

LLI Council Meeting Minutes
February 18, 2020
9:32 a.m. to 12:11 p.m.

Council Members Present: Mary Deady, Tom Esposito, Susan Hirsch, Robert English, Nanci Kryzak, Deborah Lanser, Jill Lundquist, Emily Michael, Ann Miller, Cathy Reinis, Deborah Schwartz, Anne Sunner

Council Members Absent: Chuck Mishaan, Maddy Watterson

Also Present: Jerry Bankowski, Barbara Burns, Margery Gaffin, Mark Gerstle, Dave Jutton, John Matthews, Adeline Malone, Gary Miller, Pamela Moren

Call to Order: The regularly scheduled meeting was called to order by President Tom Esposito at 9:32 a.m. in room 214 of the Bertelsmann Campus Center.

Minutes: Upon a motion by Emily Michael and seconded by Jill Lundquist, the minutes of January 21, 2020 were approved unanimously.

Executive Committee Reports

President's Report: Tom Esposito

Tom and Nanci Kryzak recently met with Jonathan Becker, who currently sponsors LLI. Because Vice President Becker has recently been named Vice Chair of USUN, he will may have to assign another person as the liaison to LLI, probably one of the deans.

Financial Issues

Tom estimated that over the past 20 years, Bard LLI has donated roughly \$260,000 to Bard College. He just received a thank you from the dean of the college for a recent \$5,000 donation.

We do not have a document outlining the relationship, particularly the fiscal relationship, between Bard College and LLI. All our money is in a Bard account. Taun Toay, the chief financial officer at Bard, is trying to bring some structure to Bard's system of dealing with their vendors and payment system.

The financial issues are particularly acute, since we need to set up a payment system for our new registration software, ProClass. Bard uses PayPal, but ProClass will not accept payments made with that system.

Vice President Becker suggested we contact Julie Cerulli, the purchasing manager, when we want to get a bill paid in advance.

Memorandum of Understanding

Mr. Toay and Tom will meet to discuss establishing a memorandum of understanding between Bard College and LLI. Before then, LLI's Executive Committee will meet soon to outline what we want in an MOA. Vice President Becker did not have an example of an MOA that Bard has used with other organizations. However, Tom has MOAs from Vassar and Marist that we can use as references.

Insurance

LLI events on the Bard campus are covered under Bard's insurance policy. Events off campus, however, are not. A recent search of the LLI archive unearthed an email from an LLI officer saying that off-campus activities would

be covered, but no formal documentation is available. Tom noted that other colleges such as Marist and Vassar get event insurance. This is an issue to work out with Bard.

LLI Event Site

In an informal meeting with Kieley Michasiow-Levy, the Individual Giving Manager at Fisher Center, Tom discussed the possibility of having an LLI event at Spiegel tent. She gave Tom the name of the person in charge of setting up the Spiegel tent.

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

Nanci has been in touch with Road Scholar to find out whether they want to receive copies of our newsletter and catalog.

She and Deborah Lanser started sorting through the archives, which has a great deal of interesting information about the founding of LLI and the celebration of our 10th anniversary. We will celebrate the 20th anniversary from July 1, 2020, to June 30, 2021. We are looking for ways to honor our founders, the relationship we have with Bard, and Dean Stuart Levine, who was instrumental in establishing LLI.

Nanci asked us to let her know about any ideas we have about ways to celebrate our 20th anniversary.

2nd Vice President's Report: Mary Deady (Appendix 2, p 8)

Mary noted that the Work Flow team has almost finished, with the last two committee descriptions being reviewed by Margaret Shuhala. She will present the results at the next Council meeting. Once the documents have been completed, it will be the job of the 2nd vice president to update them twice a year.

A number of details need to be worked out, including where to house the information and how much detail should be presented to Council.

Tom commended the job Mary and her team have done in creating these documents.

Correspondence: Deborah Lanser

Deborah reported picking up only one piece of mail, a thank you from Dean d'Albertis for our \$5,000 donation to the college's discretionary fund.

Treasurer's Report: Susan Hirsch (Appendix 3, pp 9-11)

Susan reported that we have approximately \$89,000 in our account with Bard and we may have \$100,000 by the end of the year. No one had any questions about the treasurer's report she distributed.

Motion: Upon a motion by Tom, seconded by Mary, Council voted unanimously to accept the treasurer's report.

Susan proposed considering two additional donations to Bard. The first is a \$2,500 donation to the Stevenson Library.

Motion: In a motion made by Cathy and seconded by Jill, Council voted unanimously to make this donation.

The second suggested donation was \$2,500 to Montgomery Place, either to fund tickets for students to the Salon concerts or to the archives.

Motion: Upon a motion by Anne Sunners, seconded by Cathy Reinis, Council voted unanimously to donate \$2,500 to the Montgomery Place archives.

Susan reported that the check to repay Deborah Schwartz for her outlay of \$1,300 for ProClass has been written. She will contact Bard to find out when the check will be released.

Standing and Ad Hoc Committee Reports

Planning and Evaluation: Jill Lundquist (Appendix 4, pp 12 - 15)

Seven members are running for the open positions in Council. All bios have been submitted, and we have photos of five candidates. The next step is to get the information into the March 7 newsletter and onto the website.

Next Step: Deborah Schwartz can create the ballot using Survey Monkey. Jill will review the introduction to the ballot we used last year, edit if needed, and then forward that for use this year.

CCE has requested that we share information about an upcoming concert with our membership. The concert, sponsor by students in the China Conservatory, will be held as a benefit in Olin to raise money to send medical supplies to areas in China that have been affected by the coronavirus. Council agreed that we can inform our members about the event, but did not want to include information about asking for money. Deborah S suggested we put that information on our home page as a slider.

For Future Discussion: Determining our policy out publicizing events in which members are asked to make a donation.

Jill urged Council members to read the biannual report from the Center for Civic Engagement, which was recently distributed. Tom asked whether Bard's CCE was part of a larger umbrella organization, since other colleges also have a CCE.

Action point: Jill will find out whether Bard's CCE is part of a larger organization.

At the last P&E meeting, Donna Warner and Barbara Burns reviewed the recommendations from the leadership development task force. A slightly edited version of those recommendations will be available at the March Council meeting.

Tom noted that we have been invited to attend a conference with other local LLIs on November 2. This gives participants a chance to compare their programs and operations.

Curricular and Special Programs: Anne Sunners (Appendix 5, p 16)

Anne reported that spring registration went smoothly. Approximately one third of the courses are filled, and members appreciated knowing immediately whether they got their choice. SummerFest courses are almost lined up, with a deadline in March, and the committee is working to complete the fall schedule, due in mid May. Dean Dierdre d'Albertis has offered to teach a literature course. Fall orientation is September 11, the dates for the classes have been determined, and rooms are already reserved.

Anne thanked the AV support staff and class managers for making the presenters' jobs much easier.

Some courses are no longer listed in the registration email, although they should still be there even if they are full.

Action point: Anne will check this with Chuck about this.

Program Support: Ann Miller (Appendix 6 p 17)

Dave Jutton has been doing a good job filling in the gaps for AV support. Class support has gotten all communications templates through editing. Getting enough class managers has been difficult, but with effort we may have enough. The orientation invite will go out February 21, and a class support meeting is scheduled for March 11.

Dave Jutton said that an unexpected side effect of the new registration system is that by taking away priority, people seem to be less motivated to volunteer for AV or class manager.

Ann noted that Irene Esposito has been very busy arranging hospitality for the Beethoven wine and cheese event, the new member reception, and the social gathering event at the Hessel Museum in April.

Administration/Infrastructure: Deborah Schwartz (Appendix 7, p 18)

ProClass

Deborah went through a slide presentation about the status and benefits of ProClass. Her presentation can be accessed at:

https://docs.google.com/presentation/d/1TC8W08BYeJ0nro-PrT2feZ3jKx25HVgBunebDHk8z38/edit?ts=5e4bf2e9#slide=id.g6eb7f5e340_0_0

Deborah has completed five of six classes on this registration software. She is developing a users' guide and she is looking forward to familiarizing other tech team members with it. ProClass will affect a number of committees including Curriculum, Catalog, Program Support, and Membership Development, as well as class managers. Ideally, two tech team members will be assigned to each major group to help with ProClass issues.

The goal is to have the software in place, ready to use, for member renewal in June and for the catalog in July. She is considering asking members to log into their accounts and create their own password rather than importing the data from our current system.

To make the rollout of this new system as smooth as possible, she needs:

- Input from committee chairs and people on their teams
- A test group that includes people who are not very tech savvy to play with the system and identify areas where they have trouble.

Fall semester may be difficult for many members as they adjust to the new system, but as Emily pointed out, many colleges have successfully implemented a similar system.

Some outstanding issues:

- Whether we will phase out AirTable, which is less secure than ProClass,
- Whether we will phase out MailChimp
- How to handle new member applications, and
- How to handle payments, since ProClass will not accept PayPal.

Newsletter

The February newsletter went out on time. Cathy made a point of thanking Felice Gelman for framing her story on the new registration system in such a positive light.

Membership Development Committee: Robert English (Appendix 8, p 19)

Barbara Burns and Robert needed some information for the new member applications and member renewal forms.

Decision: The fee for next year will remain \$175.

Decision: Members who choose not to renew will be asked why they choose to drop out.

The new member reception will be held on March 20 at 4:30 p.m. in the faculty dining room of Klein Commons. We will serve wine, leftover from previous events, and Chartwell's will serve cheese and fruit. Committee chairs

will briefly describe their committee's work and need for volunteers. If enough new members do not register for this event by a week before March 20, the event will be cancelled.

Greeter tables will again be set up in Olin for the first two weeks of the spring semester.

The social gathering team is proposing two events this spring:

- Beethoven birthday bash, March 15, at Olin, with coffee, tea and pastries. The event will start at 1:30 and precede a 3 p.m. concert. It will be free to members, and the cost to LLI will be \$300.
- A tour of the Hessel museum, April 15, 3-6 Hessel Museum, with talks by the student curators. This will be limited to the first 100 people who sign up. The cost to LLI will be \$1,100.

Motion: Upon a motion by Jill and seconded by Anne, Council unanimously agreed to hold these events.

Robert said the Special Events team is also looking into having a June event in connection with the film center and exploring options for an outdoor event at Montgomery Place.

Governance: Tom Esposito

Tom said his updates about governance were covered in his opening remarks.

Old Business

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

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

PROG 05/18-A. Presenters may bring one guest to attend their class each week of their courses.

These policies were accepted as they stand.

Deborah then read out a proposed revision to PROG 01/13-B

LLI will publicize only events directly related to LLI or Bard. LLI will not advertise other events or organizations, including those sponsored by members or presenters. Death notices of LLI members will be briefly mentioned in the newsletter under the heading "In Memoriam," with links to the member's obituary if available.

Motion: Upon a motion by Mary and seconded by Jill, Council unanimously approved this revision.

Deborah then read the current policy **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.

As noted in material distributed before the meeting, Cathy and Deborah L recommended omitting policy altogether.

Motion: Upon a motion by Cathy and seconded by Deborah, Council unanimously agreed to delete this policy.

New Business

Nanci reported that Road Scholar is planning on spotlighting Bard LLI in a future newsletter.

Susan reported that currently there is a plaque outside the studio honoring Peter Serkin that thanks LLI for its donation. We have been asked to designate a different studio as the LLI studio. Council members agreed to the change.

Robert noted that he was in transit when registration opened. By the time he was able to access the registration email, the three classes he wanted were all filled. Other members have had a similar issue. He hopes our process can be tweaked to minimize the risk of being shut out. One possible solution is for people who know they will be away from their computers on registration day to ask someone else to register for them.

A visiting new member commented that she is quite impressed by the amount of work that goes into organizing LLI. She added that most newcomers assumed that registration was going to be first come, first served.

Adjournment

Motion: Upon a motion by Cathy and seconded by Anne, Council voted to adjourn the meeting at 12:11 p.m.

Respectfully submitted,
Deborah Lanser
Secretary

Next Meeting: March 15, 2020, at 9:30 a.m., Campus Center Room 214

Appendix 1

First Vice President's Report

Nanci Kryzak

20th Anniversary Commemoration Group

Bard LLI's 20th Anniversary will be commemorated throughout the July 1, 2020 - June 30, 2021 program year. The president and first vice president convened the first group meeting on 2/11/20 to review past celebrations and to "brainstorm" ideas for the upcoming year.

The group agreed to plan events under an overarching theme recognizing our 20-year "partnership" with Bard and the mutual benefits of that relationship both in the past and as we look to the future.

A gala celebration may be planned for this summer, if a campus location is available for the event. Discussions included: recognizing key individuals; possible website and newsletter articles highlighting LLI's history and its significant monetary donations to Bard; social gatherings on campus, actually beginning this March, that invite members to socialize while experiencing more about what Bard offers its students and the community; Bard/LLI's first shared course this spring; and many other ideas.

The group members are Dorothy Baran, Barbara Burns, Tom Esposito, Irene Esposito, Milly Feinsilber, Nanci Kryzak, Cathy Reinis, and Anne Sunners.

The group encourages Council members to please make suggestions! The success of this commemoration is dependent on everyone's enthusiastic participation.

LLI Leadership Development Presentation

Donna Warner, Chair of the Leadership Development Task Group, assisted by Barbara Burns, LLI Volunteer Coordinator, presented the report of the task group's findings and recommendations to P and E on Monday, February 10, 2020. The report was received with commendation for the group's work and approved for presentation to Council at the March 16 meeting.

LLI Archives

Deborah Lanser and Nanci Kryzak continue to catalog and review the archives. Interesting memorabilia and important and useful LLI historical documents have been found. The work is ongoing.

Road Scholar

Bard LLI plans to submit catalogs and newsletters, as each is posted, to the Road Scholar LLI Resource Network. As a member LLI, information about our activities and our course offerings will be valuable resources for other member organizations. We await direction from Road Scholar.

Respectfully submitted,
Nanci Kryzak

Appendix 2
Second Vice President's Report
Mary Deady

Council Report for 2nd Vice President for February 2020
Workflow and Operations Manual Task Force

The Workflow Task Force continues its documentation of the work required by all Committees and Teams. We are down to having Margaret Shuhala edit the descriptions for the last two committees; the balance of the documents should be sent to her this week.

This week Planning and Evaluation decided that once all descriptions are complete, the Workflow and Operations documents will be presented to Council for a motion to approve in March. I can attach a few sample descriptions to be reviewed by Council members before the March meeting or present them during the meeting if that is preferred.

Also, it was determined that it will be the job of the Second Vice President to assure committee chairs update and correct their documents twice annually.

We still need to determine where all of these documents will be placed so that they can be reviewed by interested parties.

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	January	January	January	Variance
Membership:		51,187.00	55,212.50	4,025.50
Fall Luncheon charge		1,250.00	0.00	-1250.00
Donations		0.00	10,100.00	10,100.00
Total Income		52,437.00	65,312.50	12,875.50

MONTHLY BY CATEGORIES	Actuals	Budgeted Thru	Actual Thru	YTD Budget
Expenses	January	January	January	Variance
Donations to Bard		21,500.00	11,000.00	(10,500.00)
AV		700.00	30.44	(669.56)
Gifts		100.00	101.38	1.38
Meals/Catering	320.17	5,550.00	6,572.45	1,022.45
Hospitality/Coffee	222.50	2,310.00	2,378.50	68.50
Operating Supplies		450.00	468.42	18.42
Postage		60.00	74.25	14.25
Printing/Copying	8.90	510.00	567.99	57.99
Prof.Services-Individual		700.00	965.00	265.00
Rental Costs		50.00		
Technology	1,379.38	1,475.00	2,462.17	987.17
PayPal Fees		1,900.00	1,673.18	-226.82
Total Expenses	1,930.95	35,305.00	26,293.78	(8,961.22)

1. The report from Bard lists the following LLI donations to the college: \$5500 to CCE for Community Action Awards, \$2500 to the Fund for Visual Learning (Studio Arts), \$1500 to the Joan Tower Composition Scholarship Fund, and \$1500 to the US-China Music Institute (both part of the Conservatory). These total \$11,000. In addition, to appear on February's report, we recently donated \$5,000 to the Dean's Discretionary Fund to be used for inclusion grants.

2. To be discussed and voted on Tuesday are the following additional donations: \$2500 to the Library and \$2500 to Montgomery Place for subsidizing a program so Bard students can attend without charge. Both of these potential donations will be described in further detail at our meeting on Tuesday.

3. On the attached monthly report there is a hospitality charge of \$222.50. This is being contested since it cannot be identified by Irene Esposito, Hospitality Chair, or myself.

4. Our account balance at Bard as of 1/31/20 is \$89,255.68.

LLI Planning and Evaluation Committee
Bertelsmann 214
9:30 a.m. –12:20 a.m.
Meeting Minutes

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

Absent: Susan Hirsch, Chuck Mishaan

Also attending: Barbara Burns, Donna Warner

Leadership Development

Donna Warner presented the recommendations of the Leadership Development Task Group. Her major theme was that everyone is responsible for leadership development.

Tom noted that finding suitable candidates for leadership positions is also an issue for other local LLIs. People like Robert Beaury, who wants to be on Council, are uncommon. We have to identify other paths for people who want to get involved.

Nanci added that members who are invited to participate are not always given a clear idea of what the jobs entail. We need to be clear about how the organization operates and coordinate with Workflow as their results go on the website.

Anne was concerned about the need to identify suitable candidates for each position. Donna answered that the process needs some discussion. Personal outreach is one possibility, as well as observing people who work on individual teams. Team leaders can reach out to individuals to act as their deputy.

Donna asked when these results should be presented to Council.

Action point: Present the recommendations at the March meeting.

Spring Registration

Chuck reported separately that the new registration procedure went smoothly, with 250 members registering for classes (Appendix 2, pp 9, 10). Unfortunately, a few people didn't get any of the classes they wanted. The biggest glitch was that the member numbers weren't included on the registration email, which meant that several people wrote in to request their number. Several classes are closed.

Action point: Anne Sunners offered to check with John Ruskey to see whether he will allow more students in his class.

Action point: Check with Linda Still about how many members needed help to register.

One presenter asked for a guest to be added to his class list.

Point of Information: Presenters can bring one guest per class but they cannot say who is admitted to the class otherwise.

Given that several classes were full, the group asked whether we should establish a waiting list.

Decision: Per Deborah S, setting up a waiting list would be problematic. The group decided against it. Members can check whether spots have opened up in classes they are interested in through the existing system.

Nominations/Elections

The timeline for the elections process is as follows:

March 7: Candidate biographies and photos published in the newsletter and posted on our website.

March 15 - 29: Voting open to the LLI membership via the ballot emailed on March 15th.

On or before April 6: Candidates notified of election results

April 7: Elections results published in the April newsletter

April 20: Election results officially approved at the April Council meeting

May 15: Official Election results announced at the Annual Meeting.

Not all the bios are in.

Action point: Continue to follow up with candidates who have yet to provide bios and photos.

Some of the bios need to be edited for grammar, spelling, and length:

Action point: Deborah L and Cathy Reinis will edit the bios and send the revised bios to the candidates for their approval, and then let Deborah S know when the bios are ready.

Action point: Deborah S will grant Deborah L and Cathy permission to access the Nominations folder.

Social Gatherings

The Social Gatherings team has developed two proposals: a Beethoven 250 Bash on March 15th at Olin, with performances by Bard Conservatory faculty and students, and a reception at the Hessel Museum on Wednesday, April 15, with an overview of the exhibitions given by the museum director.

P&E members agreed these were excellent suggestions, although the event at the Hessel Museum seemed a little pricey.

Recommendation: The new Social Gatherings Team should have an annual budget to work with while planning their events.

Action Point: Finance Committee should include a budget for Social Gatherings as it develops the 2020-21 LLI annual budget.

Tom pointed out that wine will be served at these events, and if someone has too much drink and has an accident, we would be liable.

Recommendation: Give out only two chits per person for glasses of wine.

Kieley Michasiow-Levy, of the Fisher Center, told Irene it is possible to have events in the theater and Montgomery Place. The organization also uses food trucks and caterers other than Chartwells.

Fisher Center Tour

Gene Burns has worked with Kieley to set up two tours of the Fisher Center at 10 a.m. and 11 a.m. on March 24. Each tour will include up to 30 members. The tours will be free, and photography will be permitted.

Action point: Write an invitation to the tour, complete with tour description, to be put into a MailChimp message to the members.

Action point: Set up a registration process for those who want to participate.

ProClass Update

Deborah S reported that she and Chuck have attended five training sessions, which have been recorded and saved on the shared drive. An updated version will be available on February 13. She is also starting an LLI users' guide.

Deborah wants to set up a small test users group including people who are not particularly familiar with technology to see how well ProClass works. The group should include people from Class Support, Curriculum, and possibly Work Flow. She also recommends that one person from each standing committee be familiar with the program.

Payment remains an issue, since Bard only supports PayPal, and ProClass won't work with that.

An outstanding question is how to get members into ProClass: Import member usernames, passwords, data, and contacts or have each member log into ProClass and set up an individual account. Deborah S is looking to resolve it.

Members will be able to change their username and email address, provide an emergency contact, see the courses they have taken, and store secure information about their credit card.

Issue for Discussion: Who will be able to access the member's information? This is particularly relevant if it becomes necessary to identify someone's emergency contact.

ProClass will:

- Handle new member applications, and allow people to purchase membership when they are eligible (one caveat: how to handle people with lifetime memberships and scholarships)
- Handle member renewal in June
- Handle member payments
- Enable members to search for courses by type and period
- Display photos of the presenters and class managers with bios
- Classify courses by level (eg, introductory or prerequisites) or the need to read course material.
- Allow members to register for events, such as the annual meeting

Operations/Workflow

Mary said that the Workflow project is almost complete. All committee chairs and team chairs have approved the documents, and editing is only needed on two committee descriptions.

Future action point: Ensure the committee descriptions on the website are consistent with the Workflow descriptions.

Mary will arrange a presentation at Council and for Council members to review the documents.

Issue: Is it necessary for each Council member to review all the documents?

Operations/Workflow recommends that Nominations and Elections be combined into one committee, which will necessitate a change in the by-laws. Tom pointed out that the change needs more discussion, including a recommendation for who should serve on the committee. At least one person who is not on Council should be included, per the bylaws.

Recommendation: Review this proposed change at the next P&E meeting.

The Workflow documents should be maintained as living documents, with appropriate reviews twice a year. Maintaining the documents and organizing the reviews will be part of the second vice president's job.

20th Anniversary Task Force and Archive

The Task Force will meet on February 11. Tom reviewed a CD of the 10th anniversary, which showed the celebration was a separate event with speakers and a picture gallery. There was no charge for the event.

New Member Reception

The reception will be held on March 20 at 4:30 p.m. in the Kline Faculty Dining Room. New members, Committee chairs and Council members will be invited. The event will not be publicized on the website.

Seniors to Seniors Tea

The date and time of this event is still in flux. David Shein says the students can only get together on Friday later morning or early afternoon. Tom will check with him about the possibility of having the event on a day when LLI doesn't have classes or having the event after fourth or fifth period.

LLI/Bard Finances

Tom is trying to meet with Jonathan Becker soon to further discuss our bill pay challenges, as well as off-site insurance coverage.

Action point: At the CCE Advisory Board meeting this Wednesday, Jill will try to clarify who we should work with about LLI issues.

Memorandum of Understanding

We have been informed that LLI events held off campus are not covered by Bard insurance. Thus, we need to have a written memorandum of understanding with Bard to clarify our relationship, including insurance coverage. Tom will discuss this with Jonathan. Tom has a copy of the memorandum of understanding between Vassar and its LLI.

The Memorandum can include a requirement that our bills be reimbursed within 30 days from the \$90,000 that we keep in our Bard account. Right now, we owe Deborah Schwartz the \$1,300 she paid several weeks ago for ProClass.

Priority Admissions

Our experiment with providing early admissions for applicants with necessary skills has not been a real success. Only about half of people who are interviewed in advance fulfill their promise to participate.

Suggestion: Keep our policy as it is, allowing for priority admission, but apply only as needed. Otherwise, continue the lottery system, and review people's applications for necessary skills after they are admitted.

A related issue is determining who should review member applications for people with needed skills.

Suggestion: Give the responsibility for reviewing applications to Membership Development and the Volunteer Coordination Team.

We will continue priority admission for presenters.

Jonathan Becker has asked that we give priority membership to Bard professors who retire.

Action point. Jill and Nanci will consider revising our policy to broaden the category of people who are given priority to include retiring Bard professors and possibly Bard employees.

Appendix 5

Curricular and Special Programs

Anne Sunners

Curriculum

The committee met on February 11. Two new course proposals were reviewed and approved by the committee, one for SummerFest and one for Fall. The schedule for SummerFest is almost complete for the deadline of March 31. The committee continued work on the Fall semester.

The dates for the Fall semester are:

September 18, 25

October 2, 9, 23, 30,

November 13

Rooms are reserved for the Fall Orientations and luncheon.

Special Programs Report to Council: February, 2020

(1) Intersession, 2020: Attendance was extremely good this year, with turnout between 60 and 70 for almost all of the presentations. Bill Tuel's presentation on The Hudson Valley During the Ice Age was the Number 1 draw... Congrats, Bill! 🐾

(2) Spring Brunch and Annual Meeting in May: I would like to continue our recent trend of inviting a performing arts group as our post-meeting entertainment, as opposed to a guest speaker. Anyone with information on such a group should get in touch with me or Anne Sunners. The last two years have featured musical recitals with Joan Tower in 2018 and the Bard China Music Institute in 2019. Perhaps we could find a dance or choral group for this year's performance at Olin Hall.

(3) LLI Tour of the Fisher Center on Tuesday, March 24th, at 10 and 11 am. We have received an invitation for two groups of 30 members each to attend a one hour open house and tour backstage at the Sosnoff Theater. Given the limited number of invitees, this event necessarily will be limited to the first 60 members who register for this event. The announcement will be emailed to the membership on or about March 1st and a second notice will be included in the March newsletter. Photos may be taken by our members during the tour...Stay warm!

...Gene Burns, February 15, 2020

Appendix 6

Program Support

Ann Miller

February 2020 Hospitality Team submitted by Irene Esposito, Chair

- Friday, March 13 - LLI Spring Orientation Bertelsmann Rooms 214 and 203 -coffee service/breakfast: mini muffins and small danish sweets for 50 people (Food/coffee for 25 in front of Room 214 and food/coffee for 25 in front of Room 203) - Set up by 10:15am and removal by 12noon. People arrive at 10:30am - tables have already been reserved
- Sunday, March 15 - (new) LLI Social Gathering Olin Atrium (reserved) - coffee service (8 foot table needed; back right side of Atrium) - set up at 1:15pm and removal at 3pm 1:30 - 245pm gathering prior to Bard Faculty Recital at 3pm in Olin Hall estimate 60 people
- Friday, March 20 - wine and cheese reception for new members Faculty Dining Room (reserved) 4:30 to 6pm -set up by 4:45pm - guestimate 50 or less people - wine (I will purchase), sparkling water and a small cheese platter. No wine glasses
- Fridays, March 20, 27, Apr 3, 10, 17, May 1, 8 7 weeks of LLI classes - Coffee service for 80 people each week - Olin 3rd floor rooms 301 and 303 (coffee served in 303) March 27 - get coffee from Taste Buds as Bard is on spring break
- Wed, April 15 - (new) LLI Social Gathering Hessel Museum lobby (reserved) wine (I will purchase), sparkling water, cheese platter with fruit and crackers No wine glasses 3-6pm (8 foot tables needed); I will let get with Ian to discuss table setups estimate 80 people Misc: Ian Sullivan from Bard will provide overview with 3-5 students to give tours of museum
- May 15 - LLI Breakfast in Olin Atrium - TBD ??? –
- Senior to senior tea - TBD 2020/2020 Celebrations - attended initial meeting this week

AV Team submitted by Dave Jutton, Chair

- Dan Peterson has retired from LLI due to ongoing medical problems.
- We have recruited two new members of the main AV support group, Jerry Bankowski and Joe Jacobi.
- Dale Sorenson advises he is having health issues and needs to drop from the main AV team.
- Gus Pedersen has continued in his CO-AV Chair role
- Emails sent at the end of January to the master mailing list to solicit in class AV volunteers.
- As we get replies, Gus and I will work on getting an in class AV volunteer set up for as many classes as we can.
- We have a good working relationship with all the Bard AV staff. We can lean on them for ongoing support. I think everyone but Joe has a key to our storage closet as does Bard AV. I will get a key for Joe ASAP.
- Work with Chuck using the members registered list to solicit more in class coverage.

Class Support Team submitted by Carol Goss, Chair

The welcome letter template to be used by the class managers was successfully completed. Class manager guidelines were also revised. We are awaiting the revision of the presenter guidelines.

Class managers have been assigned for all but 3 classes. As of this report we still need a manager for each of the following classes: Botany Voice in the Wilderness US/China Music

The Orientation invitation will go out via Mail Chimp (I think) to presenters, producers, council and class managers on February 21 with replies due by March 6 Orientation is scheduled for March 13 at 10 AM.

Refreshments will be served upstairs in Bertelsmann preceding the small sessions.

The Class Support Committee will meet on March 11 to finalize the agenda and organize the folders for Orientation

Appendix 7

Administration/Infrastructure

Deborah Schwartz

Catalog

The Spring 2020 catalog was posted to the website on time and we got no complaints about the online format. The Catalog team is currently working on the Summerfest 2020 catalog.

Communications

The Communications team was busy writing, editing, and sending MailChimp email messages to members about the new first-come, first-served registration.

The February newsletter went out on February 6 to 479 recipients. The open rate was 56.8%. The top links were:

- Spring Registration Updates
- A Fresh Perspective from New Members
- Three Reasons to Get an LLI Account
- Intersession Wows the LLI Audience
- Stretch Yourself or How I Learned to Love Poetry.

Registration

Spring 2020 Registration

[This is a partial version of Chuck's report to P&E for February 2020]

Member acceptance of First-come-first-served is high, with just a very few expressing disappointment at being closed out of classes. We received many members emails praising the ease of the new system.

We received over 200 registrations on the first day, and are currently over 250.

ProClass

[There will be a separate agenda item on ProClass project status]

There are seven tech support volunteers for helping implement ProClass for the Fall 2020 semester. We are actively looking for user volunteers to help with configuration decisions and test for ease-of-use.

Technology

The Tech Team will be forming a subteam for ProClass support. This will ensure there is back-up tech support for our mission-critical registration software.

Website

Susan Christoffersen is taking over as chair of the Website Team. She is currently going through the LLI site looking for outdated material.

Appendix 8

Membership Development

Robert English

MEMBERSHIP DEVELOPMENT COMMITTEE

REPORT TO COUNCIL

February 2020

Robert English, Chairman

The committee reviewed the new member application form in detail and will continue to review.

QUESTION to Council: Will fee next term continue to be \$175?

The committee will locate and review member renewal form.

QUESTION to Council: if a member chooses not to renew, may we include a question Why not?

New member reception March 20 4:30 to 6 pm Faculty Dining Room. Chartwells will furnish cheese and fruit platters and serve wine purchased by Hospitality. Committee chairs will be asked to provide 5 MINUTE PRESENTATION. Council members will be invited.

Social Gathering Team obtained P&E approval for two events.

1. Beethoven Birthday Bash Sunday March 15 Olin Rotunda 1:30 to 2:45 pm, free faculty concert at 3 pm in Olin Auditorium piano and violin. Chartwells will provide coffee, tea. Hospitality will provide pastries. Event open to LLI members. Mail chimp evite will be sent to Communications asap.
2. Wine and cheese reception at Hessel Museum Wednesday April 15 3 to 6 pm open to LLI members and one guest each, limit 100. Museum director will be present to give overview of new exhibition which will be curated by individual Bard students from the Museum collection and private collections. The students will provide tours and explain their curatorial decisions. Chartwells will provide cheese and fruit platters and serve wine,

Hospitality will furnish wine. Evite request to Communications shortly.

The Team is also coordinating a June event at the Film Center and is meeting with Montgomery Place director February 20 about an event on the lawn.

Greeter table will be set up first class day first and second periods to answer questions about classrooms, buildings, etc and post classroom assignments.