

**LLI Council Meeting Minutes**  
**November 18, 2019**  
**9:34 – 11:14a.m.**

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

**Council Members Absent:** Mary Deady, Chuck Mishaan

**Also Present:** Robert Beaury, Robin Berger, Barbara Burns, Diana Fantini, Fern Fleckman, John Mathews

**Call to Order:** The regularly scheduled meeting was called to order by President Tom Esposito at 9:34a.m. in room 214 of the Bertelsmann Campus Center. Tom asked the visitors and members of Council to introduce themselves.

**Approval of Minutes:** The minutes of October 21, 2019 were approved with two corrections.

**Executive Committee Reports**

**President's Report: Tom Esposito**

Tom noted that we are coming up to the 20<sup>th</sup> anniversary of the date the four founders of LLI met to establish the organization. The first classes were held in 2001, and the 10<sup>th</sup> anniversary was held in 2010. If we want to have a 20<sup>th</sup> anniversary celebration next year, we need to start organizing it now.

He has scheduled a meeting with Jonathan Becker, mostly to discuss finances but also to discuss whether LLI members can use the faculty dining room. Years ago, there was a concern that LLI members were overwhelming the dining room, but now it is empty and they want more visitors.

Tom noted that the event for producers and presenters the previous Friday was a success. It was held at Blithewood, which Bard made available to us for the evening. Turnout was excellent, and people enjoyed socializing over the good food and wine.

**First Vice President's Report: Nanci Kryzak (Appendix 1, p 6)**

The Leadership Development, Nominations & Elections Task Group has met twice, with two final meetings scheduled before end of year.

The Leadership Development effort is focusing on a two-fold approach:

- Top down, wherein Council and team leaders become responsible on-going for identifying and supporting those members who may desire to move towards leadership roles, and
- Bottom up, wherein Membership Development is already expanding its new member introduction to LLI's organization via individual invitations to Council meetings. The Volunteer Coordinator, Barbara Burns, spearheads the process, also identifying members with currently-needed skills, enabling Council and team members to reach out personally to potential participants in serving the membership.

The Nominations & Elections work entails reviewing the full membership to identify and approach potential candidates for the 2020 LLI election to fill the upcoming Council vacancies.

**Second Vice President's Report: Mary Deady (Appendix 2, p 7)**

In the absence of Mary Deady, Deborah Lanser read her report, as follows: “The Workflow Committee continues its documentation of the work required by all Committees. We hope to present something to P and E in December or January. Respectfully submitted, Mary Deady.”

Tom explained to our visitors that the Workflow Committee is trying to document each committee’s responsibilities and processes. This can provide guidance for new people who join the committee. The document needs to be updated periodically as responsibilities change.

**Correspondence: Deborah Lanser**

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In the preceding month, Deborah picked up four pieces of correspondence from Chartwell’s, which she gave to Tom or Irene, and one from the Dutchess Council for the Aging.

**Treasurer’s Report: Susan Hirsch** (Appendix 3, pp 8,9)

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Members of Council did not have any questions about Susan’s latest report.

Susan briefly described the goals for donations to Bard. As thanks for all the Bard provides LLI, we have always donated money to some of the various programs.

The Finance Committee recommended Council approve the following donations:

- \$5500 to the Center for Civic Engagement Community Action program. Every summer, some students devote their time to social or community projects, for which they get little or no pay. Our donation could provide some stipends for these students.
- \$2500 to The Fund for Visual Arts. This is a studio arts program that has opened its doors to LLI. The money will be given to students who can’t pay for their own art supplies.
- \$1500 to the Joan Tower Composition Fund. Joan Tower has generously given her time to LLI, often as a popular presenter.
- \$1,500 to the US-China Institute. Next spring, members of the Institute will be presenters at LLI. We try to acknowledge programs that help LLI.

**Motion:** Upon a motion by Cathy Reinis and seconded by Jill Lundquist, Council unanimously voted to approve these donations.

Susan added that the amount proposed here does not add up to \$30,000, the donation goal for this year. Other established donations, such as for the Senior-to-Senior scholarships, will also be distributed. The Finance Committee will also consider giving \$2,500 to the Science and Math Departments, who have been very helpful to LLI.

Susan concluded with a request that more members, including the new members, consider joining the Finance Committee.

**Standing Committee Reports**

**Planning and Evaluation: Jill Lundquist** (Appendix 4, pp 10-12)

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Jill suggested that Council members review the highlighted section of the P&E minutes, which were distributed previously. She agreed to comment, as appropriate, during the report from other committee chairs.

In the course of subsequent discussions, Jill did highlight two recent P&E decisions.

- One is that LLI should not establish a presence on Facebook, a decision agreed to by P&E and Communications.
- Second, the finance committee does not recommend a reduced fee for inactive members. If people want to hold their place, they have to pay the full fee.

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

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Anne reported that several members attended the open meeting of the Curricular Committee in November. The committee members enjoyed having the visitors. She added that the meetings are held on the second Tuesday of every month in Bertelsmann, and visitors are all welcome.

**Intersession.** The Intersession catalog has been finalized and will be published at the beginning of December.

**Spring Courses.** In the spring, the China Institute is sponsoring a course on Wednesdays. Another course, on the Civil War, will be offered during the first and last periods on Friday, to see how that schedule is received.

**Special Programs** has set up one-day tours of the Sosnoff theater for LLI members in the spring.

**Discounts.** Anne suggested that members be reminded that they can get a 20% discount from all tickets at Fisher, and they don't have to pay a processing fee. This information would be a suitable paragraph in the newsletter.

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

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**Reception.** Ann credited Irene Esposito with the success of the reception for presenters and producers. We won't know the cost of the food until Bard bills us in about a month. Irene bought the wine at a 15% discount, as chosen by the person who teaches the wine course.

**Class Support.** Co-chairs Carol Goss and Maddy Watterson are stepping down, and Ann is looking to recruit their replacements. With the help of tech assistant, Carmela Gersbeck, she is developing a recruitment letter. She is also sorting through the responses of 139 members who have said they may be interested in being class managers. The December newsletter will have an article about class managers, and include a form that people can click to indicate their interest.

**Orientation documents.** The committee has started working on orientation documents to standardize the information provided to new members.

**Drop/Add.** The current drop/add system caused a lot of confusion this semester, and class managers did not always get updated lists when they were needed. Jill noted that Deborah S is evaluating new registration software to address the issue.

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

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**Catalog.** The link to the Intersession catalog will be available on December 3. Deborah S and Bill Tuel have been working on ways to streamline creation of future catalogs, with special concern given to incorporating last-minute changes. Most of the course proposals for spring have been received, and work on the spring catalog will begin soon.

**Communications.** Cathy Reinis noted that the committee's tech skills are improving. Gary Miller, the photo editor, is developing a naming convention for stored photos.

With the help of Chuck Mishaan, the December newsletter will develop a major story recognizing LLI volunteers. The issue will also highlight a story on class support to help recruiting class managers and team chairs.

The October newsletter had a 52.1% open rate. The most popular stories concerned the off-Friday classes, the hospitality committee, Stevenson library, and tech corner.

She added that any new member who is interested in joining the communications team will be welcome to attend a meeting on the first Monday of every month.

**Registration software.** Chuck and Deborah S. have been evaluating registration software that will be easy for members to use and that will update immediately as information is received. The goal is to have the new software in place and the tech team trained in its use by the fall semester.

They recently attended a demonstration of ProClass, an online system used by many other LLIs that costs \$1,500 a year. They would like to set up a demonstration for Council.

**Technology team.** Eight new members with technology skills were given priority admission, but despite their promises, only half have been willing to help the team.

- **Issue:** Should we continue priority admission for candidates with critically needed skills.

**Tech Help.** Susan Christoffersen is updating the website. Bill Tuel and Carmela Gersbeck are helping with the technical aspects of the newsletter.

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

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**Advertising Volunteer Opportunities.** Barbara is working on developing an area of the website that members can use to volunteer.

**Surveying Nonrenewing Members.** Of the 44 members who didn't renew, the committee could identify reasons for 15. There is a debate about the usefulness of a survey to ask why the remainder did not renew.

- **Argument in favor:** we can find out whether members have been dissatisfied and why, so corrective action can be taken, if needed.
- **Argument against:** we are unlikely to get accurate information, since people don't always want to provide negative feedback, another survey may feel like an invasion, and the response rate is likely to be low. We are not trying to hang on to every member.

The discussion can be sent back to P&E for a decision.

**New member engagement.** Nanci will send out a survey for the new members in December. A reception for new members is planned either during the spring semester or right before. Committee and team chairs will also be there to describe what they do.

Nanci pointed out that volunteers don't have to join a committee, just help out with some individual tasks. About half the members give back in some way, with the payoff that they develop one-on-one relationships with other members. All contributions are valued.

**Social activities team.** The first team meeting drew an excellent turnout, with members proposing a range of possibilities, including ballroom dancing, a Road Scholar tour of China, a spring picnic, and organizing the 20<sup>th</sup> anniversary gala. This broad desire to develop opportunities for socializing reflected a general desire to develop a sense of community. The team wants to meet every two weeks.

One team recommendation was to expand the lunch hour so members can socialize at Kline.

**Issues:** Any schedule changes must be coordinated with Bard in terms of classroom availability. And some presenters will not want to reduce the time for their classes.

**Governance: Tom Esposito**

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Tom is setting up a nominations committee, but he has had difficulty recruiting committee members. He needs people who know LLI and work well in committees. Barbara Burns has been helping identify suitable candidates for various positions. The goal is to find long-serving members who may be qualified for individual positions.

Most work for LLI is important but not difficult, and it usually takes place before the semester starts. Traditionally, new members have become involved when they have been asked to help out on a committee. It's then up to the new members how actively they become involved.

### **Old Business**

#### **Policy Review**

Council reviewed two policies:

- ORG 12/18. Admission to LLI is by lottery with three exceptions: applicants who were presenters of full-length courses in the previous academic year, applicants who are scheduled to present a full-length course in the fall semester, and applicants who have critical skills needed to run LLI and who qualify for and are committed to a specific task or priority. Full-length courses have six or seven classes.
- ORG03/19-A. The LLI Council will determine membership cap annually in April.

Both were accepted without change, although Council agreed that the decision to accept applicants with critical skills may need to be reviewed again.

### **New Business**

The copyright policy is being evaluated and updated.

Tom encouraged the four members at large, who represent the membership, to comment on the committee reports, both in this meeting and in the future. Their opinions are important.

Tom gave the new member visitors a chance to comment. All appreciated the amount of work that Council does. Some comments were:

- The structure is high level corporate.
- The amount of work that the committees accomplish is an impressive testament to the spirit of volunteerism.
- One person wanted to review the organization chart. She was referred to the website.
- Another person asked why the budget is structured the way it is, with more than half the money going to donations.
- Another said that the meeting provided a great deal of good information and asked whether the minutes were available. She was referred to the website.
- Nanci did a terrific job in setting up orientation, which was very helpful.
- Please include information about the various sites and opportunities at Bard, such as the library and Fisher Center productions, in the newsletter.
- The organization is facing some difficult challenges, such as how to glean information from people who have left the program and how to encourage people who have been given priority admission to live up to their responsibilities.

### **Adjournment**

**Motion:** Upon a motion by Anne Sunners, seconded by Cathy Reinis, the meeting was adjourned at 11:14 a.m.

Respectfully submitted,  
Deborah Lanser  
Secretary

(Appendix 1)

1st Vice President Report  
11/2019 LLI Council

Leadership Development, Nominations & Elections Task Group

The group has met twice and will meet twice more.

1. Leadership Development

Initial Conclusions:

*The primary responsibility for leadership development resides with the full Council:*

- To identify leadership potential and interest among current participating members and to support movement into leadership positions.
- Importantly, the Council communicates that LLI is a fully member-run organization that values and depends upon participation by all members. The new initiative, intentionally inviting new members to attend Council meetings, introduces Council members as it educates new members about our operational oversight, both welcoming and encouraging active involvement in LLI.

*The critical first step to involvement is personal interaction.*

Membership Development:

- Welcomes new members to LLI during small campus tours and at the New Member Orientation, acclimating new members to the Bard campus and the organization to enhance the LLI experience for all.
- The New Member Reception introduces committee chairs who explain participation opportunities within a festive gathering, with resultant individual follow-up and invitation.

The Volunteer Coordinator, within Membership Development:

- Facilitates initial member participation by matching members' interests to needed positions, enabling direct outreach by committee chairs.
- Advertises specific committee and team needs, inviting member response.

The discussions continue.

2. Nominations & Elections

The group is working to identify potential candidates and to seek their willingness to join the slate for Council openings. All suggestions are welcome.

Respectfully submitted,

Nanci Kryzak

(Appendix 2)

**Council Report for 2nd Vice President for November 2019**

Workflow and Operations Manual Task Force

The Workflow Committee continues its documentation of the work required by all Committees. We hope to present something to P and E in December or January.

Respectfully submitted,

Mary Deady

(NOTE: Edited since original distribution.)

**(Appendix 3)Treasurer’s Report**

Budget FYE June 30, 2019

MONTHLY BY CATEGORIES	Actuals	Budgeted Thru	Actual Thru	YTD Budget
<b>Income</b>	October	October	October	Variance
Membership:		51,187.00	55,212.50	4,025.50
Fall Luncheon charge		1,250.00	0.00	-1250.00
Donations		0.00	10,000.00	10,000.00
<b>Total Income</b>		52,437.00	65,212.50	12,775.50

MONTHLY BY CATEGORIES	Actuals	Budgeted Thru	Actual Thru	YTD Budget
<b>Expenses</b>	October	October	October	Variance
Donations to Bard		3,000.00	0.00	(3,000.00)
AV		300.00	30.44	(269.56)
Gifts		100.00	101.38	1.38
Meals/Catering		4,250.00	4,017.57	-232.43
Hospitality/Coffee	1,232.00	1,320.00	1,232.00	-88.00
Operating Supplies	38.94	400.00	468.42	68.42



Postage	11.00	60.00	74.25	14.25
Printing/Copying	37.45	510.00	559.09	49.09
Prof.Services-Individual		700.00	765.00	65.00
Rental Costs				
Technology	72.57	650.00	1,058.79	408.79
PayPal Fees		1,900.00	1,673.18	-226.82
Total Expenses	1,391.96	13,190.00	9,980.12	(3,209.88)

**Minutes - Planning and Evaluation Meeting November 11, 2019**

Attending: Mary Deady, Tom Esposito, Susan Hirsch, NanciKryzak, Jill Lundquist, Chair, Chuck Mishaan, Deborah Schwartz, Anne Sunners

Absent: Deborah Lanser

Minutes recorded by Mary Deady

**9:00 - Tech Training** - Progress on software evaluation for registration program conducted by Deborah Schwartz

**9:30 - P and E Meeting:**

**Admin/Infrastructure:**

- Update on MailChimp list of messages and responsibilities.
  - Nanci and Mary will review the MailChimp mailings list this week and forward their results to Anne for her input which can then be sent back to Deborah.
- Status of tech team initiatives
  - Deborah Schwartz reported that they now have two technology managers working on MailChimp; one individual has taken on GSuite to train others in its use; one tech person will be assigned to each team; online Catalog work continues with Susan Christopherson working with Bill Tuel to accomplish this.
  - Deborah is determining a way to get the new tech members involved such as assigning them duties. Five of the new 'priority' tech members have not yet gotten involved which brought a discussion of the use of 'priority' for membership. Anne Sunners suggested that we use Barbara Burns, Volunteer Coordinator, to identify new members who are interested in technology instead of using the priority system. Deborah will follow up one more time individually with those who have not stepped up to the plate.
  - We recommend that finance/accounting background be added to the application form, and to any surveys we do re volunteering.
- Communications team decision regarding social media
  - Facebook is being taken down and put on hold for now; other tech priorities are more urgent.

**Membership Development:**

- Update on Social Activities
  - Nanci reported that there is a Social Activities introduction meeting tomorrow at 3:00 after the Membership Development meeting (1:00). 12 people have indicated they will attend. This will be led by Bob English and we all commented how perfect he is to lead this endeavor with his creativity and friendliness.

### **Program Support:**

- Hospitality team: updates on Blithewood reception and Kline Commons seating for lunchtime
  - Anne reported that there are 74 positive responses for Blithewood Presenter Reception this Friday and all is under control under the very capable management of Irene Esposito. A few of us will assist at the door and were asked to arrive at 4:30.
  - Deborah reported that she talked with others about Kline Commons special tables and it will not be pursued for a number of reasons including who would be responsible to reserve tables, where would these signs go, and the finding that our members are finding a way to sit together on their own.

### **Curriculum and Special Programs:**

- Updates on Intersession and spring semester
  - Anne reported that Intersession is in place and Deborah noted that she and Susan Christopherson are working on the catalog.
  - Anne reported that Spring Semester is done and has been handed off to Catalog team led by Bill Tuel. There was a discussion about having an Economics 2 course offered only to those who have taken Economics 1.
  - There will be no Saturday classes this spring; we will try again in the fall.
  - Curriculum is hosting an open meeting for members tomorrow so will table a few discussions until December. These topics include a discussion of the roles of Producer vs. Class Manager, opening Saturday classes to non-members for a fee, and possible exploration of additional classes on days other than Friday or Saturday

### **Governance:**

- Update on Nominations/Elections/Leadership Development
  - Nanci and Tom are on this task force led by Donna Warner. They stated they need to recruit members to be on this committee. Donna is the Leadership Program Facilitator of this task force and she thinks it is the responsibility of Council to develop and institute leadership development. Standing committee Chairs should identify 'deputies' to work with the Chair and potentially take over that role when the Chair decides to step down.
  - Barbara Burns has been inviting new members to attend Council meetings, and would like to start having reunions for each of the years members joined to encourage them to get more involved.
  - Nominations is discussing possible individuals to run for the various open offices in 2020, with Jill asking where we stand developing the slate as the deadline is January with open nominations requests sent to members in February.
- Finance team: Meeting with Dean D'Albertis regarding donations to Bard; report on Finance Committee Meeting - suggested donation allocations; fees for inactive members
  - Susan and Tom met with Dean D'Albertis and she had many suggestions for our donations such as our supporting the 'Inclusion Challenge' to help fund students attending programs or workshops as well as transportation for these opportunities. Susan and Tom will meet with Dean D'Albertis again next week to discuss various requests she has received from their educational programs. It was decided to talk with Dean D'Albertis for her guidance as we discuss our donations.
  - Susan discussed the list of donations she will present to Council next week. This included the following:
    - \$5,500 to CCE
    - \$1,500 to the Joan Tower Scholarship Fund

- \$1,500 to the China Institute in the Conservatory
- \$2,500 for Visual Learning
- \$3,700 for the Senior to Senior program
- \$2,000 to Bard College High School Fund
- Finance Committee is also considering \$2,500 for the Science and Math Division and \$5,000 for the Inclusion Program.
- Tom pointed out that we have not donated money to the Stevenson Library and they will talk with Dean D'Albertis about this or other ideas she has.
- Finance Committee does not recommend having a reduced fee for inactive members, nor allowing members to take a leave from the program and be certain there will be a place for them when they decide to return.
- Finance Committee is looking for new members as soon as possible.

**Who is following up on standardized communications to presenters, and from class managers to class members?**

- Mary relayed a message she received from Ann Miller regarding standardized communication and that from Class Support: Ann, Carol, Maddy, and Carmela are working on the Orientation invitation, the cover sheet for the folders, the new welcome letter that Class Managers will send to class members. They will get input from Anne and Curriculum for any specifics for Presenters that should be in these forms of communication. All will go through Communications when they have written these letters.

**Any other new business?**

Deborah raised that we need to update our Copyright policy to get posted on our website. After much discussion it was decided that Tom will discuss this with Dean D'Albertis to learn who we should meet with to be certain our Copyright policy is consistent with Bard College's policy.

## **(Appendix 5) Curriculum**

### **Curriculum Report November 2019**

**Anne Sunners**

**Special Programs...** We have finalized arrangements with the staff at The Fisher Center for two backstage tours of 30 people each to take place on Tuesday, March 24th at 10 am and 11am respectively. Due to the limited number of people who can be accommodated, this will be a "members only" event and prior registration will be required. A notice containing the registration procedure and the deadline for registering will be included in the February newsletter.

**Intersession 2020...**The final draft of the Intersession catalog has been completed.

The members will be receiving their copies via email in the first week of December. The four Wednesdays for this year's program are January 8, 15, 22, and 29. I'm happy to report that one of the featured presentersthis year will be our own Bill Tuel! (Bill, if you're in the room, stand up and take a bow!)...Gene

### **Curriculum Team**

The Curriculum Team held an open meeting on November12. Despite the weather seven members attended the meeting. They willingly shared their comments on the courses they had taken. The committee appreciated their input. This was followed with a presentation by members of the committee on the functions of a producer, course development, catalog development and evaluations. The team will meet on December 10 to begin planning SummerFest.

(Appendix 6)**Program Support Committee Report for November, 2019**

**Hospitality Committee** submitted by Irene Esposito, Chair –

Performed last minute hospitality changes when we learned that the elevator in Olin was not working for 11/8 final Friday of classes

- Oversaw the setup of coffee service/food and extra homemade goodies for the Open Curriculum meeting on 11/12 and made last minute changes in pickup time with Chartwells.

- Worked with the technology team thru out the month on changes/ corrections to the invitee list for presenter's reception and tracked the attendees. Kept Anne S and Ann M in the loop and provided Chartwells with "final" count.

- Involved in all aspects of event planning for the 11/15 reception. Made last minute requests with Bard Environmental Services on additional chairs as well as last minute request with Chartwells on an additional vegan dish. Currently researching vegan dishes for future LLI events.

Also (Secy, Curriculum) took notes at the monthly Curriculum meeting on 11/12 and provided minutes in a timely fashion.

**Class Support Committee** submitted by Carol Goss, Chair

A combined end of semester and thank you letter went out to class managers before the last class on November 8. Class Managers were advised to place their attendance sheets in the designated spot in the Hospitality Room, or to photograph them for me to send on to Anne Sunners.

On November 1, Maddy, Ann and I met with our designated tech person, Carmela Gersbeck. We discussed with her our needs and what could be done technology wise to streamline some of the work we do. We established a timetable for some of the more immediate tasks. We hope to send out a recruitment email on December 2. The preliminary Spring 2020 catalogue will hopefully be sent out December 16.

Maddy and I will no longer be serving as co-chairs after the Spring semester. A letter to that effect was sent to Tom on November 1. We are currently looking for potential replacements for us.

**AV & Tech Support Committee** submitted by Dave Jutton, Chair

Fall semester done. Next steps email to all current and previous AV in class volunteers with copy of draft Spring 2020 courses to begin coverage requests for all classes. Set up any needed AV coverage for Winter fest.

Reorganize main AV support team members to include Jerry Bankowski who has agreed to come on board.

Continue contacts with Bard AV staff who have been providing great support for LLI.

## (Appendix 7) **Administration/Infrastructure**

### **Administration/Infrastructure**

Report to Council - November 2019

The Catalog team is now a part of Administration/Infrastructure. Welcome!

### **Catalog**

The Intersession 2020 catalog is scheduled to be released on December 3, 2019. The vanity, PDF version is complete and ready to be published to the LLI website on December 3.

Susan Christoffersen is finishing up the online version of the Intersession catalog and it is being reviewed. Bill Tuel, Susan Christoffersen, and Deborah Schwartz will continue discussions on how to coordinate and streamline the process of publishing the catalog to the website.

Course proposals for the Spring 2020 semester have been received, and a draft of the course descriptions has been prepared for internal editing and review.

### **Communications**

Outstanding issues discussed:

- Reviewed the process for submitting and editing articles.
- Gary Miller will receive a “share” invitation on written articles so he can arrange for photos for the articles.
- The December issue includes volunteer recognition. Chuck Mishaan will work with Cathy to identify volunteers on each team.
- The December issue will also focus on Class Managers with the hope of recruiting more volunteers to this important function.

The November newsletter went out as scheduled on November 7 to 482 recipients. The open rate was 52.1%.

The Communications Team was gratified to receive many positive emails about this issue.

The top links were:

- Off Friday Classes Add Variety to Bard LLI
- The Secret Life of the Hospitality Committee
- Stevenson Library Welcomes LLI Members
- Tech Corner: To Share or Not To Share

### **Registration**

Evaluation forms for multi-presenter courses have been sent out weekly. The final evaluations at the end of the Fall semester are in process.

The course registration software review continues. Last week, we had a recorded demonstration of ASAP, which was positively received. There will be a demo of ProClass on Wednesday, November 13. These demos are attended by both users and the tech team and are recorded. If you want a link to the demos, please email [dschwartz@lli.bard.edu](mailto:dschwartz@lli.bard.edu).

We plan to narrow down the candidate packages to 2-3 vendors and then have additional demos/confirmations of the features of the packages. The goal is to understand the advantages and disadvantages of each approach and to make a rational selection. There will be many workflow changes if we adapt a package and we want to be assured that our members and our users (especially class managers) can easily use the features of these packages.

## **Technology**

About half of the priority admissions Tech Members are now actively involved in helping LLI users:

- Carmela Gersbeck has learned to create the monthly newsletter (learning MailChimp and Elementor/Wordpress) so we have a backup. Carmela is also serving as tech support to Class Managers and Barbara Burns (volunteer coordinator).
- Navin Sharma has learned MailChimp and was very helpful with sorting out the data for the Presenters' and Producers' reception. He is also working with Chuck on Airtable support.
- Al Gersbeck will be an administrator for G Suite.

Priority admissions members, not yet helping, have been contacted and we are waiting to hear back from them as to how they plan to fulfill their 5 hours per month commitment.

The tech team is working to provide tech support to the class managers and to the curriculum team. The model of a tech person assigned to a team seems to be working.

## **Website**

Susan Christoffersen has been editing the Organization area of the website to reflect the new names (team rather than subcommittee) and the organizational changes approved by P&E and issued by the president (e.g., Catalog is now under Admin/Infrastructure).

Bill Tuel has been issued login credentials to the website and will be learning how to edit the online catalog. Carmela Gersbeck is learning how to edit the website. It is good to have back-ups within LLI for this function.

The form on the home page of the website for non-members to subscribe to our LLI newsletter stopped working. Deborah has a tech support request into Juliet Myers (Bard Web Services Manager) for help with permissions on the plug-in that is used to do this - so it is in process. We hope to have it fixed soon.



(Appendix 8)

**REPORT TO COUNCIL**

**MEMBERSHIP DEVELOPMENT COMMITTEE**

REPORT TO COUNCIL

MEMBERSHIP DEVELOPMENT COMMITTEE

November 13, 2019

Barbara Burns continues to have great ideas for member participation, especially the new member invites to Council. She has forwarded some suggestions for finance committee volunteers to Susan.

The list of nonrenewing members (44) were reviewed. The committee noted reasons for 15 nonrenewing including poor health or participation in other LLI's. 2 members passed away. Several on the committee felt a simple survey should be sent to nonrenewing members.

A survey will be sent to new members in December.

A reception for new members is planned for spring. Committee chairs will be invited.

Following the MD meeting, the organizational meeting for the new Social Activities Team was held. 22 members have indicated an interest in participating. Many new ideas were exchanged. Going forward, volunteers will investigate organizing a spring picnic, a 20th anniversary gala, a Spiegel tent event in the summer, ballroom dancing classes, and ideas for developing a sense of community among members. Several indicated they would like to see a longer lunch break to allow for dedicated socializing. The Team plans to meet every two weeks.

Robert English