

LLI Council Meeting Minutes
August 19, 2019
9:34 a.m. to 11:20 a.m.

Council Members Present: Tom Esposito (President), Susan Hirsch, Robert English, Nanci Kryzak, Deborah Lanser, Emily Michael, Ann Miller, Chuck Mishaan, Cathy Reinis, Deborah Schwartz, Anne Sunners, Maddy Watterson

Council Members Absent: Mary Deady, Jill Lundquist

Also Present: Joyce Carter-Krawczyk, Carol Goss

Call to Order: The regularly scheduled meeting was called to order by President Tom Esposito 9:34 a.m. in room 214 of the Bertelsmann Campus Center. President Tom Esposito welcomed the visitors.

Approval of Minutes: Moved by Robert English and seconded by Maddy Watterson, the minutes of the July 15, 2019 meeting were approved unanimously.

President's Report: Tom Esposito

Tom Esposito raised three issues for consideration.

Bequest: Tom reported that Bard LLI has received a bequest of \$10,000 from Roz Young. The money was deposited in our Bard account, but LLI was not notified of it, and we have no idea how long it has been there.

Future Decision: What shall we do with the money?

Discussion: Robert English asked whether the gift has been acknowledged. Tom said we are looking to identify the person who is handling the probate of Ms. Young's will so we can send a thank you.

Class Oversubscription: Tom expressed concern about the number of classes that are oversubscribed. He attributed this partly to the increased number of members and pointed out that we have not increased our resources to accommodate the increased demand.

Discussion: Chuck Mishaan pointed out that other LLIs have multiple locations with separate staffs to handle member needs. We may consider off-campus programs if we want to increase membership further. On the other hand, more members than usual dropped out, and we don't know why.

Ann Sunners explained room size and presenter preference were factors in determining class size. We have access to only one or two rooms that will accommodate 50 or more, but otherwise classes must be held in smaller rooms. She asked some presenters whether they were willing to accept bigger classes; some were, and some were not. The Curriculum Committee is working on developing a back-up list of presenters.

Robert asked Chuck to print off a list of people who did not renew to see whether it is possible to identify a reason for the withdrawal.

Presenter Admission Issues: Tom noted that two presenters who were not members asked to join after enrollment closed. We don't have a set policy, but P&E decided to say it's too late to apply.

Discussion: Chuck pointed out that other LLIs offer free membership to presenters or allow them to attend classes if they want. We offer priority membership to presenters who teach a full course the previous year or during the fall. Nonmember presenters do not receive standard emails about registration. We have to find a way to let presenters know they have access to priority membership.

Action point: Make the timing of LLI enrollment clear to presenters who are not members.

First Vice President's Report: Nanci Kryzak (Appendix 1, p 7)

Nanci Kryzak reported that according to Cathy Reinis, the survey was the most opened story in the August newsletter. She believes it helps members understand that Council wants to be responsive to their concerns.

Second Vice President's Report: Nanci Kryzak (Appendix 2, p 8)

In the absence of Mary Deady, Nanci Kryzak reported that the workflow operation continues. Committee members find that the more they document their tasks, the more they think about documenting. The committee will meet again in a week.

Correspondence: Deborah Lanser

In the preceding month, Deborah picked up three pieces of mail from Chartwells and copies of the Bardian, which she gave to Tom. She also found a thank you note from Diana Smith for the Amazon gift card. Susan Hirsch asked that Deborah let her know when we receive a thank you note from the students who received our Bard High School/Early College summer stipends from LLI.

Treasurer's Report: Susan Hirsch (Appendix 3, p 9)

Susan said our account balance FYI 6/30/19 is higher than reported at the May annual meeting. That number is just a best guess since the meeting is in Mid-May, and May and June's finances are still unknowns. The discrepancy is mainly because less than anticipated was spent on senior-to-senior scholarships. However, the payments from the new members in the first week of July have not been transferred to our account yet.

Motion: Moved by Nanci Kryzak and seconded by Cathy Reinis, the treasurer's report was approved. Passed unanimously.

Discussion: Tom Esposito said he will meet with a dean at Bard to determine where donations are most needed. He added that he wants to set up a fund outside of Bard that we can use to pay bills when Bard is not in a position to issue checks. He will ask Jonathan Becker who to approach to pursue this.

Standing Committee Reports

Planning and Evaluation: Nanci Kryzak (Appendix 4, pp 10-12)

In the absence of Jill Lundquist, Nanci reviewed actions considered by P&E.

Email Archive: Deborah Schwartz has archived all emails to the membership on the LLI website. Members can access this if they have lost an important email, while committee members can use this as a resource for the timing and wording of recurring emails.

Action point: Let members know about this archive in the newsletter.

Luncheon Registration. Anne Sunners and two others will monitor the registration table at the luncheon. She is also looking for a point person to assist members who are annoyed about something.

Issue: If someone did not respond to the invitation but wants to attend, should they be let in? Anne suggested letting them in if someone who registered doesn't show up.

Art Show: The art show is running smoothly despite previous difficulties. The people in charge are documenting their process to help future organizers.

Committee Emails to Members: Communications reported encountering some confusion about which person or committee is responsible for initiating emails about recurring events to all members.

Principle: All communications that go to the membership—except those from Registration—should first be reviewed by Communications.

Action point: At the end of every meeting, all committees should ask what they expect to send to Communications for review that month.

Action point: Communications will identify someone to send out a push email to different committees each month. The message will include a reminder about emails that may need to go out and a link to the previous year's message sent by that committee.

Mentor Issues: This year, Robert found a few new members hadn't registered, and he contacted their mentor to assist them in doing so.

Action point: Include the need to follow-up with mentees about their ability to register in the instructions to mentors.

Nonmember Presenters: P&E recommended that a nonmember presenter who wants to attend a class must be specifically invited by that class's presenter.

Welcoming New Members: Robert will set up a welcome desk in Olin during the first two weeks of classes. He will have folders for new members who couldn't attend orientation.

Action point: Show new members where the hospitality room is during the tours.

Action point: Remind all members about various perks, including use of the gym for a fee, the discounts at Fisher Center, and library privileges.

Mailchimp Update: Deborah Schwartz reported that she has signed us up for the updated version of MailChimp, thanks to Susan's willingness to handle the finances.

Curricular and Special Programs: Anne Sunners ([Appendix 5, p 13](#))

Room Set Up: Anne said we have three large classes in LC115 second, third, and fourth period. People tend to move the chairs so they can see the presenter, but often chairs aren't set up with an aisle between rows.

Action point: Ask Environmental Services to set the room up before first period and then ask members to keep the chairs positioned so there is an aisle.

Action point: Ask for a volunteer to set up the room each week. Carol Goss noted that there are three class managers for the large classes, who can help address the seating issue.

Action point: Ann Miller asked that the class support team be notified in advance when a class has a very large enrollment.

Fall Schedule Difficulties: A presenter for the fifth period has been hospitalized, and it is unclear whether she will be available for the fall semester. Anne added that scheduling the fall semester was complicated by the fact that other 5 presenters had to withdraw due to illness.

Course Ideas: Anne said the committee has added the list of courses requested on the survey to their file and are looking for possible presenters.

Program Support: Ann Miller (Appendix 6, p 14)

Catalog: Class proposals for the spring semester are being accepted, but in the meantime the committee is taking August off.

AV: AV has contacted new members for volunteers. The committee is reviewing classroom needs and doing training.

Class Managers: Class support is still looking for additional class managers.

Hospitality: Hospitality has the luncheon under control and has arranged for coffee on Fridays.

Communicating Changes: Ann and Member Services will work with Communication about procedures for communicating with the membership when classes are canceled or added.

Classroom Notification Procedures: At their next committee meeting, Workflow will discuss ways of notifying people about the classrooms for their courses.

Admin / Infrastructure: Deborah Schwartz (Appendix 7, pp 15, 16)

Switching to G Suite: Deborah proposed using Google Suite to write and store all Council minute and committee reports. Each Council member could see the reports and comment on them without storing everything on individual computers.

Action point: Discuss using G Suite for Council documents at the next P&E meeting.

Class Photographers: Deborah demonstrated a tag with a camera icon that can be affixed to the name tags of everyone who is going to take photos in class. Council members emphasized the need for photographers to get permission from presenters and class managers before taking pictures.

Communications Rescheduling: Communications has changed their next meeting date for August 30. The September newsletter will be postponed until the 10th, so photos for the orientation and luncheon can be included.

Class Assignments: On August 22, the Registration Committee will inform members about their class assignments and send out the drop/add form. The drop/add form will also be available the website.

Action point: Let Registration know the status of the course given by the presenter who is ill.

Tech Help: Technology is getting ready for an orientation for people with technical skills. A new address techhelp@LLI.Bard.edu has been set up for members who need help with LLI forms.

Membership Development: Robert English (Appendix 8, p 17)

LLI Acceptance: Robert reported that several new members were unhappy because they were accepted and their spouse was not. Council agreed that accepting someone because their spouse is a member would complicate the lottery system and the current system should remain.

Volunteer Coordinator: Barbara Burns, the new volunteer coordinator, has created a brochure with volunteer opportunities for new members.

Action point: Send the brochure to Cathy Reinis for review.

Robert asked whether Barbara can obtain access to Airtable.

Action point: Chuck encouraged anyone who wants access to Airtable or G suite to contact him or Deborah Schwartz for helping creating a Bard LLI email. Airtable access can be restricted to certain domains, depending individual needs.

We do not have guidelines for access to Airtable.

Action point: Ask P&E to discuss who should have access to information given in certain columns; it is possible to create different custom views for different needs. Chuck does have a document that explains the responsible use of Airtable.

New Member Procedures: Robert said that orientation for new members has been organized. Name badges for new members and presenters have been created, thanks to Linda Stanley. All new member badges will have yellow dots. The presenter tags are done.

Room Assignments: Robert said classroom assignments will be posted near the elevator and hospitality table.

Reduced Fees Possible? Two long-time members who registered with LLI but are not taking fall classes have asked for a lower fee to maintain the membership. Tom responded that this is not our policy.

Governance: Tom Esposito

Membership List Access: The people who answer the LLI phone have requested access to the membership list.

Action point: Ask Chuck to get them a read-only or printed version with names, phone number, email address, and member number.

Old Business

Policy Review (Appendix 9, p 18)

Deborah Lanser read policies FIN 06/10, FIN 11/13, and FIN 05/15-B.

Discussion: All three policies remain in effect.

Action point: Ask P&E to review the need to maintain a cash reserve equal to our estimated operating expenses, estimated at \$20,000.

New Business

None

Adjournment

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

The meeting was adjourned at 11:20 a.m.

Respectfully submitted,

Deborah Lanser
Secretary

(Appendix 1) **First VP Report**

2019 Annual Member Survey Responses Please see the August Newsletter to read the second article covering member responses to the Annual Member Survey sent out in May. The members' comments are both thoughtful and interesting, and should be used as a valuable resource, along with the survey data, in planning our programs. Thanks again to Deborah Lanser for writing both the July and August newsletter articles about the survey.

Respectfully submitted, Nanci Kryzak

(Appendix 2)
Second VP Report

The Workflow Task Force continues its work and will meet again at end of August to discuss and share the initial drafts of all reports produced.

(Appendix 3) Treasurer’s Report

Budget FYE June 30, 2019					
MONTHLY BY CATEGORIES	Actuals	Budgeted Thru	Actual Thru	YTD Budget	
Income	June	June	June	Variance	
Membership:		51,625.00	51,012.50	(612.50)	
Fall Luncheon charge		1,100.00	1,250.00	150.00	
Donations		0.00	25.00	25.00	
SummerFest		550.00	900.00	350.00	
Total Income		53,275.00	53,187.50	-87.50	
MONTHLY BY CATEGORIES	Actuals	Budgeted Thru	Actual Thru	YTD Budget	
Expenses	June	June	June	Variance	
Contributions		12,000.00	12,000.00	0.00	
Scholarships	2,000.00	16,000.00	14,883.79	(1,116.21)	
Educational Supplies		150.00	0.00	(150.00)	
AV	329.00	350.00	683.91	333.91	
Gifts		1,100.00	2,750.00	1,650.00	
Meals/Catering	1,787.54	8,375.00	7,448.79	-926.21	
Hospitality/Coffee	1,126.50	5,800.00	5,389.69	-410.31	
Operating Supplies	34.98	650.00	827.47	177.47	
Postage	29.90	120.00	192.39	72.39	
Printing/Copying	33.50	370.00	409.26	39.26	
Prof.Services-Individual		3,150.00	2,360.00	-790.00	
Rental Costs		210.00	112.00	-98.00	
Technology	23.61	5,000.00	918.54	-4,081.46	
PayPal Fees		0.00	1,655.28	1,655.28	
Total Expenses	5,365.03	53,275.00	49,631.12	(3,643.88)	

Attached is the report for June, 2019. This is the final version for the fiscal year ending 6/30/2019. Please note the following: our fund balance at the end of the fiscal year is \$50,236.96. For this month only this balance does not match with the fund balance given by Bard accounting. That balance is \$93,265.22. The balance from Bard includes \$44,362.50 in dues from returning members which was paid in June and the corresponding PayPal charges of \$1334.24. Until the past two years, returning members, along with new members paid in July, at the start of the new fiscal year. For our internal accounting purposes I will include the dues paid in June with July's

report so the income FYE 6/30/2020 match with the expenses for that year. Then we will, once again, be matched with the balance at Bard accounting.

(Appendix 4)

LLI Planning and Evaluation Committee

August 12, 2019

9:00 a.m. –11:00 a.m.

Draft Meeting Minutes

Attending: Mary Deady, Tom Esposito, Susan Hirsch, Nanci Kryzak, Deborah Lanser, Jill Lundquist (Chair), Chuck Mishaan, Deborah Schwartz, Anne Sunners

Tech Training

Deborah Schwartz introduced a new useful area of the LLI website. Under Membership>Current Members >Email Archive, viewers can see all MailChimp emails sent to the membership in 2018 and 2019 (except for CCE announcements and member memorials). Links on the page go to the MailChimp server and show the actual email message that was sent. Members can review it if they need information from previous emails that they have deleted, while committee chairs may find it a useful reference for the timing and wording of emails they need to send out during the year.

Action point: Alert members to this new website feature in the newsletter.

Deborah also reviewed a way to respond to group email messages without the return address being your personal email address. It is relatively simple to set this up in your own email account and involves changing the account settings in Gmail, then Google will send a link to confirm the change, click the link to approve, and then you can choose on each email which from address will be used. Deborah Schwartz will develop detailed instructions with images and post them to the LLI website for anyone who needs this function.

Jill said that a recent CCE advisory meeting, associate director Bonnie Goad offered to talk with LLI about having a work-study student or intern provide technical support. However, Chuck and Deborah agreed that we should first assess the strengths of the new members with technical skills before accepting the offer of student help.

P&E Meeting

Registration and Beginning of the Semester

Anne said the agenda for September 6 orientation is well set: 9:30 for the presenters, 10:30 for the new members, and the speaker at an earlier time.

The email about the lunch will be sent to members, presenters, and the three deans. Slightly different emails will be needed for the members vs the presenters and deans. Members will be asked to provide their member number, while presenters and deans will have a registration form that doesn't ask for that information. The deans will be informed privately that while they are welcome to come to the lunch, this isn't an obligation.

Action point: Determine who will monitor registrations for lunch: possibly Mary and Deborah S.

Tours of Bard for new members will be well attended. Separate tours are being arranged for the five new members who cannot attend any of the scheduled tours.

Specific Member Issue

A member, Prema (aka Carole) Kaye, complained that she didn't get the class registration email. However, Chuck's files indicated that she did register for classes.

Art Show

The art show has been running more smoothly, after the people running it met with Gene Burns and Anne. Eleven artists responded, some of whom submitted two pieces. Susan Christoffersen and Mary

McClellan have been helping with the technical side of running the show. A video of the art work will be shown at the final reception, with Chuck's assistance.

Action point: After the show is over, review the process of setting up the art show with the people running it for the Workflow document.

Communications and Emails to Members

The need to have a more organized approach to sending out emails to members became apparent when Deborah S noticed that no one was in charge of sending out an email invitation to the fall luncheon. There is some confusion, in general, about who is responsible for initiating emails for events throughout the calendar year.

Action point: Review the emails for recurring events, as listed on the website (see above under Tech Training), to determine which person and committee should be responsible for them.

Action point: Communications can send out a push memo at the beginning of each month, using the information gathered from the review of past emails. The memo can include a link to the previous year's email.

Action point: Ask each committee, as part of their regular meeting, to determine whether they expect to need Communications help in writing and sending emails that month.

Action point: Get input from Cathy R about who in Communications should be responsible for reminding other committees to submit upcoming emails for editorial review. That information can be given to the Workflow committee for inclusion on the workflow calendar.

As a general rule, emails that go to the entire membership should first be run by Communications.

Exception: Simple, recurring emails, such as Chuck's reminder to people who haven't registered for classes. Registration issues should stay with registration.

Mentor Issues

If a new member hasn't registered for classes, Bob English, Maddy Waterson, and Nanci should be informed.

Action point: After a new group of members has been accepted, mentors should be asked to ensure each mentee has been able to register for classes.

Action point: Next year, improve mentor training, including a detailed letter outlining the duties, to ensure mentors follow up with their mentees.

Nonmember Presenter Issues

One presenter asked to become a member after the deadline for applications had passed. The group agreed that we would not make an exception in this case, and Tom offered to call the presenter and explain the reasoning. [Note: Another presenter made the same request after conclusion of the P&E Meeting.]

Action point: Let presenters know that if they choose to apply for membership, they will be given priority if they have presented a 7-week course.

Action point: Ask Curriculum Committee to review its communications with presenters to be sure they understand LLI policy re: presenter membership and know when to apply for membership.

Presenters who are not LLI members sometimes show up for other classes. The policy manual does not address the question of whether they should do so.

Action point: In initial material for presenters, remind them that they shouldn't come to other classes other than theirs unless specifically invited by that class's presenter.

Action point: Make sure Chuck has a list of current presenters.

Badge Add-On for Class Photographers

Members of Communications who want to take photos during classes should talk first with presenters and class managers. And the photographers should be identified on their member badge. After discussion, the group recommended a style of badge with a camera icon that Communications members

who take photos during classes can suspend for their membership lanyard. They are still obligated to check with presenters and class managers first before taking photos. Deborah S will look at printing samples.

Hospitality Room

The hospitality rooms will remain on the third floor of Olin, despite member requests that they be moved. The rooms on the ground floor are not available, and setting up anywhere other than the third floor would require members of the committee to transfer the equipment from our closet on the third floor.

Action point: Show people where hospitality is during orientation.

Action point: Set up welcome desk at Olin on the first day of classes to help new members find their way.

Action point: Remind all members about the various perks for LLI members. In addition to letting them know the location of the hospitality rooms, let them know that for a fee we can use the Bard gym and get discounts for tickets at the Fisher Center.

MailChimp Account

Mailchimp is changing the packages they offer. We now can have 2000 subscribers, but the system only allows three users; this package is free. The updated package would allow five users and 500 subscribers, with help available; it would cost \$180 to \$200 a year, billed monthly at a fee dependent on the number of subscribers. The issue with paying for Mailchimp is that LLI doesn't have a credit card.

Action point: Susan Hirsch offered to let LLI use her credit card. She will coordinate with Deborah S to ensure billing is correct for the number of subscribers.

Curriculum

Anne said she was grateful for the technical help with the last-minute revisions to the catalog as presenters withdrew from participating.

Chuck noted that several courses are already oversubscribed, which probably reflects the increased membership. One problem is that a lot of large rooms aren't available.

Possible solutions: Ask presenters to teach two sessions; develop more smaller classes which can be held on the second floor of Olin; consider going to the Levy Institute.

Deferred for Future Discussion

Update on written reports for standing committees to Council. Process for referral to P and E for consideration and recommendation.

Update on rewarding participating members in ways other than priority class registration. This would enable us to switch to a first-come, first-served registration process, which would greatly facilitate registration.

Follow up on Council workshop on July 15.

- First, discuss potential reorganization of subcommittees.
- Discuss process for considering and following up on action points.
- Consider taking a half hour during each P&E meeting to review action points.

(Appendix 5) Curriculum

The committee met on Tuesday August 13. They reviewed the current enrollment numbers and will contact the presenters who have over or under enrolled courses. One course is questionable as Susanne Broken has been hospitalized. The results of the follow ups will be forwarded to Registration. Room assignments were reviewed and changes made according to enrollment numbers. These will be forwarded to Class Support and AV. The committee continued work on Spring 2020. They added a wish list of member requirements of member requests from the Member Survey.

Special Programs

Gene has been meeting with the new chairs of the Art show. Changes to the dates of the Art Show were made and posted on the website and included in the invitation. Work has begun on finding presenters for Intersession

(Appendix 6) Program Support Committee Report for August, 2019

Catalog Committee submitted by Bill Tuel, Chair

Fall catalog was completed by Margaret Shuhala, incorporating final edits and last minute course changes, printed, and mailed to producers and presenters. On-line course proposal forms for Spring 2020 have been distributed to the Curriculum Committee, but no other activity is planned for August. In September, I will establish a prep calendar for the Spring 2020 semester.

Hospitality Committee submitted by Irene Esposito, Chair

Will meet with Chartwell later this month to set the menu for the Sept 6 luncheon and coffee service for the morning orientation. I will also provide the dates for the 7 weeks of classes and give him a count for coffee service for the hospitality room.

AV Committee submitted by Dave Jutton, Chair

Primary focus was on reaching out to new members and previous AV volunteers to match them with requested courses. So far I have been able to match up about 24 of the classes with an "in class" AV volunteer who will fill the AV seat. I have provided those volunteers with contact information for the presenters for the class they cover and have requested that they reach out to the presenter to determine any AV questions or issues and then get back to me. So far so good. Next step is to review with the four members of the AV "Supervisory" team (Dave Jutton, Gus Pedersen, Dale Sorenson and Dale Ziegenfelder) to TRY to find AV volunteers for the remaining classes. In addition the supervisory team needs to determine back up coverage for each class. The four of us will likely split coverage based on when we are on campus and which buildings we are in. Dan Peterson is taking a semester break from this role. Met with Chuck and Dan Peterson to review classroom AV needs and slot courses based on best available AV room equipment. Scheduled AV "in class" volunteer training for 1:30 on 9/6/19 following the LLI lunch. Training will be in LC-115. All are welcome.

Class Support Subcommittee submitted by Carol Goss, Chair

We are working on getting people for the vacant class manager positions. It has not been an easy task. Preparations are underway for Orientation

(Appendix 7) Administration/Infrastructure

Report to Council - August 2019

For Council's Consideration

As an official G-Suite for Education organization, LLI should standardize our software to use the Google tools. For example, Council uses both Word and Google Docs for monthly reporting. It would be so much simpler if we all settled on Google Docs, similar to the process used by the Communications Committee to develop the newsletter. This would allow for easier collaboration and commenting on reports and would certainly decrease the workload of our secretary.

The process would be something like this:

- Each Council member would move their monthly report to a special folder under "Council" - such as "next Council meeting" like we do in Communications. I don't think we need a template, but we could make one.
- They could "share" when ready with council@lli.bard.edu so everyone could go and review it. It would be a good way to collect comments
- When the meeting is over, we (one of the "Deborah's") just move the files to the correct Council Archive folder and we start over for the next month.

This would take some training of Council members. However, in the past year both the Communications and Workflow committees have been successfully using these tools and have given very positive feedback.

Communications Committee

Outstanding issues discussed:

- Because of the Labor Day holiday on Monday, September 2, the September newsletter is now scheduled to be released September 10 so it can include images from the September fall luncheon.
- The monthly Communications meeting is changed to Friday, August 30, 12:30 in the Alumni/ae Center.
- We recommend some sort of sticker on name tags identifying ourselves as Communications Committee for when we take pictures during the Fall semester. This was agreed to at the August P&E meeting and the sample sticker will be redesigned to show a camera.
- Cathy Reinis wrote a brief description of the issues Communications has when scheduled emails are to go out. Who should initiate these? What is the follow-up? Based on the new Email Archive on the website (see below), P&E will make a responsibility chart in September for standing committees and subcommittees.

The August newsletter went out on time to 438 recipients and 70% of recipients opened it. The top links were:

- Member Survey, Part 2
- Fall catalog
- Tech Corner (Of Potatoes and Apps)

Registration

Chuck Mishaan has been following up with members and new members who have not yet registered for Fall classes (deadline is August 15). He is working with Nanci Kryzak to make sure new members know how to register.

Technology

The Technology Committee is getting ready for the meeting with the priority new members on August 21. Each has been contacted, an agenda has been discussed, and Dave Jutton has been notified of this meeting for potential AV help.

The new techhelp@lli.bard.edu group email address has been working well. Most responses have been handled by LLI member Linda Still. The tech team thanks her!

Website

The online catalog seemed to have worked well

All LLI events until January 30, 2020 were added to the website events calendar.

A new page showing MailChimp emails sent since January 2017 was added to the website under Membership> Current Members> Email Archive.

(Appendix 8)

REPORT TO COUNCIL
MEMBERSHIP DEVELOPMENT COMMITTEE
AUGUST 19, 2019

Barbara Burns, volunteer coordinator, prepared a brochure for volunteer options for new members. Will be revised and sent to Communications.

Request for “hold” to be lifted in volunteer outreach as phone bank folks have requested help. Also Barbara would like Airtable view access.

Mentor outreach went well despite some unforeseen last-minute hitches and tech problems by one mentor.

First campus tour conducted, another August 21 and the last one at end of luncheon. Registration online process went well.

Orientation organized. Name badges created.

Committee requests that classroom assignments be emailed to all members in lieu of physical posting.

I will serve as a greeter on first day of classes, Maddy the following week.

Robert English

(Appendix 9)

FINANCES:

August

FIN 06/10. LLI Council establishes need-based scholarships to LLI members for partial or full coverage of annual membership fees. The amounts of said scholarships shall not exceed the cost of registration fees per individual, and the cumulative amount given shall not to exceed \$1000 per year. Members who wish to apply for said scholarships shall petition the Council President, in writing. The President shall be authorized and empowered to award such scholarships, at his or her discretion.

FIN 11/13. There shall be no cash reserve requirement for LLI accounts.

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".