

LLI Council Meeting Minutes
December 16, 2019
9:30a.m. to 11:30 a.m.

Council Members Present: Mary Deady, Tom Esposito (President), Susan Hirsch, Robert English, Nanci Kryzak, Deborah Lanser, Jill Lundquist, Chuck Mishaan, Cathy Reinis, Deborah Schwartz, Anne Sunners, Maddy Watterson

Council Members Absent: Emily Michaels, Ann Miller

Also Present: Barbara Burns, Jim Crist, Irene Esposito, Al Gersbeck, Carmela Gersbeck, Sue Greenberg, Cathy Hively, Roy Hochberg, Tim Sullivan

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.

Minutes: Upon a motion by Cathy Reinis and seconded by Maddy Watterson, the minutes of November 19, 2019, were approved unanimously

Executive Committee Reports

President's Report: Tom Esposito

Welcome. After welcoming the new members as visitors, Tom noted that observing Council meetings is an excellent way to understand the workings of Bard LLI. He then encouraged the visitors to identify themselves and asked Council members to introduce themselves.

Donations to Bard. Tom recently received an acknowledgement from Bard of recent donations to the Center for Civic Engagement, the Fund for Visual Arts, the Joan Tower Composition Fund, and the US-China Institute.

In a recent meeting Dean Deirdre d'Albertis, Tom and Susan agreed to develop an initiative for inclusion grants. These small grants will enable students to participate fully in Bard programs by covering such expenses as purchasing textbooks and visiting exhibitions in New York City.

Congratulations. Tom congratulated members of Bard LLI, including Council members, for their performance at a recent holiday concert. Nanci added that anyone who is interested in joining the nonauditioned chorus should contact her for more information.

Money issues. Jonathan Becker, who sponsors LLI, told Tim that Bard has recently changed its banking relationship, which causes extra delays in paying bills. Tom explained to the visitors that all money LLI collects goes into a Bard account. To get our bills paid, we have to request Bard issue a check.

Large bills for LLI have often been covered by individual members, who are reimbursed but often months later.

Suggestion: Request a purchase order to cover large bills. Unfortunately, this is not a solution. Some vendors we use, such as Amazon, will not accept a purchase order.

Suggestion: Get a credit card for Bard LLI. But to do so, we need a bank account or to have some members provide their personal information.

Jonathan Becker has requested that we try to work with Bard to find a more acceptable way to pay our bills promptly. Tom has agreed to cooperate with Bard for the time being.

First Vice President's Report: Nanci Kryzak(Appendix 1, p 8)

Nanci noted that the Leadership Development, Nominations and Elections Task Group is expected to have its final meeting on December 17 (or given expected bad weather, at a later date). The group report, with recommendations in support of on-going leadership development, will be presented to P & E in January 2020. The group has already submitted a list of members to be considered for nomination as candidates in the 2020 LLI Council election.

Nanci expressed her gratitude to all task group members, particularly the task group facilitator Donna Warner, who generously gave their time and expertise. She also thanked Barbara Burns for her initiative to invite new LLI members to attend Council meetings.

Second Vice President's Report: Mary Deady(Appendix 2, p 9)

For the benefit of the visitors, Mary explained that the Workflow Committee is documenting the processes by which key tasks are accomplished. She believes the group is near the end of their analysis and hopes to provide a document to Communications and then P&E in February. The Committee hopes to post descriptions of various jobs on the website in January.

Correspondence:Deborah Lanser

Deborah reported that two letters had come for Tom, which acknowledged our recent donations to the college, and two bills from Chartwell's had come for Irene Esposito. She gave the correspondence to each of them.

Treasurer's Report:Susan Hirsch(Appendix 4, pp 10, 11)

Susan reported that all of the donations that we voted on at last month's Council meeting have been completed. The only unexpected item in the budget is a donation to LLI for \$100. She has tried to find out the source of this donation but because the process for identifying the donor is cumbersome, she had not been able to do so. She expects that through her continued efforts, the donor will be identified and ultimately thanked.

Motion: Upon a motion by Cathy and seconded by Nanci, the treasurer's report was unanimously accepted.

Standing and Ad Hoc Committee Reports

Planning and Evaluation:Jill Lundquist(Appendix 4, pp 12, 13)

Jill explained to the visitors that the purpose of P&E is to track the organization's progress toward meeting goals established by our long-range planning committee. In addition, standing committees can make recommendations to P&E. The P&E committee will discuss the details of each proposal and make a recommendation to Council. The committee also handles individual assignments made by the President.

Rather than discuss the complete P&E report, Jill said she will highlight recent decisions as they pertain to the standing committee reports.

Curricular and Special Programs: Anne Sunners(Appendix 5, p 14)

Anne reported that Intersession is set. As previously the lectures will be cancelled for bad weather in accordance with the decisions made by the Red Hook School district.

The spring courses will be posted on the website in February. She added her appreciation for our new online catalog, which provides the flexibility of revising course listings until the last minute.

Three presenters have agreed to fill in if/when a course is canceled. This is an experiment to see how it works.

The committee is working on SummerFest, which will be held in June in Olin. The courses will be available to nonmembers for a fee. It gives community members a chance to see whether they like LLI.

Anne encouraged anyone who is interested in presenting a class to come to a Curricular meeting or to talk with her.

Program Support: Ann Miller (Appendix 6, p 15)

In the absence of Ann Miller, Deborah Lanser read her report, as follows:

Class Support Team submitted by Carol Goss, Chair

A Class Manager Recruitment Letter was generated and sent out to past class managers and interested parties on December 2. This produced 30 + positive responses. A follow up letter was sent out on December 9. This generated more positive responses. We will need about 64 Class Managers for the upcoming Spring semester. On December 16 the preliminary catalog should be sent to all positive responders for their course selection. Having Barbara Burns and Carmela Gersbeck actively involved in this process has been very, very helpful.

The CS team will be meeting on December 20 to plan how the next step in the process as we make this switch over to more technology.

Early January we will be meeting to place the Class Managers the old-fashioned way.

Hospitality Team submitted by Irene Esposito, Chair

It has been a quiet time for hospitality team after a very successful Presenter/Producer Reception in November.

AV Team submitted by Dave Jutton, Chair

Quiet time other than checking the AV volunteer list for newsletter.

Administration/Infrastructure: Deborah Schwartz (Appendix 7, pp 16,17)

Catalog. According to Bill Tuel, the spring catalog is out for final review before being posted. However, copies have already been distributed to the class managers.

Communications. Cathy has been working with Mary Deady, Nanci Kryzak, and Anne Sunners to complete the MailChimp calendar. It still needs columns for the initiator and final approval roles.

Cathy and Barbara Burns are writing ads for additional volunteer positions for the website.

Carmela Gersbeck and Gary Miller need a program to help them identify and categorize photos. P&E accepted their recommendation to purchase FileCamp for \$30/month.

Motion: Upon a motion by Jill and seconded by Nanci, Council agreed unanimously to purchase the FileCamp software.

The December newsletter went out as scheduled on December 7 to 487 recipients. The open rate was 52.9%, and the most popular stories were Thank a Participating Member, Producers and Presenters Celebrate Success, Bard Winter Songfest, Safety of the Bard Network, and Top 5 Reasons to Be a Class Manager. Deborah S thanked Carmela for her wonderful Blithewood story.

The Volunteer Recognition page required a great deal of last-minute fact-checking, writing, reviewing, editing, and changes.

Action point: We need to find a better method of keeping track of our volunteers. We do not maintain a single, accurate list.

Registration.Deborah S noted that the tech team has been trying to identify a more efficient way to register people for classes. After reviewing four possibilities, they settled on ProClass, which costs \$1,500 a year. ProClass will train two administrators, who can then train other users.

Some advantages for member users:

- It will show when a class is full and give members the option of looking for another class immediately; alternatively, members can put their names on a wish list to be considered if someone who registers crops out.
- It allows members to immediately see which courses they have registered for.

The major stumbling block for switching to ProClass is that it registers people on a first-come, first-served basis. This would necessitate revising the current policy, which allows for priority registration for volunteers and then a lottery system for other interested members. Jill noted that that policy has been a stumbling block for every other registration program that has been evaluated. Some comments:

- Tom asked how we can reward people who volunteer many hours if they don't get priority registration. This may create hard feelings.
- Cathy noted that many of us enjoy our work for Bard LLI and don't look for a reward.
- Mary added that most of us are involved because we enjoy the experience. Perhaps 10% will be upset if priority registration is discontinued. But more than 60% are contributing their time, and we can't structure our organization for that 10%.

Another major downside is that ProClass does not accept PayPal.

Motion: Upon a motion by Deborah S and seconded by Jill, Council unanimously agreed to adopt ProClass and authorize Tom to sign a contract.

Despite the unanimous approval for purchasing the software, a number of details need to be worked out. Some additional suggestions and comments:

- The goal is to implement ProClass by the fall semester and possibly by SummerFest.
- Using our current software, we can implement the first-come, first-served policy for the spring semester before we change to ProClass.
- Class spaces can be set aside for class managers, AV people and producers by limiting the size of each class by 4 or 5. Given how many people work in those roles, more than half the membership will get priority as a practical matter.
- We can discuss other ways of rewarding volunteers.
- We have to determine another way to accept member payments online.
- The fee for ProClass will be \$150 a month during the training period; in June, it will be \$1,500 a year. Deborah S offered to put the fee on her credit card.
- Deborah S and Chuck will be the two administrators.
- Deborah L and Cathy agreed to rewrite the policy on priority registration (PROG 06/18).

Tech team recruiting.Want ads for people with technical experience are being put on the LLI website. Several new members have been very helpful, but a few people who were given priority membership because of their technical experience have not fulfilled their obligations.

Action point: Discuss priority acceptance at the next P&E meeting.

Website. Management of the website is going well, with considerable help from Susan Christoffersen. Bard recently granted our request for more space to display our photos.

Membership Development Committee Council Report, Robert English(Appendix 8, p 18)

Volunteer recruitment. Barbara Burns sent targeted personalized e-mails together with a newsletter link for class managers, which resulted in a large number of new volunteers.

New member reception. New members and committee chairs will be invited to a reception on March 20. Information about it will be posted on the website. Tom asked to be included, as well.

New member survey. Nanci has prepared a survey for new members. It can be reviewed by Communications and then sent out this week.

Application revision. Membership Development is considering revising the application to join LLI to let people know that once they are accepted, they will be placed in certain committees.

Social activities. Thomas Grabeel and Milly Feinsilber agreed to co-chair the Social Activities Team. Jon Weschler is proceeding to develop plans for a spring picnic following the annual meeting on May 15, while Irene Esposito is working on identifying a location and arranging food service. Milly will ask whether some Conservatory musicians can provide entertainment

Other possible events include a folk music event with Happy Traum, possibly on March 28, a jazz night, and a ballroom dancing class.

Social activities vs special programs. Anne and Robert will work together to define the different types of activities that can be categorized as social activities or special programs.

20th anniversary celebration. Jill proposed we define the 20th anniversary year as June 2020 through May 2021. The May picnic can be the kickoff event for the celebration. coming up soon.

- **Action point:** Council needs to think about possible celebratory events.
- **Action point:** P&E can discuss the celebration at their next meeting.
- **Action point:** Robert and Anne will meet separately to discuss whether special programs or social activities will be in charge.

Governance: Tom Esposito

Paying bills. In a future visit with Jonathan Becker, Tom will bring along Deborah S, who can demonstrate the need for a more efficient payment system in light of our decision to adopt ProClass, Nanci, and Susan.

Nominations and elections. Jill noted that P&E is handling nominations and elections by default, even though the bylaws allow for separate committees to serve these functions. Because of this, P&E doesn't have the time to deal with its own agenda. She stressed that next year, separate committees must be established.

At present, the P&E committee recommends proposing only one candidate for each open position on the Executive Committee, but encouraging inclusion of more than one candidate for the open Member at Large positions. However, there was some concern that limiting the slate of candidates to only one for each position on the Executive Council could exclude some highly qualified members who are not known to people working on nominations.

The Council recommended the following process:

- Ask members via MailChimp email to nominate themselves, if they are interested, but discourage members from nominating others. This approach allows members to feel that they are part of the process.

- The form for self-nominations can also be included in the January newsletter.
- This year, in the absence of a nominations committee, all positive responses will be collected by P&E.
- Interview each person who self nominates. There may be several areas where their experience could be valuable.
- Consider capping the number of nominees for Member at Large to 4 or 5.
- Present the list of screened candidates to the membership.

Action point: Confirm the steps to be taken in the nominations and election process and confirm dates for each.

Action point: Identify committee members who can interview prospective candidates and collect their bios and photos.

Action point: Work with tech to assess their needs and deadlines.

Action point: Establish a committee who can certify the election results.

Long-term goal: Work towards developing a succession plan. For example, the first vice president should be trained to take over the job of president, if needed.

Old Business

In advance of the meeting, Deborah L had sent out the following two policies for review and possible discussion:

ORG 03/19-B. In the event of bad weather, LLI follows decisions made by the Red Hook Central School District. When RHCS D cancels classes: LLI will also cancel its classes and all other programs. When RHCS D delays the start of classes: 1) LLI first-period classes will be cancelled; 2) second-period classes will begin, as usual, at 10:10 a.m.; 3) LLI intersession programs will be held as usual. For information: RHCS D: redhookcentralschools.org or cancellations.com, or call: 845 758-2241.

PROG 01/13-A. Presenters may promote to their class members. Presenters may provide, to those attending their classes, a list of their upcoming scheduled events, shows, etc. Additionally, classmembers may sign up to be placed on the presenter's list to receive emails regarding events, shows, etc.

After hearing them read aloud, Council agreed to leave them unchanged.

Deborah L then read the policy regarding class registration, which must be altered with the adoption of ProClass.

PROG 06/18. Priority in registration is given to class managers and audio-visual team members for the classes that they are assigned to support. Council members, committee chairs, committee members, and member-presenters are each given priority for one first-choice class per term. The member-presenters' priority is given for the two terms following the term in which they teach. Any remaining registrations are selected by lottery.

Council members agreed to allow Deborah L and Cathy to reword the policy and submit it for review at the next Council meeting.

New Business

Election class. For the fall semester, Jill recommended developing a class about the election, possibly in conjunction with any class being held by Bard. This will give members a chance to interact with Bard students. Jill will follow up with Deirdre d'Albertis and Jonathan Becker in January to facilitate this option.

Anne added that the greater flexibility provided by our new website catalog would allow specifics about the election class to be added at the last minute. The class can follow a model established by a combined LLI-Bard class on religion, which will be held in Bard Chapel in the spring.

World Affairs Council. LLI was asked to publicize a membership drive to join the World Affairs Council of the mid-Hudson Valley. After a brief debate, Council decided not to do so, since it is not a Bard program.

Adjournment

Motion: Upon a motion by Mary Deady and seconded by Jill, the meeting was adjourned at 11:27 a.m.

Respectfully submitted,
Deborah Lanser
Acting Secretary

Appendix 1
First Vice President's Report
NanciKryzak

Leadership Development, Nominations & Elections Task Group

The task group will have its fourth and final meeting on 12/17. The task group report, with recommendations in support of on-going leadership development, will be finalized with presentation to P & E targeted for January 2020.

The task group submitted to P & E a list of members to be considered for nomination as candidates in the 2020 LLI Council election.

With gratitude, the President and First Vice President acknowledge the task group members, all of whom continue to give so generously of their time and expertise:

Donna Warner, Task Group Facilitator
Barbara Burns
Emily Michael
Marge Moran
Maddy Watterson

Respectfully submitted,
NanciKryzak

Appendix 2
Second Vice President's Report
Mary Deady

Council Report for 2nd Vice President for December 2019
Workflow and Operations Manual Task Force

The Workflow Committee continues its documentation of the work required by all Committees. In January two members of this Committee will review all the documents for consistency. At the beginning of February all documents will be sent to both Communications and P and E for general review. The goal is to have P and E approve these documents on March 9th and forward to Council for March 16th meeting. When we are confident that there are accurate position descriptions the general areas can be placed on our website to allow members to review the duties of these Committees, especially as they consider running for office.

Respectfully submitted,
Mary Deady

Appendix 3
Treasurer's Report
Susan Hirsch

Budget FYE June 30, 2019

MONTHLY BY CATEGORIES	Actuals	Budgeted Thru	Actual Thru	YTD Budget
Income	November	November	November	Variance
Membership:		51,187.00	55,212.50	4,025.50
Fall Luncheon charge		1,250.00	0.00	-1250.00
Donations	100.00	0.00	10,100.00	10,100.00
Total Income	100.00	52,437.00	65,312.50	12,875.50

Treasurer's Report, continued

MONTHLY BY CATEGORIES	Actuals	Budgeted Thru	Actual Thru	YTD Budget
Expenses	November	November	November	Variance
Donations to Bard	11,000.00	12,500.00	11,000.00	(1,500.00)
AV		300.00	30.44	(269.56)
Gifts		100.00	101.38	1.38
Meals/Catering	691.71	4,250.00	4,709.28	459.28
Hospitality/Coffee	924.00	1,980.00	2,156.00	176.00
Operating Supplies		400.00	468.42	68.42
Postage		60.00	74.25	14.25
Printing/Copying		510.00	559.09	49.09
Prof.Services-Individual	200.00	700.00	965.00	265.00
Rental Costs				
Technology	24.00	775.00	1,082.79	307.79
PayPal Fees		1,900.00	1,673.18	-226.82
Total Expenses	12,839.71	23,475.00	22,819.83	(655.17)

Appendix 4
Planning and Evaluation
Jill Lundquist

Minutes Planning and Evaluation Meeting Dec 9, 2019 9:30 a.m. to 12:30 p.m.

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

Unable to attend: Tom Esposito

Minutes by Mary Deady

Admin/Infrastructure:

These topics were resolved as follows: Update on course registration software; report on Proclass demo:

1. After a lengthy discussion about the available functions Proclass can provide and how well it can meet our needs, the recommendation will be made to Council to approve purchasing Proclass.
2. Deborah Schwartz has agreed to float the monthly fee Proclass requires until we can get our financing payments from Bard resolved. (see below under Governance)
3. Chuck Mishaan, using Cognito Forms, will create a first-come-first-serve system for Spring course registration. We would plan to use Proclass as the registration program for Fall.
4. This change will require revising the policy about how to handle priority assignments, which Deborah Lanser will distribute to Council this week.
5. Next month we will discuss the priority policy for new member applications. Request from Communications for \$30 per month expenditure for FileComp software program to organize and catalog LLI photos. This is approved by P and E and recommendation will go to Council this month to implement. Progress on copyright policy – Maxine Kamin is working on this and will update our policy in January per Deborah Schwartz. Update on Mail Chimp messages and committees responsible for each. This is tabled until next month. The Excel file needs to identify who initiates and who approves each communication. Anne Sunners, NanciKryzak and Mary Deady will meet with Deborah S. about this.

Governance:

The topics were resolved as follows:

Update on Nominations/Elections/Leadership Development:

Nanci reported that the last of four task force meetings will be held next week. They have determined that Leadership Development must happen from top-down, as well as from bottom-up, with Council members being responsible for identifying and grooming replacements on Council and each of our Committees and teams. The task force is finalizing a report with recommendations to be presented to P&E, hopefully in January. After a lengthy discussion today, P and E resolved that a slate of candidates should be presented to members for election to executive committee position, instead of trying to identify multiple candidates for these positions. There may, however, be multiple candidates for the two open member-at-large positions.

1. Different members were tasked with phoning a list of possible candidates developed by the task force to determine their interest in running for office.

2. A Mail Chimp notice will be sent to all members, along with an article in the newsletter, asking members to self-nominate if they are willing to serve on Council, checking the applicable offices. There will be a link to our website page that describes these positions. This should go out on Monday, January 6th with an end date of January 17th. Any persons we contact this week to who agree to be on the ballot will not need to self-nominate from this notice. We will not request members to nominate people other than themselves to open positions. The annual calendar needs to be changed to reflect these earlier January dates.

3. A few members of the Nominations/Elections task force will be asked to manage the elections process and contact the identified candidates to request biographies and photos so they can be posted on the ballot. Chuck will then create the online ballot which will include biographies and photos. P and E does not think it is necessary to produce videos of all the candidates, given what a time consuming process this is.

According to our by-laws, we need a Nominations Committee and this should be addressed well before the next election cycle. Finance: update on issue of Bard payments for recurring LLI expenses currently being put on Council members credit cards: It was resolved that Tom, Susan, Nanci and Deborah S. will work with Bard administrators to discuss our various recurring expenses and the possibility of obtaining our own checking account with required routing numbers from the bank to meet our vendors' needs, or other remedies to our bill pay problems.

Membership Development:

The topics were resolved as follows: See "Update on Nominations/Elections/Leadership Development" above, under Governance. Nanci reported that the New Member Survey is ready to go and will be confirmed at the Membership Development meeting tomorrow. It will be brought to Council next week for distribution this month. We briefly discussed if it is possible to survey all members in May to obtain gender and range of ages so that we can provide this demographic information to Road Scholar program and other groups that request this information. Discussion of plans for picnic or other social activities: P and E identified that Irene Esposito is the contact person for any use of the Blithewood location and for all Chartwells food and event-supplies services for other Bard venues. The Social Activities Team will reach out to Irene as they develop their plans. A picnic has been proposed for Friday, May 15th after our Annual Meeting and the concept was approved by P and E for Council discussion. Update on other social activities – a discussion was held to identify what type of social activities should be discussed with Curriculum and Special Programs to be sure we are not attempting to schedule activities which are the responsibility of another committee.

Council needs to determine what the date for recognition of the 20th anniversary shall be, and assign roles to various committees to plan this event(s). Survey of LLI dropouts - referred to P and E for decision - tabled to next month.

Curriculum and Special Programs: Election course planned for fall: coordinate with Bard course for undergraduates - Jill will contact Deirdre d'Albertis and Jonathan Becker to find out what Bard has planned and to begin consideration of how we might dovetail our efforts or plan for common activities.

The following topics have been tabled until next month: Update on upcoming Spring, Summer and Fall terms Update on Saturday or other off-Friday classes. Saturdays for non-members?

Program Support: Any updates? – this was not discussed today

Appendix 5
Curricular and Special Programs
Anne Sunners

Curriculum

The committee met on December 10. The committee began working on SummerFest. George Jahn a member presented a suggestion for a course on Stamp Collecting that would include stamp collecting, postal history and workings of the post office. The Science Pot Pourri would include a section on cannabis.

The committee now has three courses for back up for Spring.

If registration changes to a first come served system the producers would like to be included in the list as they usually register for the courses that they are producing.

The sense of the committee was to open Saturday registration to non-members for a fee. This provides a way to offer courses to the community including those who did not gain admission.

The committee started a list of possible courses for Fall 2020.

Report from Special Programs for December, 2019 Council Meeting

Intersession, 2020:

All 8 presenters have confirmed their appearances. The presenters for the program dealing with Michigan's harsh prison sentencing guidelines ("Invisible Chess" at 1:30 pm on January 22nd) have asked if they can offer copies of their client's book for sale at that time. They assure me that all monies collected are deposited directly into their client's prison account. I have advised them that they can offer the books for sale. The price for the book is \$10. In addition, they recently have produced a shortened, 30 minute version of their documentary film, which version will be viewed in its entirety as part of the presentation on the 22nd.

Tour of The Fisher Center: Plans are going forward with a tour of the Center in March or April of 2020 There will be two guided tours, each approximately 1 hour long, with a maximum of 30 members on each tour. The first tour starts at 10am, the other at 11am. More information on this to follow...

Gene Burns

Appendix 6

Program Support

Ann Miller

Program Support Committee Report to Council December 2019

Class Support Team submitted by Carol Goss, Chair A

Class Manager Recruitment Letter was generated and sent out to past class managers and interested parties on December 2. This produced 30 + positive responses. A follow up letter was sent out on December 9. This generated more positive responses. We will need about 64 Class Managers for the upcoming Spring semester. On December 16 the preliminary catalog should be sent to all positive responders for their course selection. Having Barbara Burns and Carmela Gersbeck actively involved in this process has been very, very helpful.

The CS team will be meeting on December 20 to plan how the next step in the process as we make this switch over to more technology.

Early January we will be meeting to place the Class Managers the old-fashioned way.

Hospitality Team submitted by Irene Esposito, Chair

It has been a quiet time for hospitality team after a very successful Presenter/Producer Reception in November.

AV Team submitted by Dave Jutton, Chair

Quiet time other than checking the AV volunteer list for newsletter.

Appendix 7

Administration/Infrastructure

Deborah Schwartz

Administration/Infrastructure

Report to Council - December 2019

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

Catalog

The Intersession 2020 catalog is scheduled was released on December 3, 2019.

The Spring 2020 catalog course proposals are being edited and reviewed by the Catalog Team.

A preliminary PDF version of the Spring Courses was sent to Class Management, and final editing of the course descriptions is underway. When the course description editing is complete, a Word version of the descriptions will be sent to the Website team.

The course proposal form for SummerFest has been prepared and a link sent to all members of the Curriculum Committee. This form uses Cognito forms, rather than Mach forms. The information collected is the same, but the submitted data can be edited by the course producer.

Communications

Outstanding issues discussed:

- The MailChimp calendar is being reviewed by Mary Deady, NanciKryzak, and Anne Sunners. It needs added columns for the Initiator and the Final Approval roles for each mailing.
- Cathy Reinis will work with Barbara Burns to write additional volunteer position advertisements for the website listing. Based on our experience with Tech Volunteer positions, ads work best when they are specific, show perks, and list a discrete task that a member can take on (e.g., write an article every 2 months for the LLI newsletter).
- Gary Miller and Carmela Gersbeck recommend that LLI purchase FileCamp software for \$30/month to help us organize and tag our growing list of images. This was approved by P&E on December 9 and will be brought to Council for the December meeting.
- The current process of keeping the newsletter status report updated as well as the weekly email messages from Deborah Lanser is working well.

The December newsletter went out as scheduled on December 7 to 487 recipients. There was much last-minute writing, reviewing, editing, and changes to the Volunteer Recognition page. There was a beautiful result with many compliments, but we need to find a better method of keeping track of our volunteers. We do not have a single, accurate list.

The open rate was 52.9%. The Communications Team was gratified to receive many positive emails about this issue.

The top links were:

- Thank a Participating Member
- Producers and Presenters Celebrate Success
- Bard Winter Songfest
- Safety of the Bard Network
- Top 5 Reasons to Be a Class Manager

Registration

There was an open demonstration of ProClass, the recommended course registration software package, held on December 4. Invitations were sent to Council and Tech Teams. [Here is the link to the demo recording.](#)

Feedback from reviewers was positive. Next steps include:

- Council discussion

- Working out financial transactions with Bard (both paying for ProClass and payment processing for memberships);
- Appointing a second ProClass administrator. Deborah Schwartz and the second administrator will receive training on ProClass and then work with Standing Committees to establish how this will work;
- Changing the policy on priority for oversubscribed classes (ProClass, like other course registration software, used first-come, first-serve);
- Developing a work plan for implementation.

Technology

The Tech Team has added a sample of tasks to the Membership> Volunteer Help Needed area of the web site. We have gotten some responses and will add other positions as developed.

We are slowly increasing the number of tech support members. Each new person requires a fair amount of personal training on LLI processes, G Suite resources, and our other software. Currently:

- Carmela Gersbeck is working with Program Support to help recruit class managers using Google Forms, MailChimp, the website Volunteer ads, etc.
- Al Gersbeck is managing G Suite accounts.
- New member Robin Berger (not a priority member, but she came to the last Council meeting) is learning MailChimp.
- Navin Sharma now knows MailChimp and will be involved with ProClass.
- Michael Scudder has volunteered to help with photo tagging and ProClass.

Website

With our photo-rich December newsletter, we requested more space for our web site from Bard. We now have 1050 MB of space allocated.

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.

Appendix 8
Membership Development
Robert English

REPORT TO COUNCIL
MEMBERSHIP DEVELOPMENT COMMITTEE
December 11,2019

Barbara Burns reported that targeted personalized e-mails together with a newsletter link for class managers resulted in a large number of new volunteers.

A reception for new members with committee chairs in attendance is tentatively set for 4:30 pm March 20, the first day of classes for spring term.

A survey will be sent to new members shortly with questions about new member orientation, tours, greeter table, mentors and also opinions of classes.

Consideration is being given to advise new applicants they will be invited to committee positions and upon acceptance, new members will be placed in committee positions.

Thomas Grabeel and Milly Feinsilber agreed to co chair the Social Activities Team. Jon Weschler is proceeding to develop plans for a spring picnic following the annual meeting on May 15. Irene will be contacted. Milly will contact Conservatory for student musicians to entertain. Tentative plans for folk music event with Happy Traum, possible date Saturday March 28. Also possible jazz night discussed. Ballroom dancing class also proposed.

Robert English