

LLI Council Meeting Minutes
May 20, 2019
9:30 a.m. to 11:30 a.m.

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

Council Members Absent: Al Becker, Linda Bouchey

Also Present: Bob English, Deborah Lanser

Call to Order: The regularly scheduled meeting was called to order by President Tom Esposito at 11:30 a.m. in room 214 of the Bertelsmann Campus Center.

Minutes: Nanci Kryzak and Deborah Lanser requested that misspellings of their names be corrected in the April 15, 2019 minutes. With those changes, moved by Nanci Kryzak and seconded by Cathy Reinis, the minutes of the April 15, 2019 meeting were approved unanimously.

President's Report: Tom Esposito

Cathy Reinis has purchased gift cards for people on Bard staff who help us set up meetings, work on security issues, and help LLI. She has yet to be reimbursed. Prompt reimbursement for such outlays has been a problem in previous years. Tom pointed out that we may need to involve Jonathan Becker to facilitate payment.

The annual meeting went well, with several members providing positive feedback.

A number of members were disappointed that they were closed out of some classes with limited enrollment.

Tom Esposito suggested that the number of members accepted be increased from 300 to 315 in the 2019/2020 year.

Discussion at meeting:

Tom suggested that when registration is done on a first-come, first-serve basis, we must highlight the time of day that registration opens. Chuck added that for popular classes, it may be possible to set up two sections, as long as parking will not be an issue and the presenter is willing. The issue will be discussed in the next Curriculum meeting.

1st Vice President's Report: Nanci Kryzak

1. Annual Member Survey. The survey is scheduled to go to the members via MailChimp on Monday, 5/20, with a two-week submission window. A reminder email will be sent on Monday, 5/27. The report of the members' responses will follow the close of the

survey. Deborah Schwartz and Kim Sears are hereby commended for their contributions to this effort.

2. Workflow/Operations Manual. The task force members' standing committee/sub-committee assignments are as follows: Jill Lundquist, P&E, Officers and Duties; Joyce Carter, Governance; Deborah Schwartz, Admin & Infrastructure; Ann Miller, Program Support; Mary Deady, Curriculum, Special Programs; Nanci Kryzak, Membership Development. The task force met on 5/12. Deborah Schwartz trained the group in using a GoogleDoc with a custom template that will detail each committee's tasks/timelines. The goal in using this GoogleDoc is to create uniformity in the completed Workflow/Operations Manual. The manual will thereby provide a clear understanding of LLI procedures, committee responsibilities and timelines; support the orientation of new volunteers; and facilitate ongoing workflow updates to sustain a useable, "living" document for the benefit of all members. The next task force meeting, to assess progress, will be on 6/13 at 1 p.m. in the Alumni/Alumnae Center.
3. New Council Member Welcome/Orientation. P&E members agreed at the 5/13 meeting that the new Council members (as of 7/1) would benefit from an orientation designed to provide a concise introduction to LLI governance, the current committee structure, and helpful tools and information. Current Council members moving to different Council positions will also be invited, as they will provide invaluable expertise and support to new members, as all look forward to the Council Workshop scheduled for 7/15. Jill Lundquist, Mary Deady, and Nanci Kryzak determined the following reference needs for new Council members: (a) an overview of the organizational structure, as detailed on the LLI website, (b) online links to the LLI bylaws and policy manual, and the complete Robert's Rules of Order (with summary), the list of Council members with their contact information, (d) the 2019-2020 Council meeting schedule, and (e) the 2019-2020 approved budget. The Orientation is scheduled for Wednesday, 6/12 at 1:30 p.m. in the Alumni/Alumnae Center.

Discussion at Council meeting:

As of the morning of May 20, Nanci reported that 20 members had already responded to the survey. Comments are going to the various standing chairs so they can read them. When responses come in, the summary graphs change automatically. Nanci commended Deborah Schwartz, Kim Sears, and Donna Warner for their help developing the survey.

The task force members on the workflow manual are becoming more familiar with the google docs form, thanks to training by Deborah Schwartz. The template can be tweaked, depending on committee needs. The goal is to create a document that will be a usable resource for current and future committee members. The next task force meeting will assess how they are doing.

Invitations to the orientation session for new Council members have been sent. Bob English and Deborah Lanser have already agreed to come, as of this Council meeting. The goal is to provide new members with a strong understanding about the organization structure, bylaws,

policy manual plus links to Robert's Rules of Order and contact information for all Council members.

2nd Vice President's Report: Jill Lundquist

There was no report this month.

Correspondence: Deborah Lanser

Deborah Lanser reported that Bard sent two thank you notes to Tom Esposito for a donation from LLI, and Chartwells sent Irene Esposito three letters.

Treasurer's Report: Susan Hirsch

Susan Hirsch reported that Bard is often cash strapped over the summer until students start paying tuition. This may explain the delay in reimbursing Cathy for buying the gift cards. LLI member fees come in during the summer, however, which means more than \$50K will be available. Susan suggested that in future years, we consider requesting the funds in the fall. Or we could set up a petty cash box.

Motion: A motion by Nanci Kryzak, seconded by Ollie Johnson, to accept the Treasurer's report was passed unanimously.

Standing and Ad Hoc Committee Reports

Standing Committees

Planning and Evaluation: Jill Lundquist

Minutes from the May 13 P&E meetings detailed the following:

Deborah Schwartz has discussed the variables and risks of our current registration process. She recommends considering packaged software systems that will address our registration needs. She and Chuck have met with Dave Brangaitis, CIO at Bard, to discuss options for registration programs we might use.

Chuck discussed his continued investigation of Airtable and the many possibilities of continuing to use this program. An ad hoc committee will be formed to work on this registration process including Tom, Nanci, Chuck, and Deborah S. Chuck and Deborah S will consider adding others to the committee.

Annual Meeting

Anne and Tom worked on the agenda for the Annual Meeting; Susan Hirsch provided the budget, which will be printed on the back of the agenda on colored paper. Mary ordered copies from Copy Cat. Gary Miller prepared a slideshow with music of members and activities from this year, which was shown in Olin Hall for all to see before the meeting starts. Chuck and Dave Jutton got Bard AV to cover the room that morning. At the start of the meeting Tom introduced Deirdre D'Albertis, Dean of the College. At the end, Jill pulled and read the raffle numbers while Nanci and Mary circulated around the room to deliver the 10 Kline meal tickets. The winner of the annual membership's name will be given to Chuck so that person does not have to pay when registering in June. Anne is the point person that day in case anyone has problems.

Member Survey

Nanci and Kim Sears worked together to finalize the formatting of the Member Survey, which went out to all members on Monday, May 20th.

SummerFest

As of May 13, Chuck reported that 120 people have registered for SummerFest including 17 nonmembers who have registered and paid (\$50). Feldenkrais and the Tour of Gardens are closed already; Authoritarianism and the Arts has 18/20 possible spots filled. Anne will assign rooms for all classes.

Susan Hirsch should be the person to notify Jen Brown at Bard whenever we anticipate receiving payments (such as the nonmember fees noted above). Deborah did pass along this information this time, along with the dates for member dues arriving. Jill suggested that Susan develop a list of when we regularly receive money throughout the year for our various functions so she can provide that information to Bard and Council.

Workflow/Operations Manual

Nanci reported that this task force divided up the 6 committees as follows: Jill, P&E and Officers and Duties; Joyce Carter, Governance; Deborah S, Administration and Infrastructure; Anne Miller, Program Support; Nanci, Membership Development; Mary, Curriculum and Special Programs.

At the meeting, Deborah provided a GoogleDoc template for committee members to use for documenting their descriptions and timelines when working with the committees and subcommittees. Deborah pointed out that we need these workable documents to pass along to the next person who takes each position, and these descriptions will change over time.

With Jill doing officer positions she suggested that Tom think about what roles he will ask our newly elected Members at Large to take. Anne suggested that Emily wants to stay with Curriculum.

July Council Workshop: Monday, July 15th from 9:30 a.m. – 3:30 p.m.

Jill has asked Donna Warner and Cathy Reinis to lead the workshops. We want to review our long-range goals and evaluate the organization structure to see if it works or needs adjustment. We should send our ideas to Jill about what needs to be covered. The Red room, Yellow room and Ball Lounge are reserved. Tom will ask Irene to arrange for lunch for Council members. Linda Bouchey will be asked to invite all 2019-2020 Council members to the workshop or to work with Deborah Lanser in doing so.

New Council Responsibilities: Elected and Appointed

One of the duties of the 1st Vice President is to train new officers. Jill, Nanci, and Mary will work on planning a training session for new Council members, to be held prior to the Council workshop session in July. In the past, new Council members received the following: the Red Book, which needs to be updated; a set of the by-laws; a list of Council members with contact information; a list of who is on different committees; dates of the upcoming year's Council meetings; and a copy of Robert's Rules of Order. Instead of printed copies, all of this can be developed electronically for distribution with links on a summary sheet. New to Council in July

are Deborah Lanser, Emily Michael, Robert English, Ann Miller, and Nanci Kryzak (who has been on Council a for few months). In addition, Maddy Watterson will be invited to attend as she will be in a new Council position.

Membership Renewal/Membership Applications

Renewal dates and receipt of dues for members is from June 1 – 21.

New member applications will be accepted from June 1-21. Once we know how many current members renew, we can determine how many new members we can take.

It was suggested that we have Council vote to increase membership to 315, after Nanci checks with John Gomez to ensure that Bard Security and parking issues will not be a problem. Chuck shared that Vassar now has 250 members, with four periods of five classes each week. The Marist program is now inviting people from their infamous waitlist to apply for membership.

Annual Calendar

At the end of the P&E meeting, Deborah displayed the google worksheet of our calendar and the committee worked through the calendar to confirm dates from now to January 2020. Changes are ongoing as we receive updated information.

Discussion at meeting:

At Council, Jill said she has reserved three rooms for the July workshop. At the workshop, Council will go into normal session if we need to vote on anything. Otherwise, we will have closed, training sessions as workshops. We need to assess how the current structure is working. Also, we will review the long-range plan and leadership ideas, which Donna Warner and her team developed, to review how well we are meeting the major recommendations.

Susan Hirsch noted that she will be on vacation during the workshop dates. Ollie and Al can represent the finance committee

A notice about the workshop will be sent to all Council members.

P&E recommends raising the membership total to 315 for the coming year. Neither the policy manual nor the bylaws set a cap on the membership. Nanci noted that Marist has not filled their membership quota. Neither has Vassar, according to Chuck. A motion to increase the membership to 315 was raised by Maddy and seconded by Tom. It was accepted unanimously.

It was unclear whether the rack card advertising SummerFest was an effective recruitment tool. Next year, we may push harder to advertise SummerFest in local community papers that have community calendars.

Nanci suggested we develop an LLI Bard decal to put on our cars. Members are our best advertising. That idea and others for outreach will be brought before the Communications committee.

Bob English mentioned being frustrated not always getting into classes he wanted. He wondered whether increasing the membership would increase the pressure for slots in popular classes. Anne responded that we are adding more courses in the most popular periods, but the risk of being shut out will always be a problem in courses with limited registration.

Curricular and Special Programs: Anne Sunners

Another successful semester has been completed with many positive comments. The evaluations are currently being tabulated and made accessible to the respective producers. SummerFest registration is under way and final reminders sent to members. Two courses, Garden Tours and Feldenkrais, filled up in the first half hour to the disappointment of many members. The committee met on May 14 to review the courses for fall and make last-minute changes. The course schedules have been forwarded to the Catalog Committee.

The fall schedule has been finalized, and the committee is starting to work on next spring. The Saturday programs have not been well received, although one is being developed for fall.

Report to LLI Council: Gene Burns.

I am requesting that a formal letter of appreciation be signed by Tom as president and sent to Hsiao Fang Lin, Director of Music Programming, US-China Music Institute at Bard College. In that letter, it would be nice if Tom would also mention by name the four students of the Institute who performed for us: Liu Beitong, Liu Chang, Wang Sabei, and Wang Yixin. The first two students performed their pieces on the erhu; the two other students performed on the guzheng. Even better, perhaps Tom would send a letter addressed to each of the students individually, c/o the Institute. These are all first-year students at the Institute, and a formal letter of appreciation such as this might be a valuable addition to each student's portfolio as their careers progress. I hope that Tom will take my suggestion under consideration. We should be doing as much as possible to promote the Institute as a valuable addition to Bard.

Discussion at meeting:

Council members agreed that the program for the annual meeting was good. In future, we may suggest performers have a 20- to 30-minute window. Mary suggested we also limit the treasurer's report to 15 minutes, although Maddy pointed out that the discussion is an opportunity for members to ask questions and be involved

Program Support: Mary Deady

AV: Dave Jutton

1. Dale Ziegenfelder has agreed to join the main LLI AV support team. Dale will keep the main team at four members as Dan Peterson will be off for the Fall 2019 semester (Dave and Gus)
2. Based on recommendation from Bard AV staff, LLI will be purchasing a Shure Instrument Condenser Microphone Assorted BLX14/SM31-H9 for \$329.00. This will upgrade LLI wireless microphone options. (Chuck and Dave)
3. The committee responded to email planning requests and handled in class issues for multipresenter classes, 2C. Meet the Artists and 3C. Hudson: The Town Transformed. Issues have included: presenter computer failure, presenter flash drive failure, loss of embedded links due to conversion of presentation from Keynote to PowerPoint format (Mac to PC). So far with

luck and use of LLI backup equipment, things have mostly worked out. Multipresenter classes, especially when done by non-Bard staff, require an enhanced level of computer support and presenter contact. (Dave and Gus)

4. AV reviewed computer support options for SummerFest 2019. So far Dan Peterson and Dale Ziegenfelder plan to be on campus taking classes and Chuck is teaching. Gus and Dave are off for summer. Unclear if "in class" AV volunteer model with main support team backup will be available for summer. (Dave and Gus)

5. AV reached out to Gene Burns about need for AV support for the annual meeting in Olin Hall. Olin Hall is handled by Bard AV staff and an email support request was sent. (Dave)

6. Set up alternative computer support to replace in-class AV volunteers who opted out during the semester. (support team)

7. Will schedule late summer meeting with Bard AV staff and LLI main AV support team to update training on main large rooms used by LLI. (Dave)

Catalog: Bill Tuel

The SummerFest 2019 catalog was completed, posted to the Bard LLI website, and accessible from the SummerFest Registration page. Copies have been printed and will be mailed to the producers, presenters, and selected Bard staff and community persons. Catalog source files were sent to Communications to be incorporated into an online catalog.

An initial draft of the fall 2019 course descriptions, based on information from an online mach form, plus email addendum, has been prepared, and will be content-edited and proofread in the next couple weeks, before being sent to layout. Goal is to post the fall catalog by mid-July. The vanity catalog format will be printed by Bard Central Services and sent to producers, presenters, and selected Bard personnel and community members.

This summer, the discussion of how many versions of the catalog to be prepared, and by whom, should be continued.

Class Support: Carol Goss

On April 26 some of the committee met with Chuck to discuss our Airtable needs. We will meet again with Chuck on May 31 to continue our training. Maddy and I are working on rewriting some of the form letters and guidelines that we distribute so that they more clearly reflect the expectations and responsibilities of class managers. A letter to class managers will be going out in May thanking them for their service and inquiring whether they are willing to serve as a CM in the fall. I will also be sending a letter of inquiry to others who have expressed interest or served as class manager in the past. I will send the pre-catalog to those who reply positively in June once I receive it from Bill Tuel.

Hospitality: Irene Esposito

Food has been ordered for May 17 Olin breakfast. The raffle tickets as well as the 10 tickets for the free Kline luncheon are available. Anne Sunners indicated that she will speak to Rosalie

regarding flowers (not given to presenter). I will confirm with her on Friday. Next up, I will talk to Martha on Friday also regarding coffee order for June's SummerFest.

Discussion at meeting:

107 people attended the annual meeting, although 125 reserved. Steven Lanser won the raffle for having his membership fee waived; he later said he would donate that amount to Bard Conservatory.

Members reported that they liked being able to walk around and talk at the annual meeting. The question is, how can we do something similar for the fall. If we use chairs not tables, the multipurpose room will hold 298. Standing room is 417. Unfortunately, we can't use Olin on September 6 until 1:30, but that would be a problem for the speaker.

Council members proposed setting up the multipurpose room with chairs and perhaps two tables, and dropping the fee to \$10. Future discussions about the fall program will be referred to P&E or special programs. Who should be in charge is a good topic for the July workshop.

Administration/Infrastructure: Deborah Schwartz

It was a busy April and May for Administration/Infrastructure Committees as the spring semester closed and we get ready for summer.

Communications Committee

Some outstanding issues were discussed:

- Request to publicize events from other LLIs
- Policy on recording during classes
- Targeted emails for specific events.

Current projects include:

- Rack cards for advertising SummerFest to the community were distributed by Communications Committee and other members. Some members reported seeing the rack cards outside of Bard.
- Electronic ads for SummerFest were placed on some local web sites.
- Gary Miller has finished a slideshow with music that will play in a continuous loop before the annual meeting. Chuck Mishaan will work with Gary to ensure AV requirements for Olin Auditorium will play the slide show.
- Gary Miller agreed to be the photo editor, selecting, cropping, and editing photos for our LLI publications.

The May newsletter went out on time and we made plans for June and July newsletters. The May newsletter had an open rate of 51.7% and was delivered successfully to 408 subscribers.

The most opened articles were:

- What new members are thinking
- Thanks for the many years of AV support
- The Curriculum Committee wants to know. (Informal feedback is that the article encouraged people to do their class evaluations.)

Registration

Next year, we will publicize the time as well as the date of SummerFest registration since those courses are on a first-come, first-served basis. The Tours of Rhinebeck Gardens course was closed within 20 minutes of the opening of registration. Chuck Mishaan monitors registrations to close courses when they reach their limit; he then changes the registration form to reflect closed courses.

This is the first year LLI has used Airtable for course registration. While it has some limitations, we did not get any serious complaints from members. At the May P&E meeting, a committee was formed to look into issues with registration in greater detail; members include Tom Esposito, Nanci Kryzak, Chuck Mishaan, and Deborah Schwartz.

After the P&E meeting, Chuck and Deborah met with Bard CIO Dave Brangaitis to discuss tools Bard might supply. Bard is currently using a homegrown course registration system and is looking for alternatives.

Chuck looked into possible solutions to open issues by taking advantage of some of the features in Airtable, including individual links to class assignments and perhaps different from software.

Technology

The Technology Committee did not have a meeting this month.

Susan Christoffersen is learning how to modify the LLI website as a backup to Deborah. Kim Sears continues to learn MailChimp and worked with Nanci Kryzak to develop the MailChimp email about the annual member survey.

Website

There were frequent changes to the website home page this month because of all of the end-of-year events.

The first test of the online catalog was successful. The day it was released, that page got the most views and the website got 545 views. The new format for the online catalog received many favorable compliments.

The top search term was *Bard Life Learning Institute*.

Discussion at meeting:

Council members applauded the photo show developed by Gary Miller for the annual meeting.

Cathy noted that Communications is looking for strategies to target members with specific interests when publicizing Bard events. Sending out information about every opportunity could

overwhelm people. We do try to honor CCE requests for publicizing their events, within reason. Deborah S noted that she posts CCE events on the LLI webpage.

Communications still needs more writers and editors, and more photos will always be welcome. However, the inclusion of skilled photographer/videographer Kathy OConnor on Communications will be a big help, and Susan Christoffersen is learning to handle the online catalog. Another member, Susan Phillips, has expressed interest in doing some editing.

Chuck reported on the success of registration for SummerFest. Four classes—Science Behind Alternative Health Practices, Feldenkrais, Garden Tours, and The Shaping of America—are completely booked, while the remainder look to be well attended. All together, there will be 147 attendees, including 23 paying nonmembers. He is waiting for the room assignments. He needs information about AV team and class managers.

In researching alternative registration programs, Chuck found Cognito Forms. Among the advantages of this powerful platform are that it will: confirm email addresses, which would ease much of the confusion his committee deals with; accept PayPal; limit the number of a particular choice on the form, so no one has to monitor when a class is full; and allow various committees to undertake various clerical tasks. It allows five logins, and different people can work on different forms. Members can use it to view the classes they previously attended. Bill Tuel is already using it. Chuck recommends testing the program for a year and then deciding whether to continue it. It costs about \$300 a year.

Mary noted that Linda Still has volunteered to help people who are not computer savvy to sign up and register. Anne and Mary are working out a job description for Linda.

Deborah S said she is working out a process for handling revisions to the online catalog. About two-thirds of members liked the online catalog. Some still want to print it, which is possible either using the pdf that Bill creates or just printing the actual page on the screen. Deborah is testing various plug-ins to make it work but again, she needs help updating the online and pdf versions when there is a change.

Membership Development Committee Council Report, May 2019: Maddy Watterson

The Membership Development Committee met on Tuesday, May 14, 2019. The committee recognized Kim Sears who attended the meeting. Robert English conducted the proceedings.

Volunteer Coordinator

With the upcoming resignation of Kathleen Evans, the coordinator position was discussed. All felt the need to continue to search for her replacement as the position was highly successful in filling vacancies and getting members involved.

Orientation

Nanci Kryzak reported that Bard Security will have a representative at Orientation to assist in any issues new members may have regarding photo IDs, parking hang tags, etc.

Handicap parking slots in the Campus Center lot will again be provided.

Mentor Subcommittee

The committee will consist of Maddy Watterson, Susan Christoffersen, Nanci Kryzak, and Robert English. Guidelines for mentors are being revised and will be presented to the committee for review. Mentors will be solicited after new member acceptances are sent.

New Member Acceptances

As per the committee agreement, the application acceptance notices will be sent on July 1st and fees are to be paid by July 8th. This will allow more time to review applications, prepare mentor matches, and search for individuals with critical skills.

Non-tech Members

Linda Still volunteered to assist those members who require help in negotiating the computer requirements for all the necessary interactions for LLI business.

Filming in Classes and/or Meetings

A lively discussion on this topic ensued. The committee will refer the issue to the Communications Committee.

Discussion at meeting:

Nanci said that a member of Bard security will be at orientation with a security computer, so anyone who does not have a hang tag can get one then.

Maddy, Robert, and Nanci are working on revised guidelines for mentors. As soon as new members have been identified and notified, they will be assigning mentors.

Chuck suggested that the renewal form should request an emergency phone number and ask whether the member needs handicap parking. Members can also write those emergency numbers on their member badges.

Governance: Tom Esposito

Tom Esposito had nothing to report.

Old Business

The Communications Committee suggested updating the following wording regarding video or audio recording and taking photos during class:

“Video and/or audio recording must be approved by the Council and the Presenter. Requests must include the reasons for recording, and any copyrighted material must be used in accordance with copyright laws. In addition, any photography, video, or audio recording must be done as unobtrusively as possible.”

Council suggested the wording be changed to:

“PROG 05/19 Video and/or audio recording must be approved by the Council and the Presenter. Requests must include the reasons for recording, and any copyrighted material must be used in accordance with the copyright policy of Bard College. Any approved photography, video, or audio recording must be done as unobtrusively as possible.”

A motion to approve the new wording by Deborah S and seconded by Nanci was approved unanimously.

Discussion at meeting:

Taking videos of class in session should be discouraged, since it may affect the willingness of class members to participate.

The wording does not cover issues around taking screen shots of the presenter's material, which may be copyrighted. The newsletter should have a brief article stressing that taking screen shots, eating, or drinking coffee in class are not permitted, and the presenter's approval is necessary before taking photographs. Class managers can be instructed to reinforce those points.

New Business

Members have expressed interest in having more frequent social activities. This would be especially welcome since we have so many new members. Someone would be needed to organize any events. This is a possible topic for the July workshop.

Marist has an associate membership program, which allows people to maintain their membership status when they don't take classes. We can consider instituting something similar at a reduced membership fee.

Adjournment

Motion: Moved by Cathy seconded by Nanci, to adjourn the meeting, and passed unanimously.

The meeting was adjourned at 11:30 a.m.

Respectfully submitted,
Deborah Lanser
Acting Secretary

Next Meeting: June 17, 2019, 9:30 a.m., Campus Center Room 214