

**LLI Council Meeting Minutes**  
**March 16, 2020**  
**9:30 a.m. to 11:30 a.m.**

**Council Members Present:** Mary Deady, Tom Esposito, Susan Hirsch, Robert English, NanciKryzak, Deborah Lanser, Jill Lundquist, Emily Michael, Ann Miller, Chuck Mishaan, Cathy Reinis, Deborah Schwartz, Anne Sunners, Maddy Watterson

**Call to Order:** The regularly scheduled meeting was called to order by President Tom Esposito at 9:32 a.m. via Google Meetings.

**Minutes:** Upon a motion by Cathy Reinis and seconded by Jill Lundquist, the minutes from the Council meeting of February 18, 2020, were approved unanimously.

**Executive Committee Reports**

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**President's Report: Tom Esposito**

**Financial Matters**

Jill, Nanci, and Tom recently met with Laura Ramsey, Bard Controller, and Jennifer Martin Brown, Assistant Controller, to address our need to set up an efficient payment system to cover ProClass and to consider other issues regarding the difficulties of LLI members getting timely reimbursements for our expenses. They agreed to set up a meeting between Bard IT and ProClass, but that hasn't happened. Bard IT may be overloaded with work trying to set up online classes for Bard students.

**Action point:** Tom will follow-up with IT about their availability.

Tom, Nanci, and Jill also met with purchasing manager Julie Cerulli, who is willing to do purchasing for LLI. This will be a big advantage since purchasing also pays bills. In some instances, they have a credit card and accounts with local vendors. Susan recommended that if we want to purchase something over \$100, we go through Julie. For less expensive items, we can use our current procedure and wait for reimbursement.

**Shutdown**

Tom has been in contact with the presidents of four other local LLIs, all of which have cancelled spring semester. He has their email addresses and telephone numbers, and they are keeping in contact.

He has had very little feedback from the membership about the shutdown, other than a few people who commented that it was the right thing to do.

Tom commended the work of the Curriculum Committee in setting up a wonderful selection of courses. We hope some can be held in the fall or next spring.

We may be unable to hold the annual meeting in May. The CDC recommends that large meetings should not be held for at least 60 days, which would bring us to May 16.

Robert asked whether we should offer members a partial refund. Tom replied that Vassar is considering doing so, but he doesn't know about other local LLIs. Jill added that we are trying to set up some online opportunities for the spring. Deborah Schwartz pointed out that providing refunds would require a huge

effort, and we don't have the necessary volunteer resources. Anyone who needs the refund because of financial hardship can reach out to Tom. Tom suggested letting the finance committee discuss the issue and bring it up to Council, if that's warranted.

**1<sup>st</sup> Vice President's Report: Nanci Kryzak (Appendix 1, pp 8, 9)**

**20<sup>th</sup> Anniversary Celebration**

The proposed theme is "celebrating 20 years in community with Bard," which Council members agreed was an excellent choice.

P&E recent approved a budget of \$10,000 for the anniversary celebrations; that money will also be used to cover any social gatherings directly tied to the anniversary.

The 20<sup>th</sup> Anniversary Committee has decided to hold the gala at Spiegel Tent, on either July 15 or August 5. The choice of date will depend on the availability of proposed speakers, including Leon Botstein, Jonathan Becker, Stuart Levine, and Deirdre d'Albertis. The tent holds 200 people. That may seem low, given that we have more than 300 members, but it was the best on-campus option given that it is accessible and has restrooms.

The event would begin at about 4 p.m. with guests mingling outside. Then guests will congregate inside the tent to hear from the speakers and enjoy a jazz program, provided by some students or faculty or possibly the Catskill Jazz Factory. Millie is getting information about the performers.

Renting the Spiegel Tent will cost \$1,500. We don't yet have costs for the food, beverages, and entertainment.

We will provide appetizers when guests meet outside and food and bar service inside the tent. A representative from Chartwell's will attend the next committee meeting to discuss food and beverage options.

As a favor, members will receive a removable car decal with the Bard logo. The Bard bookstore is getting price quotes, but this shouldn't be very expensive.

The Anniversary Committee will work closely with Communications during the year. Some possible items:

- Having a banner on the website and newsletters throughout the year.
- Short items on the website and newsletter to share important and interesting highlights of our history.
- Interview members with a long institutional memory.
- Interviews with the founders.
- Interviews with Stuart Levine and Jonathan Becker.
- Review the history of our association with CCE
- Recognize our contributions to Bard over the years.

Tom noted that in light of the current restrictions on large gatherings, we are in unknown territory. We hope the restrictions on large gatherings will be lifted after 60 days, but we don't know that. We agree on planning for the gala, but we can't be sure it will take place. We can't even be sure the Spiegel Tent will be set up this summer.

**Action point:** Nanci will research cancellation policies on all vendors involved in the gala.

## **2<sup>nd</sup> Vice President's Report: Mary Deady (Appendix 2, p. 10)**

Mary reviewed a PowerPoint presentation about the Work Flow Project, which she sent to all of us. She applauded the hard work by NanciKryzak, Jill Lundquist, Margaret Shuhala, Ann Miller, Joyce Carter, and Deborah Schwartz in ensuring the success of the project.

### LLI Organization Structure

- 9 member elected Council
- 6 Committees
- 20 Teams under 5 Committees; each Team has a chair reporting to the Committee Chair.
- Therefore, the Task Force had written 35 Operations and Workflow documents and reviewed them to be consistent with each other.
- Second Vice President will remind committees and teams to update their respective documents twice a year.

LLI's Elected Council consists of the President, First Vice President, Second Vice President, Secretary, Treasurer, and four Members at Large. The Planning and Evaluation Committee is composed of elected officers and committee chairs and does not have reporting teams.

The six committees include:

- Planning and Evaluation, composed of elected officers and committee chairs, but no reporting teams.
- Administration/Infrastructure, including the Catalog, Communications, Registration, Technology, and Website teams.
- Curricular and Special Programs Committee, including the Curriculum and Special programs teams, with the Art Show team.
- Governance Committee, including the Nominations Committee, Elections Committee, the Finance team, the Bylaws team, and a liaison to CCE.
- Membership Development Committee, including the Member Services, Mentor Program, Social Gatherings, and Volunteer Coordination Teams.
- Program Support Committee, including the AV, class support, and Hospitality teams.

Mary provided us with sample descriptions for the Curricular and Special Programs Committee and Program Support Committee. She then gave us an overview of team operations and workflow documents for the Curriculum, Class Support, and Mentor Program teams.

She added that with the implementation of ProClass, workflow schedules will have to be updated for the Catalog, Registration, Curriculum, AV, and Class Support teams. New purchasing procedures will require updating for the treasurer and Finance team.

The descriptions for Council positions have been updated on our website.

The workflow documents for the teams include descriptions of the key tasks, required coordination with other teams, special skills required, and time commitment. Also included are the timing for each task that needs to be accomplished. Information has been cross-checked between committees. Current team members and their roles have been included, as well as the necessary Bard contacts.

One team description needs to be finalized.

Tom thanked the team for their tremendous effort, which resulted in high quality work. Jill added that we need to stay vigilant about keeping these documents updated.

**Correspondence: Deborah Lanser**

Deborah reported picking up two pieces of mail from Bard to Tom, which she will send to Tom's home address. A third piece of mail was from Cathy Reinis, a thank you note for sending her flowers.

**Treasurer's Report: Susan Hirsch (Appendix 3, pp 11, 12)**

Susan reviewed the budget she submitted for income and expenses to date. Our current fund balance is about \$75,000. We are on track to donate \$22,000 to Bard, whereas we anticipated donating \$30,000.

**Motion:** Upon a motion by NanciKryzak and seconded by Cathy Reinis, the budget was accepted unanimously.

Susan also made a first pass at next year's budget, which she distributed in advance of the meeting. Our income will increase if we increase the size of our membership. We will no longer have to pay PayPal, but there will probably be other fees in an undetermined amount. Some numbers may change if some anticipated events are canceled because of the coronavirus.

Jill asked whether there some way to indicated that 10k spending on the budgeted anniversary celebration is offset by the 10K bequest. Tom said we can use the bequest as we see fit.

Susan said that it's too early to put in an expected balance for the new budget. She will forward the same budget to Council in April for final approval and presented to the membership at the Annual Meeting.

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**Standing and Ad Hoc Committee Reports**

**Planning and Evaluation: Jill Lundquist (Appendix 4, pp 13-17)**

Given the public health risk created by the coronavirus, Jill noted that all meetings should be held remotely. The team leadership should be informed about that.

We sent two emails to the membership, informing them that spring registration was canceled. About 31 emails remain unopened. Jill has a list of those members who did not check their messages.

**Action point:** Cathy Reinis will get the names and phone numbers of those members from Jill and Chuck, and work with Communications to contact those members individually.

The Annual Meeting, which was scheduled for May 15, probably cannot be held. P&E will discuss alternative arrangements at their next meeting.

P&E has recommended that we increase our enrollment to 330, thanks to encouragement by TaunToay, the Chief Financial Officer at Bard. They discussed various issues related to classroom space and parking challenges.

**Motion:** Upon a motion by Mary and seconded by Maddy, Council members unanimously voted to increase the membership to 330.

In a recent meeting with Tom, Jill, and Nanci, Mr. Taoy said he has some ideas for possible intergenerational activities with Bard students. If Bard develops senior housing at Montgomery Place,

that might result in space for LLI for educational programming. This is one possibility to be included in the Memorandum of Understanding, which is being drafted.

Mr. Toay agreed that we should formalize our relationship with Bard based on historical documents and an understanding of our current operations. Doing so may not be a priority for him right now, but we hope to move forward in the next several months.

Susan Hirsch has spoken with Julie Cerulli to discuss the process for making purchase requests. Julie has sent pdfs of the purchasing form that will be needed, which Susan will share with Robert.

For the foreseeable future we will hold all committee meetings via google meetings. The instructions for setting up a virtual meeting will be sent to all team leaders.

#### **Curricular and Special Programs: Anne Sunners (Appendix 5, p 18)**

The semester has been canceled, but at least five presenters are willing to consider having online courses. Anne and her committee will try to develop this option.

#### **Program Support: Ann Miller (Appendix 6, p 19)**

Ann noted that everything has ground to a halt. Orientation had been completely prepared, with all communications approved and ready to go. Getting class managers again proved difficult.

Dave had a lot of trouble getting AV volunteers and everything went out late, possibly because of his family situation. He is looking for a way to ease the problem. He is hoping Carmela can help develop the AV team.

Since classes and special events are not being held, Irene and the Hospitality team have had little to do.

#### **Administration/Infrastructure: Deborah Schwartz (Appendix 7, pp 20,21)**

In Deborah's absence, Chuck reviewed issues that have to be addressed for the Administration/Infrastructure team.

#### **AV Support**

Dave Jutton and Gus Pedersen initiated an ambitious plan to have an AV person in each class. That proved difficult to execute because of the difficulty in finding qualified people. The team is looking to change their plan on the assumption that some classes won't need AV support.

#### **Election**

With regard to the election for Council, 311 ballots were sent out on March 15. As of the Council meeting, 90 ballots have been cast. Several Council members reported that they had not received a ballot. In some cases, however, the ballots wound up in a spam folder. A couple of people reported being unable to access the ballot from the emails. Chuck said a reminder email will be sent out on March 22 to encourage people to check their spam folder and to vote.

Chuck asked whether the election for member at large should be decided by who gets the most votes or who gets the most votes in each section of the ballot. The results would be different with each approach.

**Recommendation:** Add the totals for all candidates and the two who received the most votes will be the winners. Nanci said an ad hoc committee will discuss this issue and report their decision before the results are announced.

### **Online Classes**

As far as we know, none of the other local LLIs are trying to set up online classes.

One of the LLI presenters, Bob Ulrich, is prepared to set up an online class with slides and narration. He has asked for the list of class registrants so he can contact them directly. He is not a member, but in the past, we have made class lists available to presenters. Emily Michael added that she knows one presenter who might be interested and she will forward that person's name to Chuck.

We have yet to determine whether other presenters are willing to set up online classes or the technology that we will use to do so. Ideally, we would like to set this up with at least 4 or 5 classes that are available to the entire membership. This will provide some continuity, help address the question of refunding people for losing a semester, and set an example for other LLIs. Chuck and Anne Sunners will work together to find out who may be interested and what is possible. Any online LLI classes should be available only to members and not the general public.

**Recommendation:** Anne will put together a subset of the Curriculum Committee to see what they can put together.

**Recommendation:** Ask Bard IT to guide us with online resources.

At best, however, any online classes can not be set up by March 20, when classes were scheduled to start. A disadvantage of online classes is that people tend to feel very isolated and they drop out.

### **SummerFest**

We are proceeding as if SummerFest will be held as scheduled, but that may change. Tom encouraged us to plan for it. Courses should be determined by the end of March, and registration can be set up for mid May. Further discussion can be postponed until the next Council meeting.

### **Communications**

We will look to acknowledge the \$10,000 donation in our newsletter, which will enable us to have a generous budget for our anniversary celebrations.

Cathy thanked the Communications team for their efforts while she had to be absent for a couple of weeks. Tom complimented Cathy on the work she has done to develop an effective team.

### **Membership Development Committee Robert English(Appendices 8, 8A, pp 22, 23)**

Barbara Burns and Deborah Schwartz are working on forms for application to join and member renewal.

Although several planned events had to be canceled, Robert noted that the basic planning and budget had been determined. When feasible, those events may be scheduled for a later date.

Few members accepted the invitation to the new member reception, which suggests that this approach may not work. His committee will explore different ideas.

He submitted a proposal for an event at Montgomery Place in June, which he hoped can be scheduled. P&E approved the proposal without wine. If the June date won't work, the event can easily be rescheduled.

**Motion:** Upon a motion by Nanci and seconded by Jill, Council unanimously encouraged Robert and his team to continue planning the event in June.

Tom congratulated Robert and his team for their imagination and planning for the different events they have proposed.

Maddy is in charge of mentors and will be ready to activate the program when it is needed.

**Governance: Tom Esposito**

Tom has no report about governance to discuss.

**Old Business**

Deborah Lanser read the following policy for Council members to review:

PROG 05/18-B. LLI presenters are volunteers from LLI's membership, the community, and Bard College faculty. LLI does not offer honorariums.

Council members decided to leave it as is.

**New Business**

No new business was presented to Council.

**Adjournment**

**Motion:** Upon a motion by Cathy Reinis and seconded by Mary Deady, the meeting was adjourned at 11:30 a.m.

Respectfully submitted,  
Deborah Lanser  
Secretary

Appendix 1  
**First Vice President's Report**  
**Nanci Kryzak**

March 2020 LLI Council First Vice President Report

20th Anniversary Commemoration

Submitted for Council Approval:

- The Anniversary Theme: "Celebrating 20 Years in Community with Bard". P and E amended and approved the theme.
- The Anniversary Budget: \$10,000, approved by P and E. Budget to include funding of any Social Gathering Team events directly tied-in to the anniversary celebration. Gala cost estimate not yet finalized. Hopefully, not all monies will be needed for the year's celebrations.
- Gala: To be held at SpiegelTent, tentative date either Wednesday, July 15 or Wednesday, August 5, beginning at 4:00 pm. Date dependent on availability of Bard honored guests/possible speakers: President of the College Leon Botstein; Emeritus Dean of the College Stuart Levine; Director, CCE Jonathan Becker, Dean of the College Deirdre d'Albertis.
- Gala Performance: Jazz Program, hopefully student and/or faculty musicians from TON, the Conservatory, or the Bard Music Program. Secondary option: Catskills Jazz Factory.
- Gala refreshments: Not finalized. Consultation with Chartwells' representative is ongoing for his recommendations, as Chartwells caters SpiegelTent events. Tentative plan: appetizers/wine, etc. outside the tent; additional starters/sandwich menu/ bar service concession inside the tent.
- Gala "favor" for members: removable oval car decal with Bard LLI logo.

Partial Communications plans for the year:

- "Banner" on the website and newsletters throughout the year.
- "Boxed" short website and newsletter items highlighting important and interesting items from LLI's history. Archived material is available as are many current members with "institutional memory".
- Possible interviews with or articles about the founders, Stuart Levine, and Jonathan Becker and our relationship with Bard as part of CCE.
- Recognition of our significant monetary contributions to Bard.

Additional Curriculum and Social Gatherings plans are in discussion which will expand our relationship and collaboration with the College.

The 20th Anniversary Commemoration Group welcomes additional suggestions.

2020 Annual Member Survey

All Council members should begin to formulate critical questions to be considered for the Annual Member Survey. Committee chairs should request input from Team chairs. A specific solicitation email will follow. The survey will be sent to the membership on May 18.

### LLI Archives

Deborah Lanser and NanciKryzak have completed an overview of the LLI archival materials stored in the Campus Center's Room 203.

Helen Tieger, Bard Archivist, has confirmed that additional LLI historical materials are housed at Stevenson Library. This file will be catalogued as conditions permit. Thanks to Joyce Carter-Krawczyk for her direction.

### Road Scholar

Shortly after sending our Spring 2020 catalog to the Road Scholar LLI Resource Network, three of Bard LLI's courses were featured in the "Curriculum Ideas" section of their February 2020 newsletter. Congratulations to LLI's Curriculum and Catalog teams for this well-deserved recognition.

All upcoming newsletters and catalogs will be sent to Road Scholar upon publication.

Respectfully submitted,

NanciKryzak  
First Vice President

Appendix 2  
**Second Vice President's Report**  
**Mary Deady**

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

The Workflow Task Force has nearly completed documentation of the work required by all Committees and Teams. I am still waiting for the Team Leader's input on one team.

At Council this week I will present a summary of this project and have a few links to demonstrate the sequencing of the descriptions, hopeful of a successful motion to approve in spite of the one missing document.

With the impending changes from the adoption of ProClass I will update, as much as possible, the descriptions for Catalog, Registration, Curriculum, AV, and Class Support teams. In addition, I will update Treasurer and Finance Team based on new procedures expected by Bard's controller and purchasing departments. I am hopeful they can be nearly complete by the end of June, recognizing the fluidity of the process.

We still need to determine where all of these documents will be placed so that they can be reviewed or accessed 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
<b>Income</b>	February	February	February	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
<b>Total Income</b>		52,437.00	65,312.50	12,875.50

MONTHLY BY CATEGORIES	Actuals	Budgeted Thru	Actual Thru	YTD Budget
Expenses	February	February	February	Variance
Donations to Bard	10,995.00	23,100.00	21,995.00	(1,105.00)
AV		700.00	30.44	(669.56)
Gifts		100.00	101.38	1.38
Meals/Catering		5,550.00	6,572.45	1,022.45
Hospitality/Coffee	-222.50	2,310.00	2,156.00	-154.00
Operating Supplies		450.00	468.42	18.42
Postage		160.00	74.25	-85.75
Printing/Copying		510.00	567.99	57.99
Prof.Services-Individual		840.00	965.00	125.00
Rental Costs	114.00	162.00	114.00	-48.00
Technology	16.19	1,700.00	2,478.36	778.36
PayPal Fees		1,900.00	1,673.18	-226.82
Total Expenses	10,902.69	37,482.00	37,196.47	(285.53)

**LLI Planning and Evaluation Committee**

**Bertelsmann 214**  
**March 9, 2020**  
**9:00 a.m. –12:15 a.m.**  
**Meeting Minutes**

Attending: Mary Deady, Susan Hirsch, NanciKryzak, Deborah Lanser, Jill Lundquist (Chair), Chuck Mishaan, Deborah Schwartz, Anne Sunners  
Absent: Tom Esposito  
Also attending: Erin Cannan, Bard Dean of Civic Engagement

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Following is a summary of topics discussed and recommended actions.

**Introduction**

Jill noted that a representative of Bard will attend the meeting to discuss the college's response to the coronavirus epidemic. She said Donna Warner had agreed to postpone her discussion about leadership development to the April meeting.

**Bard COVID-19 Response Team**

Erin Cannan of the Bard ResponseTeam described the College's response to the coronavirus epidemic. They are looking to remain flexible, since the rapid spread of the contagion makes it difficult to predict the location, timing, and extent of disease outbreaks. The CDC recommends that seniors and anyone with underlying immune issues stays home. Vassar, Columbia, and Barnard are currently closed.

The College is recommending that students and faculty restrict international travel. They are holding planning sessions with faculty to allow for the possibility they will teach from home in the event they are quarantined. Or students could go home and take remote classes. Tech training has been arranged to help set up online teaching.

With an interactive program called BlueJeans video conferencing, they are able to set up calls with up to 30 people. They are looking to train people in its use and to identify places on campus with the necessary technology.

**Action point:** Deborah S asked whether someone from LLI tech could attend the training meetings. Erin recommended that she reach out to Deirdre d'Albertis to see about attending.

Anyone at Bard who has symptoms of Covid-19 will be asked to call 911 and then stay put until someone from the Board of Health arrives to test for the virus.

Jill will draft some correspondence about LLI's response to Covid-19 for our members and run it by Tom, Nanci, Cathy Reinis, and Deborah L. Erin will send Jill some additional information. Erin will review the draft after a Task Force meeting on March 10.

## **LLI Election**

P&E members were concerned that the layout of the ballot might advantage those whose names come first in the section on voting for member at large.

**Action point:** Chuck agreed to arrange the names of the candidates for member at large in alphabetical order by surname. In the first section the names will be arranged starting with the beginning of the alphabet. In the second section, the order will be reversed.

**Action point:** LLI members will be instructed to vote for a different candidate in the second section.

**Action point:** We will ask Susan to display the candidates for member at large in alphabetical order on the website.

**Action point:** Chuck will send a reminder about casting your ballot during the election period. Voting will be held from March 15 to 29.

## **Registration/Beginning of Spring Semester**

Chuck reported that first-come, first-served worked well, with only one or two people complaining. In addition, this new system saved him a great deal of time.

Members appreciated knowing immediately whether they were in a class. When one class was filled, they went to their second choice. As a result, about 12 classes are full.

One presenter offered to do an online course, if needed. This will be a topic for Curriculum to consider. Deborah S is willing to help with the technical aspects.

## **SummerFest**

Registration and payments for SummerFest will be handled by the old system.

## **Member Renewal and Registration**

Member renewals and fall registration will be handled by ProClass, assuming the financial issue of how members will make payments have been addressed. Members will be able to renew and pay their membership fee in June; they will be given a deadline of June 21, although late registrants through the end of June will be accepted.

New members will be invited to apply in June, but they won't know whether they have been accepted until July. At that time, they will be asked to pay their membership fee. The committee agreed to send the list of applicants to Curriculum to identify presenters, who will be given priority admission. After that, applicants will be accepted by lottery. We will reserve the option to admit people on the basis of critical skills, if we need to do so.

## **Orientation for Presenters, Class Managers, AV**

Anne Miller reports that orientation for class managers, presenters, and AV people is set. They can use Weiss cinema for chatting. Everyone should wear name tags. Some presenters don't want to wear them, but class managers can provide them. Deborah S will print the name tags.

## **Operations/Workflow Project**

All but one (communications) of the 33 descriptions have been written. The question is when to present the project to Council for approval. Workflow for a few committees will change when ProClass is adopted: e.g, finance, member development, registration, catalog. The goal is to have all documents

updated so the descriptions can just be put into place. If any documents need to be updated, Mary Deady should be informed and she will be sure the necessary changes have been made. Jill will provide backup if needed.

At some point, it will be necessary to decide which categories to put on the website and to alert Susan Christoffersen.

**Action point:** Mary Deady will oversee; Deborah S will let Susan know that this is coming.

### **New Member Reception**

Robert English will host, and Council members will be present. At the recommendation of Barbara Burns, the invitation was changed to be more welcoming. Anne suggested that instead of having committee chairs give presentations, members could be given the opportunity to ask questions of committee chairs and Council. The format of the event will allow for Q and A.

### **Seniors to Seniors Presentations**

Tom reported that it has been scheduled at 9:30 a.m. on March 30 at Weiss cinema.

### **ProClass**

Deborah S and the tech team has been meeting every Wednesday for a training session on the new software. It will affect most LLI committees, including curriculum, catalog, membership development, class support, and registration. The processes described by Work Flow will need to be reassessed.

*Listing Courses on ProClass.* Producers will be able to enter course descriptions into ProClass. Once they are approved, they will be displayed in catalog.

*Member Use.* Member and importing the member list. Members will receive an email about how to log in.

### **Memorandum of Understanding with Bard**

Tom, Jill, and Nanci recently met TaunToay, VP and Chief financial officer at Bard, to discuss LLI's relationship with Bard. It was a very productive meeting and Taun seems to be very supportive of LLI. He does want to formalize our relationship with Bard College, which may help us with insurance issues and recommends that we have a Memorandum of Understanding with the College

**Action point:** Tom, Jill and Nanci will provide Mr. Toay with: a list of suggested items to include in a Memorandum; this year's operating budget; a list of LLI Council members; a copy of our bylaws; and the original letter from founding member Carol Lee to Stuart Levine outlining LLI's original understanding with the College. Mr. Toay will look into drafting a more legal type of document.

### **Financial Matters**

Tom, Nanci and Jill had a meeting with Bard Controller Laura Ramsey and Assistant Controller Jennifer Martin. They discussed the problems of long delays in reimbursement to LLI members for purchases made on behalf of LLI. Laura and Jenn recommend that we work with Julie Cerulli from Purchasing as much as possible, rather than have our members incur significant expenses on behalf of LLI. Another topic for discussion was how members will pay through ProClass. A member of the Bard IT team is supposed to speak with ProClass directly about how to make this possible, but that hasn't happened yet.

**Action point:** Tom will follow up with Laura who was going to find times that would be convenient for the Bard IT person to speak with ProClass.

**Purchasing:**

Tom, Nanci and Jill also met with Julie Cerulli, Bard's Purchasing Manager. Julie was also extremely helpful, and explained to us how LLI can make many of its purchases directly through her department. Treasurer Susan Hirsch and soon-to-be Treasurer Robert Beaury should meet with Julie and bring a list of all items over \$100 we regularly purchase. Julie is willing to work with us to pay our regular bills, including ProClass.

**20th Anniversary Celebration**

The proposed theme is a "Celebrating 20 years in Community with Bard." The committee has asked for a budget of \$10,000. We agreed Susan can use that figure for the budget, on the understanding it may also cover the cost of some social gathering events linked to the anniversary.

Possible locations for a gala include the Spiegeltent, Luma Theater, or Montgomery Place. Spiegeltent holds 274 people inside, and some picnic tables are available outside. Renting it would cost \$1,500 for four hours, with one staff person. Chartwella caters Spiegetent. The event would start at 4 p.m., with people gathering outside for finger food and wine, and then move into the tent for the program. The program could include speakers and a jazz performance.

**Jazz Options:** TON members or contact Bard faculty members in the Jazz program

We would invite and honor Leon Botstein, Jonathan Becker, Deirdre d'Albertis, and Stuart Levine.

Other ideas:

- Have a favor for LLI members: the bookstore is estimating the cost of car decals.
- Promote a Luma theater performance
- Have a yearlong commemorative banner on the website
- Publish articles about and/or interviews with the founding members and Dean Stuart Levine
- Mention Bard LLI in every conservatory program
- Consider bringing back some of the original classes
- If the social gatherings team propose any commemorative events, that cost could come out of that 10K

**Social Gatherings**

The social gatherings team requested a budget of \$6,000 for the year. They are looking to have three large events a year, which may include wine.

P&E recommended they be given a budget of \$4,000 and limit their major events to one per semester. They need to coordinate with the 20<sup>th</sup> anniversary team and special programs. Not every event needs to include wine.

One proposed event would present the story of Alexander Gilson, a former slave who was head gardener at Montgomery Place in the 1800s. They want to have the event Wednesday, June 17, from 2:30 to 4:20. The estimated cost for cheese, fruit platters, and wine was \$735. P&E considered approving \$350 for this event, and not serving wine.

**Enrollment Goal for 2020-21**

The committee agreed to recommend to Council that enrollment be raised from 318 to 330.

The big issue is parking. We may be able to arrange for shuttles from different lots, but some members would have difficulty getting into the bus.

To meet the greater demand from the expanded enrollment, Anne noted that Curriculum has increased the number of classes from 21 to 35 in recent years, largely by adding more small classes. We are experimenting with having one presenter hold two sessions of his class.

Jill also recommended considering joint activities/classes with Bard undergraduates. One possibility would be a class about the election in the fall.

Appendix 5  
**Curricular and Special Programs**  
**Anne Sunners**

Curriculum

Confusion, anxiety, frustration, nervousness and creativity. It has been a week! The Spring semester has been cancelled and the reaction from the committee and presenters has been positive. We are currently polling the presenters to see if they are interested in testing an online version if it is available or if they are available for Fall or next Spring. So far we have 5 interested in online and several willing to do Fall. The committee continued on a positive note by working on the Fall schedule. We have several new exciting courses and presenters.

Postponed Tour of the Fisher Center on March 24th: The response by the membership to our invitation was impressive: the maximum number of registrations (50) was reached at the end of the very first day. The Fisher Center staff initially was hopeful that the event could be rescheduled for later in the Spring, perhaps in mid to late April, but that now appears to be doubtful. Many thanks to "The Fabulous Two Beths"...Lanser and Schwartz...for their hard work in putting this event together, and to Gary Miller and Kathy O'Connor for volunteering to be our photographers for the tour. With any luck, this event will be held, but apparently later rather than sooner!

LLI Annual Meeting and Spring Brunch in May: If there's any chance at all that this event still might be held as originally scheduled, please forward to me any suggestions for a performance artist or group that we might be able to retain for the entertainment portion of the program.

LLI Art Show in September: I am sorry to report that the two members who did so well in organizing and overseeing the Art Show and the subsequent closing reception this past September will not be doing so any longer. I am asking that a replacement or replacements be found for this year's event. While I don't mind helping out with the physical mounting and taking down of the artwork at the Campus Center, I simply do not have the time or the capability to be actively engaged in recruiting the artists, assembling, labeling, and displaying the artwork, and planning both the show itself and the closing reception in the months and weeks before the date of the show. My time is fully engaged during that period in securing a guest speaker and other activities related to the Annual Fall Luncheon, which is held on the same date. Perhaps others who worked on the show in prior years under Arlene Becker would be interested in overseeing it now.

Final Note: Wash your hands, don't touch your face, and STAY SAFE!... "This too shall pass."

Gene Burns, Special Programs

Appendix 6  
**Program Support**  
**Ann Miller**

PROGRAM SUPPORT REPORT 3/14/20  
Class Support Report submitted by Carol Goss

The committee worked on getting the materials ready for Orientation. We met a few times to make sure we were all on the same page regarding who is responsible for what. It was decided that the CMs would receive materials electronically, namely, the rosters, the attendance sheets and the sample Welcome Letter. Copies of the Cover Sheet and the Guidelines for Class Managers and Presenters were copied and were to be included in the folders at Orientation. There were CMs assigned for all of the classes. As the virus situation escalated, we began to receive resignations of class managers. We will hold onto all of the materials for this cancelled Spring Semester.

AV Report submitted by Dave Jutton

After sending out general help requests and then going thru the actual class registrations for Spring 2020 we developed a list outlining the coverage available. There are many classes that have NO in class AV volunteer. The best we can offer is support from the main AV support team for classes that have no volunteer. In addition Bard AV staff may be willing to help out if they are available. I will have only limited availability for Spring and I am not available for Summer fest. I will work with Gus on notification to the LLI counsel on recommendations for how AV support can restructure as LLI moves forward. If you have suggestions about that please let me know

I think we may want to do some "virtual" brainstorming about how LLI AV volunteers can best contribute to the overall program. I do not think the multi-tier effort we have been working with the last 2 + years with an in class AV volunteer in EVERY class supported by a supervising AV team member can continue without significant modifications. Perhaps this unanticipated cancellation will give us a break to consider what to do moving forward. I would like to come up with recommendations for the LLI counsel on what AV support could look like moving ahead and your input is needed.

HOSPITALITY REPORT SUBMITTED BY IRENE ESPOSITO

I met with Chartswell on Wed. and cancelled all the March/April events and followed up with the LLI members who were making tea sandwiches/cookies for the cancelled Senior to Senior tea. Since we are still going forward with the 20th Anniversary event in July or Aug at the Spiegel tent I met with Chartwells regarding that and asked them to come to the April 20th anniversary meeting to discuss menu/timing/bar/inside vs outside/labor etc.

Appendix 7  
**Administration/Infrastructure**  
**Deborah Schwartz**

Administration/Infrastructure  
Report to Council - March 2020

#### Catalog

Proposals for Summerfest 2020 catalog are being accepted. Due date is March 27. Draft version should be complete in early April, with editing complete as scheduled for the last week in April. Proposals for the Fall 2020 catalog are now being accepted and are due May 15.

#### Communications

The Communications Team has been trained on the use of FileCamp, an image storage system with tags that will make it easier for us to find appropriate images for our publications. Many thanks to Gary Miller and Kathy OConnor who have led this effort. It was a busy month of reviewing and editing, especially with all the LLI events scheduled at the beginning of the Spring semester. Many thanks to Deborah Lanser who has been spearheading efforts to keep us all on track.

The March newsletter went out on March 6 to 483 recipients. The open rate was 53.4%. The top links were:

- LLI Elections Start Soon
- Help is on the Way
- Article about Carmela Gersbeck
- Meet Dean Paul Marienthal
- Simplifying Registration

#### Registration

##### Spring 2020 Registration

Spring registration used first-come, first-served for course registration. Members were pleased that it was simple and they got instant feedback on oversubscribed courses. When a course was oversubscribed, members could instantly choose an alternative. As a result, Chuck Mishaan said that there were closer to a dozen oversubscribed courses rather than the usual 3 - 4. This means the system worked and we were able to better use the seats across courses.

#### ProClass

There are two groups helping with ProClass implementation:

1. ProClass Support (with 7 tech team members). This group has been holding weekly training sessions over Google Meeting with follow-up activities for practice. They are writing an LLI ProClass Tech Support Manual as a reference.
2. ProClass Advisors (with 6 member users) to help with implementation decisions.

Over the next few weeks, we will be importing existing LLI members into ProClass and holding meetings with some of the LLI Teams, most notably Curriculum and Program Support.

### Technology

The Tech Team was busy this month supporting all the beginning of the semester events. This involves MailChimp messages, reporting on RSVPs, requests for information, etc. We sure could use some more committed tech team members.

### Website

Susan Christoffersen has been updating the home page of the website regularly as the Spring semester starts. This is increasingly important as we get Bard Health Services information on the Covid-19 issues. She will also be updating the website with the results of the Workflow Team.

Appendix 8  
**Membership Development**  
**Robert English**

MEMBERSHIP DEVELOPMENT COMMITTEE  
REPORT TO COUNCIL  
March 2020  
Robert English, Chairman

Barbara Burns is working with Deborah on new member application and member renewal form.

Proposal from SGT for June event at Montgomery Place approved by P&E needs Council approval. Detail sent in separate email.

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 invited and asked to provide 5 MINUTE PRESENTATION. Council members invited. Mail Chimp evite sent. Only 15 new members indicated yes to RSVP, 43 no responses. Invite resent March 9. Council needs to advise of minimum attendance, perhaps 20? or event might be cancelled. RSVP deadline March 16.

Social Gathering Team 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. Very positive response, large attendance expected! 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 sent to Communications.

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

The committee did not meet in March.

(Appendix 8A)  
SOCIAL GATHERINGS TEAM  
Membership Development Committee  
March 10, 2020  
Robert English

To Planning & Development Committee

We propose the following gathering for approval:

Wednesday June 17 (rain date June 24)  
2:30 pm to 4:30 pm  
Montgomery Place visitors' center

A presentation will be made by either Bard Professor Myra B. Young Armstead or Red Hook Historical Society representative on the topic « From Property to Proprietor: The Exceptional Journey of Alexander Gilson ». Gilson was referred to as the « colored gardener » of Montgomery Place (ca. 1824-1889) primarily during the manor ownership of Janet Livingston. The discussion will include the African American population of Dutchess County at the time. As a horticulturist, Gilson developed a variety of begonia and coleus.

Light refreshments will be provided. (Chartwell's not required).

Following the presentation, Montgomery Place volunteers will be available to conduct tours of the grounds.

#### Budget

\$0 facility fee  
\$0 no table or chair rental fee  
\$25 sparkling waters, lemonade  
\$200 cheese and fruit platters  
\$50 napkins, plates, glasses  
\$75 miscellaneous

\$350

Comment: an opportunity for some outside socializing with an interesting program.  
Familiarize members with Montgomery Place.