Jill Lundquist

Update on Seniors to Seniors Tea:

Seniors to Seniors Tea will be held on March 29 at 3 PM in the Science Center auditorium. LLI catered reception will be held following the presentations. Cathy Reinis will write the invitation for Deborah Schwartz to email to membership. Information will also be posted on LLI website.

Need for Workflow/Operations Manual committee

Mary Deady, Nanci Kryzak and Deborah Schwartz volunteered to work on this committee. Another 1 or 2 people are needed.

Policy Updates: ORG 4/17; FIN 05/15-A; FIN 05/15-B

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

FIN 05/15-A. LLI at Bard contributes \$2000 annually for four (4) \$500 annual scholarships for students of the Bard High School/Early Colleges (BHSEC) program.

FIN 05/15-B. LLI at Bard contributes up to \$3750 to Bard College annually to support senior students' projects. This program is known as "Dean Stuart Stritzler-Levine Seniors-to-Seniors Scholarships."

Discussion at meeting:

ORG 4/17. Jill Lundquist referred this back to PE and asked PE to make a recommendation to Council at the March meeting.

ORG 05/15-A. and ORG 05/15-B. Further discussion is postponed on both of these policies until after the Finance Committee meets with Jonathan Becker regarding procedures for LLI donating to Bard.

Update snow cancellation and delay procedures

Jill Lundquist suggested the following: Intersession classes start at 11:00 AM. Therefore, if a delay in Red Hook Schools, Intersession will proceed as scheduled. During regular semester classes, if a delay in Red Hook Schools, Period 1 LLI classes will be cancelled, and the rest of classes will proceed as scheduled.

Discussion at meeting:

Communications will work on the delay procedure wording. To notify membership of this information, announcements will need to be made: on website, in Intersession catalog, and in all MailChimp weekly reminders to membership during Intersession. Class managers will inform class participants and presenters. Susan Blacker and LLI phone group will inform the members they work with.

Correspondence: Linda Bouchey

Linda Bouchey reported that there was no correspondence.

However, Susan Hirsch received correspondence from Ann Richey. Ann was an Intersession presenter - John Burroughs' "Natural Religion". She send a \$25 donation from the sales of her book (*Church of the Robin's Ha-Ha*). Ann expressed her pleasure for the opportunity to spread the word about Burroughs' gospel.

Discussion at meeting: None

Treasurer's Report: Susan Hirsch

In the monthly report for January that was sent to Council, Susan Hirsch noted that there was a quirk. A member had attended classes in the fall but somehow fell through the cracks and had never paid. This was a sincere mistake, which was quickly remedied when discovered. Thus, there is a membership payment in January.

The entry under scholarships is the first of the Sr. to Sr. payments.

"Does anyone want our money?" LLI has \$6500 left to donate. The original thought was \$2000 to the Math Department, another \$2000 or \$3000 to Science, and the remaining to be decided. Council voted a few months ago for \$2000 to the Math Department but that never came together. Since Math is part of the Math/Science Department with the same Division head, Susan has redirected her efforts. In December the Science Department met, and faculty members were told that LLI would like to receive proposals for needs that LLI might be able to help meet.

Following the December Science meeting, Psychology Professor Hulbert submitted a proposal, which Professor Deady forwarded to Susan. She has since been in touch with Professor Hulbert. Susan brought the proposal to the Finance Committee last week, and the Committee is in favor of changing the original intention since they very much like the two proposals presented. Linda Bouchey emailed Council the proposal from Professor Hulbert. The Finance Committee voted to recommend \$4000 to the purchase of the kit (the second on the list) and \$500 toward the textbook fund. Susan called for a vote at the Council meeting. The remaining \$2,000 Susan will still try to give to the Math Department, but that is currently in limbo.

Discussion at meeting:

Susan Hirsch mentioned a second quirk in her monthly report. A member paid twice for membership. The second payment is being held for the individual's Fall membership payment.

Susan Hirsch noted that the budget process is starting. She will be contacting Standing Committee Chairs in the next 2 weeks regarding budget needs.

Chuck Mishaan raised the question - does LLI have specified areas where they donate monies? Council members responded by saying unofficially yes. Donations are made to programs that support Bard students and departments (and others areas) that support LLI programs/members. In other words LLI has developed a reciprocal relationship with some departments and areas of Bard.

Motion: Moved by Ollie Johnson and seconded by Cathy Reinis, to accept the recommendation of the Finance Committee to donate \$4000 (for kit) and \$500 (textbook fund) to the Bard Science Department. Passed unanimously.

Discussion at meeting:

Jill Lundquist read a recent email from Jonathan Becker. He wants to schedule a meeting with the Finance Committee to discuss procedures for LLI donations to Bard. Jonathan notes that there are several areas of need.

Motion: Moved by Al Becker and seconded by Cathy Reinis, to accept the Treasurer's report. Passed unanimously.

Standing and Ad Hoc Committee Reports

Standing Committees

Planning and Evaluation: Jill Lundquist

As per the February 11 PE meeting minutes, the following Agenda Items were addressed:

Introduction of Nanci Krysak

Chair of PE Jill Lundquist introduced Nanci Krysak to the Committee. Jill explained the role of PE to Nanci.

LLI Calendar

Deborah Schwartz distributed a spreadsheet of the LLI calendar. PE thanked Deborah for her time, effort, and expertise in developing the calendar. Jill noted that the calendar will be invaluable for the updating of the Operations Manual later this year.

Together PE members updated and edited the calendar spreadsheet through to June 30, 2019. Deborah will email Linda Bouchey the updated spreadsheet. Linda will include it in her email to Council members for the February Council meeting. It was agreed that PE is responsible for the development of the calendar. PE will present the calendar to Council for their review and approval.

Chuck Mishaan suggested that there needs to be both Administration and Membership calendars. All Standing Committee Chairs will be responsible for their calendars. Thus the Administration calendar will be readily created based on the Standing Committees calendars. Mary Deady noted that previously she had created such a calendar for the Program Support Committee. Mary will check her records and if necessary contact Donna Warner.

Update on Nominations

Ollie Johnson distributed a sheet listing the nominations (for 2nd VP, Secretary and 2 Members at Large). Ollie and PE functioned as the Nominations Committee. Nominations were reviewed, and names were divided up for PE members to contact the

individuals nominated. PE are to call and determine if the respective individuals are interested in being on the ballot. Information on candidates and voting will be included in the March 7 newsletter with a link to the website for additional information. Voting will be March 15 - March 29.

Seniors to Seniors Tea

March 29, 3 pm Seniors to Seniors presentation and reception to be held at RKC auditorium

Print Catalog

Communications Committee would like to discuss the print catalog. It was noted that the Print Catalog is impossible to make changes on, often is out of date, and expensive to have copied and mailed. Communications unanimously agreed that it is time to discontinue the print catalog and move on to a completely online solution. PE agrees and will recommend to Council discontinuing the Print Catalog. Chuck Mishaan will notify Bill Tuel of this change.

Discussion at meeting: None

Curricular and Special Programs: Anne Sunners

Anne Sunners reported the following from her subcommittees:

Curricular Committee

The Committee meeting has been rescheduled to February 19 because of a snow cancellation. Rooms 115 and 102 in Olin are not available for Spring classes. They will review the room assignments and enrollments to make adjustments as necessary. A few courses are oversubscribed. The Committee will continue to work on SummerFest and Fall courses.

Special Events Committee

Jindong Cai of the Bard US-China Institute will be the speaker for the Annual Meeting. He will also bring some of the students who will play Chinese music on Chinese instruments. Thanks to Bob Blacker and Gene Burns for accomplishing this.

Discussion at meeting: None

Program Support: Mary Deady

Mary Deady reported the following from her subcommittees:

AV submitted by Dave Jutton:

The Committee has about 7 people so far willing to do AV in classes. The AV team needs to meet to cull the registration requests to find more help. Dave Jutton hopes to get through this task by the last week of February. With help from all the AV team, especially Dan

Peterson, they were able to provide AV support and cover all 4 weeks of the Intersession classes. There were the "normal" hick ups as no Bard room is ever left the same from week to week. Fortunately, the presentations all worked. Many thanks to Dan Peterson, Gus Pedersen, and Chuck Mishaan for stepping up. There are major room changes this spring, and the AV team will need to put time into learning rooms they have not used or are rarely used. The primary rooms of Olin 115 and Olin 102 apparently are not available for the spring semester. For now, the plan is to continue the structure of an "in class" AV volunteer in every LLI class, with an assigned AV Team member available to help as needed. Fred Roe is moving so AV is looking for at least one replacement AV team member to get more in depth with AV. Suggestions for "in class" and AV team members would be greatly appreciated.

Catalog submitted by Bill Tuel:

Spring 2019 Catalog was completed, printed and mailed, and forwarded to Communications for posting. The Registration form was edited to conform to the printed version. Subsequently, one course was dropped, and Communications graciously edited the on-line Catalog to replace that course with a stand-by. Catalog Committee will take a break until early April, when work on the SummerFest catalog will begin.

Class Support submitted by Carol Goss:

Preparations are underway for orientation. Maddy Watterson has been copying all the handouts. Merrill Mishaan is sending out the invitation to the presenters. Ann Miller is handling the class manager invitation, and Carol Goss will invite Council and the producers. Maxine Kamin is working on the cover letter for the classes. Class Support will be needing a copy of the classroom assignments, attendance sheets, and class rosters to be sent to them no later than March 6. These items are needed to have them copied for distribution at orientation. Class Support is working on getting class managers for the unfilled positions. Names of registrants are being pulled off Airtable to try and recruit new class managers. Maddy will be handling this process using Airtable.

Hospitality submitted by Irene Esposito:

Irene Esposito will talk with Chartwells at the beginning of March regarding food arrangements for the March Orientation on March 15. She is waiting for a firm Senior to Senior Tea date so that food can be ordered.

New subcommittee - Social Activities

Mary Deady will announce at Council meeting on February 19 that Susan Ragusa has accepted the position of chairing this new group. Susan would like to come to meet Council at the March meeting. This new subcommittee is described in detail below.

Social Activities Subcommittee Description (2/12/19)

By Susan Ragusa and Mary Deady

Description: Social Activities Subcommittee provides the leadership to plan and schedule a once-yearly, or more, gathering for LLI members.

Goal: To create a fun, welcoming and free event for LLI members to connect with and socialize in a relaxed atmosphere at a venue on the Bard campus.

Event Date: June through early August 2019; mid to late afternoon, 2-hour event

Venue: (Suggested) Montgomery Place

Key Tasks

Oversees the entire event and planning process which includes:

- Create special activity survey questions to be included in Member Survey sent in May to Bard LLI members by the Membership Development Committee
- Design event date, timeframe and checklist
- Identify and secure venue
- Provide program details (date, location, timing, speaker) to Communications Subcommittee by submitting related form so an invitation can be designed; and confirm details before Communications emails invitation to members
- Identify activity/entertainment for event
- Work with Hospitality Committee for food service and decorations/flowers
- Work with Registration Committee to receive reservations
- Day of event responsibilities - getting members to staff registration table through Volunteer Coordinator
- Follow up with Communications Committee to email thank you or feedback letter to attendees
- Post mortem event meeting

Required Coordination: Maintains communication and ongoing support with Program Support Committee, Curricular and Special Programs Committee, and Administrative/Infrastructure Committee by providing related details

Social Activities Committee Member Criteria/Functions: need 3-5 members

- Enjoys being part of a team
- Demonstrates an upbeat, can do, positive attitude
- Open to brainstorming for new, creative and fun ideas
- Communicates with committee members as needed via email or phone
- Accepts and completes designated tasks assigned by committee
- Participates in committee meetings
 - Dates/Frequency: TBD
 - Meeting Location: TBD

Special Skills

- Attention to detail

- Ability to meet deadlines and work within budget
- Ability to work with a team and take direction

Committee Member Contact Information

Name	
Phone	
Email Address	
Town	

Special Event Committee: First meeting April 2019
 During which days/hours are you available for meetings?

Identify preferences
 (1 being best time).

	Weekdays (9a-12p)		Weekend (9a-12p)
	Weekdays (1-4p)		Weekend (1-4p)
	Weekdays (5-7p)		Weekend (5-7p)

Discussion at meeting: None

Administration/Infrastructure: Deborah Schwartz

Deborah Schwartz reported that the subcommittees continued with normal tasks in February with exceptions discussed below.

Communications:

The Communications Committee struggled a bit getting the newsletter out two days early, February 5, in order to coordinate with the Spring registration process. Because of a change in courses for Period 1 (Cher de Rossiter was unable to conduct her Wisdom course, and Chuck Mishaan agreed to present his Opera in Politics II course so there would be at least three courses in period 1), the Communications Committee had to scramble to ensure information on the website, in the newsletter, and links to the registration letter were correct. These changes and the personal (busy) schedules of the tech people on February 5 made this a difficult challenge and the cause of much discussion.

In the end, the Spring catalog was edited and reviewed by members of Communications Committee and updated in all the appropriate places. Changes to the website, the Spring registration letter, and the newsletter were sent February 6.

Communications Committee made a request to PE recommending LLI move from the PDF version of the catalog to an exclusive online version. Note: this has been the third time in a row that Communications has scrambled to correct the PDF catalog because of last-minute changes. An exclusive online catalog would: 1) allow flexibility to respond to changes up to the

date of release; 2) allow timely review and suggestions for changes by anyone with a link to the website (the link would not be made public until the appropriate date); 3) offer advantages comparable to the difference between the current online newsletter, which has received much member appreciation, and the previous PDF version with its severe space limitations; 4) save the money budgeted for layout of catalogs.

Registration:

There was much discussion on which forms software should be used (MachForms, used by Bard vs. Google Forms, which is a part of G Suite). Key differences for LLI are shown in the table below:

	MachForms	G Suite Forms
Security	Only one set of user credential available, shared among Tech Committee	Uses Google security with individual logins and shared buttons - more secure.
Response collection	Responses to forms can only be viewed by someone with user credentials, so they are not timely. Someone on the tech team must manually upload the responses to AirTable or provide email copies to LLI participating volunteers. There is a time lapse in getting this data and it requires intervention.	Anyone with a link to the form, using G Suite security, can view the most current responses using a shared link or access to Team Drive.
PayPal	Can accept PayPal transactions used to collect membership fees and annual lunch fees.	Cannot accept PayPal - but only needed 3 times per year.
Branching	Yes	Unknown
Appearance	Personal preference	Personal preference

This issue is still open and up for discussion.

On February 25, Chuck Mishaan will train the Technology Committee on how he processes the actual registration form data through AirTable. The goal is for more members of the Technology Committee to know how to process registration as back-up for Chuck.

Via email messages with Council, the date for sending members their registration enrollment letters was pushed back to March 4. This will allow time for Curriculum Committee, working with Chuck, to adjust classroom assignments and oversubscribed courses.

Technology:

Technology will be piloting electronic attendance at a few courses during the Spring. They are working with Carol Goss and Maddy Watterson on this program, and many class managers have agreed to participate in the pilot process.

Website:

The annual calendar posted to the website needs to be updated for the remainder of this academic year (until June 30, 2019) and then reviewed for the 2019-2020 academic year. This project was discussed at the February PE meeting and results will be shared with Council.

Discussion at meeting:

In regards to the LLI catalog, Council agrees unanimously with Communications and PE recommendations to move to an exclusive online catalog. This is tentatively set to happen for Fall 2019.

Chuck Mishaan reported that registrations for 250 members have been received. Reminders will be emailed to those who have not registered yet.

Membership Development: Maddy Watterson

Although the committee did not meet during the month of January, the New Member Survey was sent out for a second time. The results will be tabulated during this month. The committee will be back to its monthly meetings on March 12.

Discussion at meeting: None

Governance: Tom Esposito

Ollie Johnson reported on Elections.

The call for nominations to fill the expiring council seats (Secretary, 2nd Vice President, and two Members at Large) yielded some 14 names to interview as possible candidates. The PE Committee acted as the Nominations Committee to approach the potential candidates regarding their suggested candidacy.

The resulting candidates are as follows:

1. Secretary ----- Deborah Lanser (unopposed)
2. 2nd Vice President ---- Mary Deady & Ann Miller (one position, 2 candidates)
3. Members at Large --- Maddy Watterson, Kim Sears & Emily Michaels (2 positions, 3 candidates)

Ballot preparation has begun, with a photo head shot and short bio being collected and formatted into the Survey Monkey Ballot. The electronic voting will begin on March 15 and continue through March 29.

New this year is promotion of the election, the candidates, and the website. A short video documentary is being prepared for each candidate and will be placed on the website in advance of the March Newsletter. Deborah Lanser and Kathy Oconnor are working on the videos. The Newsletter will contain a link or links to the video mini-documentaries, allowing members to view at will after the distribution of the March Newsletter. The first video interviews will be conducted as early as February 19.

While official election results will be available only after the April 15 Council Meeting, interim voting results will be placed on the website, accessible to members shortly after the closing of polls (March 30). At the April 15 meeting Council will accept the results of the elections.

Discussion at meeting:

Ollie Johnson and everyone involved in the nomination process were thanked. Chuck Mishaan will email reminders to the membership regarding voting. Ollie Johnson and Tom Esposito will call those individuals not elected to thank them for their candidacy. They will be encouraged to join committees and be active in LLI if they aren't already doing so to prepare them for future leadership opportunities.

Motion: Moved by Ollie Johnson and seconded by Al Becker, to accept the slate for elections. Passed unanimously.

Ad Hoc Committees

Workflow:

As noted earlier in these minutes, a committee is being formed to handle Workflow and Operations Manual update.

Discussion at meeting: None

Old Business

Policy Review: Linda Bouchey read the following three policies:

PROG 08/13. Video and/or audio recording by class presenters or members is prohibited without prior consent of Council.

PROG 01/13-A. Presenters may promote to their class members. Presenters may provide, to those attending their classes, a list of their upcoming scheduled events, shows, etc. Additionally, class members may sign up to be placed on the presenter's list to receive emails regarding events, shows, etc.

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.

Discussion at meeting:

PROG 08/13 Referred to Communications for rewording

PROG 01/13-A Remains in effect

PROG 01/13-B Remains in effect

New Business

No new business

Discussion at meeting: None

Adjournment

Motion: Moved by Cathy Reinis and seconded by Maddy Watterson, to adjourn the meeting. Passed unanimously.

The meeting was adjourned at 11:19 AM.

Respectfully submitted,
Linda Bouchey
Secretary

Next Meeting: Monday, March 18, 2019, 9:30 AM, Campus Center Room 214