

DRAFT
LLI Council Meeting Minutes
April 15, 2019
9:34 AM to 11:18 AM

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

Council Members Absent: Al Becker

Also Present: Deborah Lanser

Call to Order: The regularly scheduled meeting was called to order by President Tom Esposito at 9:34 AM in the living room of the Alum 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 Deborah Schwartz, and seconded by Maddy Watterson, the minutes of the March 18, 2019 meeting were approved. Passed unanimously.

President's Report: Tom Esposito

Tom Esposito requested that the 2018 Annual Meeting Minutes be posted on LLI website and that a note be included in the newsletter to alert members that said minutes are on the website. Linda Bouchey will email Deborah Schwartz the 2018 Annual Meeting Minutes for posting on website.

Tom had a conversation regarding a proposal that is being brought to the Red Hook Planning Board. A developer (Tom Benson) is proposing to build a Senior Residence in Barrytown on the Unification Seminary property just down the road from Bard. Developers are interested in having LLI expand its offerings to that location. Tom indicated that LLI would be interested, but there is no commitment.

Tom suggested that the LLI acknowledge the deaths of LLI members with a brief memoriam in the newsletter. Council agreed with Tom's suggestion.

Tom and Council reviewed the list of those that gift cards should be given to as thanks for their support to LLI throughout the year. Consensus was to purchase 15 Amazon gift cards. Additionally, letters of recognition will be sent to a few other supporters of LLI for their assistance.

Tom shared that Jennifer Brown has advised him that unfortunately members will not be able to pay for registration with credit card. Payment will be done using Pay Pal.

Tom and Jill Lundquist met with Dean of College Deirdre D'Albertis to discuss LLI donations to Bard. Associate Dean Emily McLaughlin will be meeting to discuss areas that have needs for funds. (See 2nd VP report for more information)

Discussion at meeting:

Noted above in report

1st Vice President's Report: Nanci Kryzak

Annual Member Survey - Critical questions submitted by Standing Committee Chairpersons and sub-committees were evaluated within a lively discussion at the PE meeting on 4/8. The survey was re-drafted and discussed on 4/9 at the Membership Development committee meeting, which was attended by three new members who offered a fresh perspective and valuable suggestions. PE will review the updated survey at the May meeting. Target date to email the survey to the membership is late May, after the Spring class evaluations have been submitted. A notice is planned for the May newsletter, which will alert members and encourage participation.

Workflow/Operations Manual - Mary Deady, newly elected 2nd Vice President, has formed the task force for this joint project. Task force includes: Mary Deady, Nanci Kryzak, Joyce Carter-Krawczyk, and Ann Miller, with Jill Lundquist advising on start-up/past practices and Deborah Schwartz on technology. The initial planning meeting is scheduled for 4/24.

Discussion at meeting:

Annual Member Survey work is moving along well. Questions are being finalized.

Workflow/Operations Manual first meeting is scheduled for April 24. To determine details of work done by Committees, the Task Force plans to meet individually with Standing Committee Chairs.

Deborah Schwartz agreed to send out LLI calendar as it now exists to Standing Committee Chairs who will distribute it to their sub-committees for input.

2nd Vice President's Report: Jill Lundquist

In absence of Jill Lundquist Linda Bouchey reported for Jill.

Tom Esposito and Jill Lundquist met with Dean of the College Deirdre D'Albertis and her associate Dean to discuss a better process for determining where LLI donations to the College should go. Tom and Jill will let them know what the budget of unallocated funds for the year will be and ask them for a list of suggested Bard projects and programs that would benefit from our modest "grants." Then the LLI Finance Committee will evaluate and recommend to Council which projects and programs LLI should fund.

Tom Esposito and Jill Lundquist will be meeting with Jonathan Becker to discuss a proposed senior community that may be built on the Unification Seminary property just down the road from Bard in Barrytown. The developers are interested in having LLI expand its offerings to that location, in exchange for classroom space, office space, etc. It's probably a long-range project, but something they will explore further and report back to Council about.

As outgoing 2nd VP, Jill Lundquist will meet with the rest of the newly formed Workflow/Operations Task Force (being headed by Mary Deady and Nanci Kryzak) to help begin the work in creating an up-to-date Operations Manual.

Discussion at meeting: None

Correspondence: Linda Bouchey

Linda Bouchey reported that there was no correspondence.

Discussion at meeting: None

Treasurer's Report: Susan Hirsch

Susan Hirsch previously emailed her monthly budget report to Council. It is attached here.

Susan also sent to Council the budget for next year for discussion and vote before presentation at the Annual Meeting on May 17th. This budget for next year is also attached here.

Susan described the "Projected 2019 Y/E as a moving target. She only has definite figures from Bard through March - 3 months to go. She added expenses that she knows about, which she has submitted to Bard for payment, but which will not appear until April's report. Then Susan went back and looked at the expenses paid last year in the last three months of the year and added those to this year's projected year end figures. These would include, for example: under catering, the expenses of the Annual Meeting brunch and the Senior to Senior tea; under hospitality six weeks of spring term hospitality room set-ups and SummerFest; etc. though the expense categories.

One area that needs attention is Scholarships. Susan doesn't expect the Senior to Senior will come up to \$3750, and LLI will also have \$250 never allocated (Susan takes responsibility) from the Scholarship budget from last year. She thinks it's probably about a \$500 shortfall in Scholarship money. Council can decide in May, but one possibility is \$500 to Brothers at Bard (featured in this month's LLI newsletter). To be continued and suggestions are welcomed - can be a contribution, not necessarily a Scholarship.

Discussion at meeting:

Motion: Moved by Deborah Schwartz, and seconded by Ollie Johnson, to accept the monthly Treasurer's report. Passed unanimously.

Motion: Moved by Nanci Kryzak, and seconded by Mary Deady, to accept the Treasurer's LLI Budget FYE June 2020. Passed unanimously.

LLI Budget FYE June 2020 and Agenda for Annual Meeting will be sent to Mary Deady for copying. Copies will be distributed to members as they enter Annual Meeting.

Standing and Ad Hoc Committee Reports

Standing Committees

Planning and Evaluation: Jill Lundquist

In the absence of Jill Lundquist Linda Bouchey reported the following:

The April 8 PE meeting minutes are below. The following Agenda Items were addressed at the meeting:

Election update, need for additional committee chair assignments – Tom Esposito

Election process went well and results include: 2nd VP Mary Deady, Secretary Deborah Lanser, and Members At Large, Maddy Watterson and Emily Michael. Tom Esposito spoke with the other candidates (Ann Miller and Kim Sears) who plan to continue their volunteering at LLI. Kim Sears is an active member of Communications. Ann Miller has agreed to become Program Support Chair and will work on the Workflow project.

Tom will formally appoint new Standing Committee Chairs to LLI Council: Ann Miller-Chair of Program Support, Jill Lundquist-Chair of Planning & Evaluation and Bob English-Membership Development.

Mary Deady commented that Membership Development needs more people. Chuck Mishaan mentioned that each Standing Committee should have a technology liaison and that each class has an AV person assigned to it.

Annual Meeting update – Anne Sunners

Invitation to Annual Meeting will be sent out on May 1. Information needs to be provided to Deborah Schwartz at least one week prior to May 1. RSVP will be requested by May 8. No email reminders will be sent. Class managers are asked to remind members of the Annual Meeting date and time. There is no cost for Annual Meeting.

Brunch will start at 9:00 AM. Business meeting will begin at 9:45 AM. Committee will prepare handout of the Agenda and budget to distribute to members as they enter the auditorium.

Gene Burns will serve as master of ceremonies. Chuck Mishaan will keep Mary Deady informed of registration. Mary Deady will check with Carol Goss, and if any volunteer bookmarks are left over, they will be available for those interested in having another one.

Catalog update - Tom Esposito

Meeting was held, and it was decided that LLI will have both a printed catalog and an online catalog for SummerFest 2019 and the Fall 2019. This will provide time to see how the two processes melt together. Editing will be done in house, and layout will be out sourced. Catalogs should be exact duplicates. There will be limits on length of bios and course descriptions, with exceptions for multi-presenter courses if needed.

Meeting w/ Dean of College Deirdre d'Albertis – Tom Esposito & Jill Lundquist

Tom Esposito and Jill Lundquist met with the Dean of College regarding LLI donations to Bard. It was noted that one area that d'Albertis sees a need of support is for new professors who are required to publish - there is a \$2000 fee that has to be paid in order to publish.

Tom and Susan Hirsch will meet with d'Albertis' assistant (Emily McLaughlin) to further discuss LLI donations. Discussion will focus on Bard priorities, and then internally LLI will make decisions on donations in accordance with LLI Policy.

Chuck Mishaan brought up that Olin needs AV upgrades, and Bard does have a plan which needs funding.

Tom Esposito and Mary Deady will set up a meeting in about 3 weeks with Bard people regarding rooms available for LLI this Fall.

Annual Member Survey – Nanci Kryzak

Nanci Kryzak shared a draft of questions that Standing Committee Chairs had submitted. PE worked with Nanci to reword questions. There was an effort to make questions generic and open ended to allow members to clearly state his or her opinions.

Workflow/Operations – Mary Deady and Nanci Kryzak

A meeting will be held before the end of April. Committee includes Joyce Carter-Krawczyk, Mary Deady, Nanci Kryzak, Ann Miller, and Deborah Schwartz. Jill Lundquist will attend initially to assist committee in getting started.

Annual Calendar - Deborah Schwartz

Discussion tabled until May meeting

Course Registration Process – Chuck Mishaan and Deborah Schwartz

Deborah Schwartz and Chuck Mishaan stressed the need to evaluate the entire registration process. Although some aspects of the current process work well, there are a few problematic areas that impede the smooth functioning of the registration process. Deborah would like the technology people to spend their time on strategies (tools) to resolve difficulties rather than tending to needs of those experiencing individual problems.

Deborah noted a critical need is how to get user names and passwords for all members. Then the task is to get members to use their Ili.bard.edu email rather than their personal email. This would result in each member registering themselves for classes.

PE suggested to assist Technology in problem solving that PE people who are available come at 9:00 AM to PE meetings. This would provide ½ hour of time devoted to Technology and Registration issues.

SummerFest promotion - Deborah Schwartz and Jill Lundquist

SummerFest Catalog will be available May 3. Registration starts May 6. A rack card is being made to be distributed in local areas to help publicize that SummerFest is open to everyone at a nominal fee. Members are asked to encourage nonmembers to attend SummerFest.

Social Activities update – Mary Deady

Discussion tabled until May meeting

Plan for a Council workshop session – Jill Lundquist

It is time to look back at Long Range Planning Goals and Actions that have been met. The suggestion is that the first new Council meeting on July 15 be a workshop scheduled from 9:30 AM to 3:00 PM with a break for a provided lunch. One session for re-assessing progress on Long Range Plan and another session to review the new organizational structure are being planned. Mary Deady, Tom Esposito, Nanci Kryzak and Jill Lundquist will meet to plan the workshop. Perhaps, Cathy Reinis and Donna Warner might be interested in facilitating the workshop.

Items to be discussion at next meeting:

Annual Calendar – Deborah Schwartz

Annual Member Survey – Nanci Kryzak
Workflow/Operations Manual – Mary Deady and Nanci Kryzak
Social Activities update – Mary Deady
Additional topics provided by PE Chair

Discussion at meeting:

Details for July Council workshop will be provided as they are developed. Cathy Reinis is willing to help with facilitating workshop but clarified that time constraints may limit her involvement in any planning for the workshop.

Curricular and Special Programs: Anne Sunners

Anne Sunners reported the following from her subcommittees:

Curricular committee:

Plans for SummerFest are nearly completed. Schedule for Fall 2019 should be completed by end of April.

Special Events Committee: Gene Burns

Spring Brunch and Annual Meeting, May 17: Thanks to Bob Blacker for securing the appearance of The Bard College US-China Music Institute for a talk and musical performance following the Annual Meeting. The speaker will be Jin Dong Cai, Director of the Institute. The performance will be given by a 4-6 member ensemble composed of students from the Institute.

Boat Ride on The Sloop Clearwater, September, 2019: Neall Burger and other members have generously offered to assist in attempting to schedule a two hour cruise on the sloop. The fee will be in the area of \$50 per passenger. More information will be forth coming.

Fall lunch and Art Show, September, 2019: Arlene Becker has stepped down as Director of the Art Show after many years of doing a superb job. Plans are presently being made to select a new Director with resolution anticipated by the end of the month.

The committee welcomes any suggestions for a speaker or performance at the Fall Luncheon. Please forward any suggestions to Gene Burns at Biggino@frontiernet.net .

Discussion at meeting: None

Program Support: Mary Deady

Mary Deady reported the following from her subcommittees:

AV submitted by Dave Jutton:

- 1: Purchased LLI owned pointer/clickers, portable USB DVD player, and audio cable extension (Chuck and Dave)
- 2: Arranged for Bard AV to provide presenter podium microphones to all RKC 103 classes. Talked with each presenter about need to use mike (Gus and Dave)
- 3: Set up back up AV coverage for classes that have lost "in room" AV volunteers (main support team)
4. Approached Dale Ziegenfelder with a request that he consider joining the main AV support team starting Fall 2019 (Dave and Gus)
- 5: Visited all reassigned rooms to insure AV needs met (Gus, Dave and Dan)

6: Sent email request to set up introduction meeting with Paul LaBarbera, Director of Bard AV (Dave)

7: Requested information from Bard AV about availability of Bard provided wireless microphones to allow presenters more flexibility (Dave)

Catalog submitted by Bill Tuel:

The Course Descriptions for the SummerFest catalog have been drafted are being reviewed by the Catalog Committee. The Copy Editor is using a sequential review with "track check" to avoid duplication. The schedule calls for the edited copy to go to the layout Editor on April 19. Non-course material has been provided by the Communications Committee. Deadline for the Fall 2019 Courses is April 30.

Class Support submitted by Carol Goss:

The semester was off to a rocky start:

- 1: Room assignment changes and then notification of such
- 2: Registration problems with Class Managers not being admitted to the class they were assigned to
- 3: Name tag issues, namely, who is responsible? A presenter was looking for his on the first day of classes, and they also had a few queries about what to do if you lost your nametag. This needs to be clearer
- 4: The ongoing Hegeman entrance issue
- 5: Class Managers confused about their responsibilities

The Class Support Sub-Committee is meeting on Friday, April 12 to go over these and other problems. They will work on possible solutions.

Hospitality submitted by Irene Esposito:

Senior to Senior tea and cookies went well. Each student appeared to have a good time and had a baggie of assorted homemade cookies to go.

Already thinking about the May 17 Olin breakfast, flowers and raffles; Irene Esposito will be meeting with Chartwell to see if there are any foods they can change/substitute.

Discussion at meeting:

Suggestion was made that for classes scheduled in Hegeman, Class Managers should include in their materials for members specific information regarding how to get to classes and the need for members' consideration for ongoing Bard classes held in the building. Also if classes are scheduled in the Learning Center, Class Managers should inform members of how to get to the Learning Center classrooms.

Administration/Infrastructure: Deborah Schwartz

Deborah Schwartz reported that the Administration/Infrastructure committees continue their work supporting LLI operations.

Communications:

The Communications Committee was pleased to be asked to support some LLI activities (which they interpreted as other committees believe they provide value to others). Current projects include:

- Publicizing SummerFest: a subcommittee (which includes Cathy Reinis, Jill Lundquist, Deborah Lanser) is managing and coordinating marketing efforts for SummerFest,. They will develop a list of places where they can electronically advertise. They are also working on a physical "rack card" for placement in local organizations about SummerFest.
- Slide show for annual meeting: Gary Miller has agreed to curate and create a slideshow with music that will play in a continuous loop before the annual meeting.

The April newsletter went out on time, and they made plans for May and June newsletters. The April newsletter had an open rate of 57.4% and was delivered successfully to 404 subscribers. The most opened articles were *Blowin' In the Wind* (about the sculpture Stargon) and the Joan Tower article.

Registration:

Drop/Add period ended March 29 and links were taken off the website.

At the April 8 Planning and Evaluation meeting, Deborah Schwartz and Chuck Mishaan asked to increase the importance of our registration process as a mission critical system to LLI. Chuck believes our members have successfully moved from a paper-based registration system to more of an online system, so we are ready to make a move to a better online solution. The two biggest obstacles are login credentials for every member and the priority system. PE will start future meetings one-half an hour early to allow for discussion of how to proceed on this project of meeting long-term LLI course registration needs. To make this project successful, they will look for input from Program Support and Membership Development committees.

Technology:

The Technology Committee will meet after the April 15 Council meeting to explore some of their technical issues, including email identification across systems (especially MailChimp) and registration options.

Website:

This was another quiet month with a few new postings to the website - most notably the difficulty members had in finding classrooms Hegeman Hall. Mary Deady helped with identifying appropriate access to upper floor classrooms in Hegeman.

The website averages between 50 - 150 views per day (with the highest number of views right after the newsletter comes out). The home page and the catalog archive page are top destinations. They also get several views of things of interest to non-members, such as the application process, expectations, and learning programs. For such a small organization, this seems like good results.

Discussion at meeting:

Once SummerFest catalog is online, nonmembers will be able to pay using PayPal.

Chuck Mishaan stressed the need for a Registration System that has layers of security. The tradeoff for access is security. For and confidentiality and security reasons LLI needs a system where an individual has limited access. Individual should only see what he/she needs to know. This would require the individual to login every time.

Current Registration System works. However, Chuck Mishaan shared his ongoing frustration with the current system. If an individual needs rosters (or whatever), the process to create a roster (or whatever) is time consuming, rote and mechanical. Deborah Schwartz and Chuck's time should be spent on technology strategies rather than rote and mechanical work that others could easily perform. Suggestion is to have a meeting of those parties involved to discuss how to proceed.

Membership Development: Maddy Watterson

The committee met on April 9. They welcomed 3 new attendees to the meeting: Barbara Burns, Linda Still and Susan Christopherson. The following topics were discussed:

Robert English reported on the Snack 'n Chat held on Friday April 5th. Carol Goss, Deborah Schwartz, Chuck Mishann and Maddy Watterson spoke to their committees' needs. Only 3 new members attended, and one volunteered for a class manager position. Since only 6 members responded to the invitation that was sent to over 40, it was suggested that at Orientation, they highlight the importance of people responding to their email. They had over supply of food because it was not known what the attendance would be. Perhaps, if LLI is in the subject line, more members would be aware of the mail and not trash it before reading it.

It was proposed that the committee investigate more frequent lunch break get togethers with a simple snack offered and the emphasis on discussing volunteer opportunities.

Campus Parking in Handicap Identified Spots seems to be working well. One member said he did not need the individual assigned spot in front of Security and so Nanci Kryzak gave it to another member. Another who also had a reserved spot found that when they got to campus, it was already occupied. Nanci will notify Security.

Some of the new member attendees agreed to work on the Mentor Program, and already they had a few helpful ideas to improve our efforts. It was also suggested that campus tours start a week before Orientation. The luncheon keeps some from not going on the two tours that are offered on that day and actually not all are even present. Mentor solicitation will begin in mid-July.

The committee reviewed the start of this semester and noted a few issues. They need to make sure that name tags are given to presenters who do not have one. Due to the confusion of incorrect emails, a suggestion that we ask for emails on LLI forms two successive times in case a typo was made.

Kathleen Evans brought up that she would not be in LLI next year. Therefore her position of Volunteer Administrator would be vacant, and she is asking for a replacement. There was a request for additional Hospitality workers, and 3 people agreed to join the team. Kathleen acknowledged that Tech and Communications needed volunteers.

Under New Business Nanci Kryzak asked the committee to review the proposed Member Survey.

Discussion at meeting: None

Governance: Tom Esposito

Tom Esposito thanked Ollie Johnson for his dedication and work done over the past few years on LLI elections.

Ollie Johnson, Chair of Election sub-committee, requested that Council certify the results of the 2019 election wherein: Mary Deady was elected to the office of 2nd Vice President; Deborah Lanser was elected to the office of Secretary; Maddy Watterson and Emily Michael were elected to positions of Members at Large. All becomes effective July 1, 2019.

Tom Esposito appointed the following Chairs of Standing Committees: Ann Miller to Program Support, Jill Lundquist to Planning and Evaluation, and Robert English to Membership Development.

Discussion at meeting:

Motion: Moved by Nanci Kryzak, seconded by Chuck Mishaan, to approve the election results. Passed unanimously.

Old Business

Policy Review: Linda Bouchey read the following policies to Council

Policy held over from previous Council meetings; re: donations

FIN 04/19. 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. In making donations, LLI gives priority to initiatives that directly benefit Bard students and to departments which have generously contributed their time to LLI programs and courses. The Finance committee initiates the proposals each year, in consultation with the Bard administration. The proposals are then considered by the LLI Council as part of the annual budgeting process. (Among the programs LLI has contributed funding to are: <https://lli.bard.edu/about-lli/bard-partnership/>)

Above new policy to replace the following current policies:

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."

FIN 11/17. LLI at Bard funds additional scholarships and contributions to Bard departments and programs. Priority will be given those that partner with LLI in support of our classes and programs. The proposals are then considered by the LLI Council as part of the annual budgeting process.

Discussion and Actions taken:

Motion: Moved by Susan Hirsch, and seconded by Anne Sunners, to add FIN 04/19 as stated to the policy manual. Passed unanimously.

Motion: Moved by Deborah Schwartz, and seconded by Ollie Johnson, to remove 5/15-A from the policy manual. Passed.

Motion: Moved by Anne Sunners, and seconded by Cathy Reinis, to remove FIN 5/15-B from the policy manual. Disapproved unanimously. (FIN 5/15-B will remain in effect)

Motion: Moved by Mary Deady, and seconded by Nanci Kryzak, to removed FIN 11/17 from the policy manual. Passed unanimously.

Cathy Reinis is wording a replacement policy for current PROG 08/13 to be presented at May 20 Council meeting.

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

April Policy Review

Note: Policies are identified by the month and year when they were enacted by the LLI Council.

PROG 10/18. LLI members who volunteer and therefore have access to our database of membership emails, addresses, and telephone numbers may use this information only for their assigned volunteer needs, and not for any other purposes.

Discussion and Action taken:

Policy will remain in effect.

PROG 11/17. At registration, LLI members give their permission for their photo or video image to be used in LLI publications and communications.

Discussion and Action taken.

Policy will remain in effect.

New Business

Deborah Lanser suggested another name to be added to the list of Bard people to receive gift cards from LLI. This makes the total 15 individuals.

Deborah Lanser asked for clarification on time and space needed for July 15 Council workshop.

Discussion at meeting:

Council agreed with Deborah Lanser's suggestion to add another name to list for gift cards.

More information will follow on July 15 workshop as planning progresses.

Adjournment

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

The meeting was adjourned at 11:18 AM.

Respectfully submitted,
Linda Bouchey
Secretary

Next Meeting: Monday, May 20, 2019, 9:30 AM, Campus Center Room 214