

March 18, 2019
9:34 AM to 11:34 AM

Council Members Present: Linda Bouchey, Al Becker, Tom Esposito, Susan Hirsch, Oliver Johnson, Nanci Kryzak, Jill Lundquist, Chuck Mishaan, Cathy Reinis, Maddy Watterson

Council Members Absent: Mary Deady, Deborah Schwartz, Anne Sunners

Also Present: Irene Esposito, Carol Goss, Susan Ragusa

Call to Order: The regularly scheduled meeting was called to order by President Tom Esposito at 9:34 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 Al Becker and seconded by Cathy Reinis, the minutes of the February 19, 2019 meeting were approved. Passed unanimously.

President's Report: Tom Esposito

Tom Esposito reported that membership is down to about 295. Chuck Mishaan shared that 288 members have registered for classes. Parking continues to be a problem for members. Tom noted that 3rd and 4th periods are the times that the most people are registered for classes (186 and 174 respectively). So where are the other 100+ people. Nanci Kryzak mentioned that Tom's numbers don't include people on campus who are not registered for classes. Furthermore, Nanci noted that the parking areas are full based on her examination of parking issues last fall. It seems that LLI could accommodate a larger membership. However, parking remains a problem. LLI is encouraged by Bard College to grow larger.

There seems to be miscommunication of how easily Bard departments can apply for LLI donations to projects/departments. Tom and Jill Lundquist met with Jonathan Becker at his request to discuss this issue. Jonathan indicated that he receives numerous requests for monies, and it is likely that LLI would be interested in funding some of the requests. A meeting with Bard Dean Deirdre d'Albertis will be scheduled to develop a process of how to proceed in LLI donating to Bard. Tom noted that the resulting increased visibility of LLI on Campus would be to our advantage.

Discussion at meeting: None

1st Vice President's Report: Nanci Kryzak

Annual Member Survey

This year's survey will focus on critical needs. 1) The new Social Activities sub-committee, within Program Support, has a need to identify member interests, willingness to pay fees, etc. 2) Each Standing Committee chairperson has been asked to determine critical questions that sub-committees want to ask members. PE will consider these responses. Nanci Kryzak will follow-up with a timetable.

Workflow/Operations Manual

As the Annual Calendar is being created by Deborah Schwartz and will now also include an Admin-only calendar, workflow is becoming more clearly identified. More detailed input will be requested from Standing Committee chairpersons and sub-committees.

The Operations Manual will be updated to become a resource that can be easily modified, as needed, to reflect current committee responsibilities/workflow. Mary Deady and Nanci Kryzak will serve on this committee. After the upcoming elections, they will recruit one or two additional members. Deborah Schwartz will assist with technology and has recommended that graphics/charts be added to make the documents more user-friendly. All suggestions are most welcome.

Discussion at meeting:

Nanci Kryzak asks that Standing Chairs please respond with questions for the Annual Member Survey. If no questions for the survey, please let Nanci know that as well.

In beginning to look at workflow, Nanci described the workflow as elegant but very complicated. Her goal is to develop a user friendly, understandable and easily updated informational Workflow / Operations Manual for members.

2nd Vice President's Report: Jill Lundquist

1. An ad-hoc committee to work on the workflow and operations manual project is being formed. This ad-hoc committee will take over this task as Jill Lundquist transitions from 2nd VP to Chair of Planning and Evaluation. So far, Mary Deady, Nanci Kryzak, and Deborah Schwartz have agreed to serve on it. The committee will wait to begin work after the election results are in and they know who the new 2nd VP will be. If others are willing to serve on this committee, or someone can recommend members who would be interested and good for this task, please let Jill know.

2. As liaison to CCE, Jill was asked to provide information about LLI and its relationship with and impact on Bard for a grant application to the Carnegie Foundation. Jill sent this report to them this week.

3. Tom Esposito and Jill met with Jonathan Becker to discuss how to prioritize LLI gifts to Bard faculty and departments. He recommended that Jill and Tom meet with the Dean of the College, Deirdre d'Albertis, for further discussion of how best to handle this process. That meeting will take place next week. Jonathan was also able to facilitate getting a response from Lauren Rose of the Math Department. So we now have a priority project from them for LLI's donation, which Susan Hirsch will likely report on in the Treasurer's report.

4. The Communications Committee has decided to feature articles 5-6 times a year in our newsletters about individual CCE programs. At Jonathan Becker's suggestion, Jill has been in communication with Bonnie Goad, Associate Director of CCE, about which programs to prioritize for these articles and who to contact for further information about each one.

Discussion at meeting:

Jill Lundquist shared that Joyce Carter-Krawczyk is interested in joining the ad hoc Workflow /Operational Manual Committee. Jill offered to help the committee get started. Then the newly elected 2nd VP will take over.

Correspondence: Linda Bouchey

There was an email from John Gomez - Bard College Security Director. His email was directed to everyone in the Bard College Community and was a way of introducing LLI to the Bard College Community and explaining our presence on the campus each semester. Gomez noted the cooperative relationship between the College and LLI. Furthermore, he asked individuals to extend their courtesy and collaboration with the parking on campus during LLI Friday sessions. Gomez was very complimentary to LLI members referring to them as an energetic and engaged part of the campus community.

Linda also received email notification that due to a scheduling conflict the LLI April Council Meeting will be held in the Alumni Center Living Room on Monday, April 15 at 9:30 AM.

LLI received acknowledgement of the \$4,500 donation to the Psychology Department from President Leon Botstein and Karen Unger, Assistant Vice President of Institutional Support.

Discussion at meeting:

Cathy Reinis offered that she and Deborah Schwartz will help to set up for April Council meeting to be held at Alumni Center.

Treasurer's Report: Susan Hirsch

Monthly Report

Attached please find the report for February. One small item of note: LLI had a donation this month from Anne Richey, an LLI member. No surprises in most categories. Professional Services refers to the two people who have been doing layout and editing on the printed catalog. LLI has only used the services of one person this year so the expense is reflected accordingly.

Susan Hirsch has been working on the first pass of the budget for next year, but that is not ready yet. She will, however, need some time to review at Monday's meeting.

Preliminary Budget for next fiscal year

Susan Hirsch has provided Council with a preliminary budget for the next fiscal year. Since she only has income and expenses through February, some expense items might change based on what is incurred during the upcoming seven weeks and in May and June. Taking them one at a time:

1. Susan budgeted \$13,000 for Contributions and \$17,000 for Scholarships. This will change if operating expenses need to be adjusted and there are more or fewer funds available to donate to the Bard College. She is also considering lumping these two categories together so that she will have more leeway in donations as LLI is made aware of specific needs. This will be discussed in Finance Committee.
2. Meals/Catering and Hospitality: Almost all food and beverage related items are incurred through Chartwells, the college's catering service. Susan worked with Hospitality Committee on this part of the budget and used this year's expenses as a guide - raised by 5% for next

year. But if and when Susan gets the invoices, Chartwell's prices are raised this spring and her base assumptions change, then Susan will have to reconsider and raise these budget items accordingly.

3. Professional Services: This item refers to outside contractors who were hired in the past to do editing and layout for the printed catalog. But this year the woman who did the editing resigned, and the work was done by LLI volunteers. Only the layout continues to be outsourced. The charge for that has been \$840 each time. However, the catalog production process might be changing with everything being done "in house". This is an unknown at this time so Susan hedged her bet and put in a one time expense. So this amount might change, be doubled, or eliminated altogether. Susan expects to know before Council votes on the budget in April.

4. Social Events is in italics at the bottom of the budget. LLI has not had a budget line for this item before. Susan has nothing to go by at this point so this line item is basically a place holder. By next month's Council meeting, there is a need to know an estimated item.

All other items were compiled after consultation with the various committees and will probably not change. But possibly they might change, of course, since there is more than 1/4 of this fiscal year to go.

Discussion at meeting:

Susan Hirsch stressed the difficulty of creating a yearly budget and projecting monies needed by committees so early in the year. She noted that the balanced budget is subject to change in April when the voting on budget occurs. Susan specifically needs input from Catering, Social Activities subcommittee, whether PayPal will or will not be used, and new stationary costs. If other committees have needs, please let Susan know as soon as possible.

Motion: Moved by Jill Lundquist and seconded by Cathy Reinis, to accept the Treasurer's monthly 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:

PE recorder for May 13 meeting

Linda Bouchey is unable to attend the May 13 PE meeting. Mary Deady volunteered to be recorder for the May meeting.

Anne Sunners Bio

Nanci Kryzak volunteered to interview Anne Sunners and develop a bio which will be posted on LLI website.

Gift Card thank you to Bard individuals

PE suggested that requests to Bard College for thank you gift card monies be made in April. Cathy Reinis has the list of individuals from last year, and Linda Bouchey will email and request that Cathy update the list and bring it to the March 18 Council meeting for their review.

Annual Calendar for July 2019-June 2019

Deborah Schwartz will send an updated calendar (both membership and administrative) to Linda Bouchey. Linda will email said calendar to Council members. Council members are asked to review the calendar and contact their respective subcommittees to provide relevant information for the calendar. Standing chairs will then submit changes/additions to Deborah.

Annual Meeting plan and responsibilities

Anne Sunners agreed to be the "Go To Person".

Chuck Mishaan and Mary Deady will handle registration.

Tom Esposito and Anne Sunners are in charge of the Agenda.

Gene Burns is in charge of the program and will serve as master of ceremonies.

Gary Miller and Chuck Mishaan will be asked to develop a slideshow of photos. It was suggested they include photos of all Council Members.

Irene Esposito will be in charge of food and flowers. Irene will also be asked to coordinate the raffle of the one year free LLI membership and raffles for lunches at the Café.

At its April meeting, PE will review what has been done and what needs to be done.

Promoting June SummerFest

Recommendation is to communicate that SummerFest is open to nonmembers. The suggestion is to advertise in Northern Dutchess News and have RACK cards placed in local areas.

Enrollment report / class room space

Chuck Mishaan provided a handout that shows the enrollment and room usage for this semester. See attached sheet.

Note: on March 29 and May 10 some classes held in Olin 102 will be relocated to Weis. More information to follow.

Mary Deady offered to speak with Bard Registrar Office regarding LLI's need for large room usage in future semesters. Hopefully, LLI can request to be penciled in for a couple of large rooms on Fridays during classes.

No food or beverage on March 22

Bard College will be on spring break next week. Therefore, there is no food or beverage service on LLI's first day of classes. Members will need to bring their lunch. Carol Goss and Maddy Watterson should mention this at Orientation on March 15. Entire membership needs to be informed as well.

Exclusive Online Catalog

Deborah Schwartz's work on developing a template for the new exclusive online catalog is progressing well. Hopefully, SummerFest catalog will be online. A meeting to discuss the process of going from a printed catalog to online catalog will be held soon. Tom Esposito will speak with Bill Tuel regarding this process.

Elections

Tom Esposito will contact Ollie Johnson about the status of elections. Deborah Schwartz mentioned that she has not heard from Harvey who usually develops the Survey Monkey form for elections. Deborah has the files on G Suite that are needed, but she will be away until March 19. Chuck Mishaan can likely assist Harvey.

Workflow / Operations Manual

Nanci Kryzak and Mary Deady had previously volunteered to work on this. They need 2 or 3 more people. Deborah Schwartz will assist with technology needs. Suggestion is that Workflow / Operations Manual needs to be user friendly. Use of graphics and charts is recommended.

After elections the committee will move forward with the project.

Electronics Attendance

It was agreed that LLI should hold off on this until a safe and secure system can be developed. Tech will continue to investigate.

Annual Member Survey

Nanci Kryzak would like the survey this year to focus on specific things that LLI wants to know about membership. She feels that the survey should be simple and brief. Hopefully, this will increase the number of responses.

Nanci will reach out to the Standing Committees and request that each chair solicit from their respective subcommittees what they would like to have the survey ask the membership. It would be great for each committee to have at least one question included in the Member Survey. Nanci will email to Linda Bouchey information for Linda to email to the Standing Committees.

Social Activities Subcommittee

At Council Meeting on March 18, Anne Sunners (in the absence of Mary Deady) will introduce Susan Ragusa who will chair this new subcommittee. Susan is looking for additional members to volunteer to serve on her committee.

Review of policy updates

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

PE recommends deleting ORG 4/17 policy and adding the following policy:
ORG 03/19. The LLI Council will determine membership cap annually in April.

This will be discussed at March 18 Council Meeting.

- o 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."

Tom Esposito and Jill Lundquist met with Jonathan Becker. Discussion focused on the fact that there are numerous requests for monies at Bard College. Next year Jonathan Becker (Vice President for Academic Affairs) and Deirdre D'Albertis (Dean of College) have requested to be involved in determining areas where LLI donations are most needed. Tom is waiting to hear back from D'Albertis regarding setting up an initial meeting with her office.

PE suggestion is to adopt an overarching policy regarding donations to Bard College. The programs named in current FIN 5/15-A and FIN 5/15-B will continue to be supported by LLI but would not be mandated in a policy.

Jill Lundquist will work on wording of an overarching policy to replace FIN 5/15-A and FIN 5/15-B.

Jill Lundquist will work on wording for a snow policy - to address the possibility of Red Hook school delays and the impact on LLI classes, meetings, etc.

Items to be included for discussion at April PE meeting:

Update of Annual Meeting plans

Policy updates

Other topics to be determined by Chair Jill Lundquist

Discussion at meeting:

Chuck Mishaan stated that there are problems with Mailchimp and people using lli.bard.edu emails. Mailchimp identifies people by their email address. Therefore, when a member uses the lli.bard.edu address, Mailchimp recognizes that as a new person. Then the person is counted by Mailchimp as 2 people. This problem will be discussed at April PE meeting.

Clarification: On March 22 the Hospitality room will run as usual. Outside catering will provide coffee.

Curricular and Special Programs: Anne Sunners

Curricular committee:

The Curriculum Committee met on March 12. They finalized the program for SummerFest. There are five courses planned for both sessions and an afternoon tour of private gardens. The committee also discussed the Spring schedule and the use of rooms that we have not used before. The committee then spent time on the Fall schedule and will finalize the schedule at the meeting in April.

Special Events Committee: no report available

Discussion at meeting:

On behalf of Mary Deady and Anne Sunners, Tom Esposito introduced Susan Ragusa, the new Social Activities chair. Social Activities is a subcommittee of Program Support but will also be working with Special Events. Susan noted that her committee is brainstorming opportunities for LLI member social interaction. A free member event in June is being planned. The committee hopes to incorporate Read650 as part of the June event. To learn more about Read650 go to

https://www.youtube.com/channel/UCmk7tcz2u2hRrBYL5MdYJyw?view_as=subscriber

Susan Ragusa plans to have questions incorporated into the Annual Member Survey to gather interests of the membership regarding possible activities, especially day field trips. It was suggested that Susan look into activities that other LLI's in the area have.

Susan Hirsch requested that Social Activities submit, as soon as possible, a request for inclusion in next year's budget.

Program Support: Mary Deady

AV submitted by Dave Jutton

1: attended a training run by Chuck Mishaan on how some of the "Air Table" data base works (Dan Peterson and Dave Jutton)

2: completed assignment and notification of "in class" AV support volunteers to all Spring LLI classes (Dave and Chuck)

3: set up for 3/15/19 AV morning orientation to be followed by in room AV training in Olin with support from full AV support team (Dave and Gus Pedersen)

4: started work on Susan Hirsch's budget request by soliciting input from AV support team (Full team)

5: starting inventory of existing LLI AV equipment with emphasis on investigation of new presenter microphone sets that can included in 2019-20 budget request. (Dave and Gus)

6: requested Bard AV support to correct computer connection issues in Weis Theater (Dave and Dan)

7: requesting training/input from Bard AV staff about if/how LLI can use presenter microphone sets with existing in room infrastructure (Dave)

8: working on replacing departing AV support team member Fred Roe to maintain AV main support team at 4 members (Dave)

Catalog submitted by Bill Tuel

Catalog Committee will take a break until early April, when work on the SummerFest catalog will begin.

Class Support submitted by Carol Goss

Orientation invitations were sent out by Merrill Mishaan, Ann Miller and Carol Goss. Approximately 65 are planning to attend.

All classes are covered with Class Managers, except for class 2F Yoga and Writing. Only 3 people have signed up so Carol is not sure if the class will go on. Some classes have 3 managers due to the fact that they are large classes and a new manager is involved. There are about 7 new managers.

The biggest concern is that neither Maddy Watterson nor Carol Goss were informed about the cancellation of class 4B Chef's Studio. They were scrambling to find another manager and were quite chagrined to learn from a member that the class had been cancelled without notifying them.

Hospitality submitted by Irene Esposito

Irene Esposito requested food/beverage service for March 15 Orientation. Chartwell has been provided with the Spring semester dates/rooms for ongoing coffee service in the Hospitality room. Early requests will be sent out to members regarding desserts for the Senior to Senior Tea.

Discussion at meeting:

Tom Esposito announced that there will be a meeting next week to discuss the process of moving from a printed catalog to an exclusive online catalog.

Administration/Infrastructure: Deborah Schwartz

Deborah Schwartz reported that the Administration/Infrastructure Committees were busy as they are getting ready for spring classes.

Communications

The Communications Committee worked on some open questions, many around policy revisions (class closings and delays in bad weather, classroom audio/video recording).

Communications would like to form a small project committee to work on the online catalog. This involves both catalog design (finished, subject to approval) and catalog process (we sorely need help from Bill Tuel on this, especially the handoff from Curriculum Committee to website/communications).

Also, Communications discussed the budget for next year. There is a need to submit a request to have the LLI stationery reprinted - it has the old website and contact information) as well as a few other printing needs.

The March newsletter went out on time, and plans were made for April and May newsletters. The March newsletter had an open rate of 73.6% and was delivered successfully to 401 subscribers. The most opened article was about upcoming election nominees.

Registration

Chuck Mishaan held a training session with members of the Technology Subcommittee and other participating members (Mary Deady, Dave Jutton, and Dan Peterson). Chuck went through the process of taking data from the member course registration forms, adding it to Airtable, and then working with oversubscribed courses. Dan Peterson helped with room changes. Chuck showed how to implement the priority process, and everyone had a chance to work together to solve many registration issues.

From email messages to registration@lli.bard.edu, some members did not receive their enrollment confirmation emails. Chuck responded quickly to these members (while on vacation!). Most problems occurred because of data entry errors on members' email addresses.

The committee will continue to investigate secure solutions to online attendance.

Technology

There are some confusing issues surrounding MailChimp lists and members beginning to use their LLI email accounts on registration. This is to be investigated.

Website

This was a quiet month with few postings to the website. A preliminary design for the online category has been developed, and the committee will be coordinating the workflow/process issues with Bill Tuel.

Discussion at meeting:

At March 15 Orientation there were problems with printed handouts. Problems were not discovered until late. It is important to have more lead time so if there are problems, they can be fixed timely.

Kudos to Deborah Schwartz from Council for all her continued efforts in bringing her expertise to LLI. She does her magic often.

Membership Development: Maddy Watterson

Maddy Watterson reported that the Membership Development Committee met on Tuesday, March 13, 2019. The following topics were discussed:

New Member Survey

A summary report of the survey results was compiled by Nanci Kryzak, Mary Deady and Maddy Watterson. Results were reviewed with the following highlights: 39 out of 52 (75%) responded to the survey. 85% rated their LLI experience as overwhelmingly satisfied. Additional results were used for discussions on other committee items.

Snack 'n Chat

More than 1/2 of new members attended the Fall Snack 'n Chat function. Feedback from the survey as well as their own observations influenced the decision to plan for a larger room with more seating capacity. Presentations will be restricted to 2 committee chairs.

The next Snack 'n Chat is planned for Friday, April 5th during the lunch break. Invitations to new members will be sent.

Additional volunteer recruitment will be tried by having a table near the Hospitality Room during the lunch break.

Mentor Program

As per the New Member Survey, 26 (67%) said they were contacted by a mentor. Two suggestions were made about providing bus trips to museums or concerts, etc. Many thanked the organization for what was done and were impressed with how everything was done.

Campus Parking

Nanci Kryzak met with Office of Safety and Security representative, Stacey Adams, on Tuesday (3/12) and was assured that additional handicapped parking would be available and marked at Henderson Circle. Ride Share spaces are available for any "commuter" driving regularly with 2+ people in their vehicle They can get a Ride Share permit from Bard. Everyone is advised to observe all signs regarding parking.

Presenters get their parking permits from Class Support. Presenters may use Ride Share spaces for cars. Parking permits must be placed on the dash of the vehicle.

The next meeting will be on Tuesday April 9, @ 1:00 PM at the Bard Alumni Center.

Discussion at meeting:

Corrections were provided by Maddy Watterson to the Campus Parking. The correct information is provided above.

An email will be sent to membership regarding parking guidelines.

Governance: Tom Esposito

Tom Esposito thanked Ollie Johnson for organizing the LLI election process for the fourth year. Ollie reported that there were few technology problems and everything went well. Reminders will be sent to encourage those that have not already voted to vote.

Ollie will prepare a detailed timeline of the election process to be added to LLI calendar. Such a timeline will also help prepare the new person in charge of elections once Ollie leaves Council.

Discussion at meeting:

Council thanked Cathy Oconnor for her work on the excellent candidate videos and Deborah Schwartz for posting them on the website. Council was impressed with the collaboration and efficiency between all parties involved in this project. The videos were most helpful to the membership in learning about the candidates.

Old Business

Policies held over from previous Council meetings.

FIN ??/19. LLI at Bard is immensely grateful to Bard College for its generous support, enabling LLI to run an outstanding educational program for its members. In appreciation for the administrative and educational support, classroom space, and other services Bard gives to LLI, we donate back to the college as generously as we are able to, while continuing to be fiscally responsible for LLI and its ongoing operations. The Finance Committee makes recommendations to the LLI Council for donations to the College each year, and the Council approves these donations. (Among the programs LLI has contributed funding to are: <https://lli.bard.edu/about-lli/bard-partnership/>)

Discussion at meeting:

Previously, PE recommended a new overarching policy for donations to Bard - related to FIN 05/15-A and FIN 05/15-B. The above policy was submitted to Council. In order to also include FIN 11/17, this revision was again referred back to PE. Jill Lundquist will again revise, add to and combine with FIN 11/17. After deleting FIN 05/15-A, FIN 05/15-B and FIN 11/17 from the policy manual, the new policy will be voted on at April Council meeting.

ORG 03/19-A. The LLI Council will determine membership cap annually in April.

Discussion at meeting:

PE recommended the deletion of ORG 4/17. Membership will rise to 300 for Fall 2017 and forward.

PE recommended that ORG 03/19-A become the new policy.

Motion: Moved and seconded, to remove policy ORG 4/17 from the policy manual. Passed unanimously.

Motion: Moved by Cathy Reinis and seconded by Jill Lundquist, to add ORG 03/19-A to the policy manual. Passed unanimously.

ORG 03/19-B. In the event of bad weather, LLI follows decisions made by the Red Hook Central School District. When RHCS D cancel s classes: LLI will also cancel its classes and all other programs. When RHCS D delays the start of classes: 1) LLI first-period classes will be cancelled; 2) second-period classes will begin, as usual, at 10:10 a.m. 3) LLI Intersession programs will be held as usual. For information: RHCS D: redhookcentralschools.org or cancellations.com, or call: 845 758-224

Discussion at meeting:

Previously, Communications had recommended a new policy for closing and delay of LLI classes and all other programs. Revisions were made, and ORG 03/19-B was submitted for Council approval.

Motion: Moved by Maddy Watterson and seconded by Cathy Reinis, to add ORG 03/19-B to the policy manual. Passed unanimously.

Policy Review: Linda Bouchey read the following three policies.

PROG 05/18-A. Presenters may bring one guest to attend their class each week of their courses.

PROG 05/18-B. LLI presenters are volunteers from LLI's membership, the community, and Bard College faculty. LLI does not offer honorariums.

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.

Discussion at meeting:

PROG 05/18-A. Remains in effect

PROG 05/18-B. Remains in effect.

PROG 06/18. Remains in effect.

New Business

Tom Esposito noted that there are concerns regarding member payment for class items requested by presenters. In the future it will be expected that the amount a member has to pay be specifically noted in the course description. Merely saying nominal amount is not sufficient.

Cathy Reinis will email to Council members the list of Bard individuals that received Thank You gift cards last year. Please review the list and submit to Cathy any additions or deletions. Council wants to submit to Bard for monies as soon as possible.

Open Meeting

Carol Goss shared her frustration with the problems related to the copying of materials for Orientation. Problems could be avoided if tasks were done more timely and with less compression of time. Chuck Mishaan assured Council and Carol Goss that updated lists will be available for class managers as soon as possible. With drop/add it is a tight turnaround time. Lists will be sent to Ann Miller for distribution to class managers.

Irene Esposito reminded Council of the Senior to Senior Tea scheduled for March 29 from 3-5 PM in RCK. A reminder email will be sent to the membership. Also class managers are asked to announce this event in their classes on March 22 and 29.

Adjournment

Motion: Moved by Al Becker and seconded by Ollie Johnson, to adjourn the meeting. Passed unanimously.

The meeting was adjourned at 11:34 AM.

Respectfully submitted,
Linda Bouchey, Secretary

Next Meeting: April 15, 2019, 9:30 AM. Due to a conflict **Council will be meeting in the Alumni Center Living Room** rather than at Campus Center.