

**LLI Council Meeting Minutes**  
**June 15, 2020**  
**Via Zoom**  
**9:34 a.m. to 10:40 a.m.**

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

**Also Present:** Robert Beaury, Marge Moran, Linda Stanley

**Call to Order:** The regularly scheduled meeting was called to order by President Tom Esposito at 9:34 a.m.

**Minutes:** Cathy Reinis suggested correction of a typographical error in the minutes of May 26. Upon a motion by Maddy Watterson and seconded by Jill Lundquist, the minutes of May 18 and May 26 were approved unanimously, with that correction.

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**Executive Committee Reports**

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**President's Report: Tom Esposito**

In his last remarks as Council President, Tom said he is looking forward to turning over the virtual gavel, as well as a variety of documents and stationery, to incoming president Nanci Kryzak. Tom said he has received many emails from members thanking him for his work. The major accomplishments of his tenure have been the improvements in our website and in communication with our membership, including the newsletter. He noted that our Communications team and tech support are the envy of other LLIs in the Hudson Valley.

He congratulated the online teams for the excellent work they have done in setting up our transition to online learning, and noted we are in excellent shape for the fall. In particular, he commended Anne Sunners, Cathy Reinis, and Margaret Shuhala for their years of dedicated service and willingness to undertake difficult assignments.

Tom thanked the Council members who are stepping down, including Susan Hirsch for undertaking the important job of treasurer and Mary Deady who stepped in when needed. He added that the changeover in leadership will be good for the organization, with new Council members who are talented and caring.

Council members applauded him for the wonderful leadership he has provided.

**1<sup>st</sup> Vice President's Report: Nanci Kryzak (Appendix 1, p 5)**

Nanci added her thanks to Tom and his guidance in learning the role of President.

She also made the following points:

- The orientation for new Council members will be completed before the end of June.

- The newsletter articles on the annual member survey serve the important function of letting members know that what they say makes a difference. Council wants to know what members think, both pro and con.
- Some of our SummerFest courses will be featured in the next Road Scholar newsletter. Every member of Council will receive a copy of the newsletter. We can log in using our LLI email and the password 3Monday.
- We have been asked to consult with the Institute for Learning in Retirement from the University of Florida.
- The article on member responses to SummerFest, which is being written now, will be featured in the September Road Scholar newsletter.
- The 20<sup>th</sup> Anniversary celebrations are on hold; the committee will reconvene and talk about appropriate ways to celebrate.

Nanci thanked all the Council members who have welcomed her as she is stepping in when she was appointed first vice president in February 2019. She will take a lot of joy in her work and looks forward to starting her service as president.

**2<sup>nd</sup> Vice President's Report: Mary Deady**(Appendix 2, p 6)

Mary noted that WorkFlow will continue after she departs. She has done her best to let people know where her files are stored and hopes people will reach out with any questions.

**Correspondence:Deborah Lanser**

Deborah reported there has been no correspondence in the last month.

**Treasurer's Report:Susan Hirsch**(Appendix 3, pp 7, 8)

Susan reported one more major expense will come, the \$2,000 for scholarship for high school/ early college students. She will confirm that the checks are cut on the 19<sup>th</sup>, as promised. She thanked everyone for helping her during her tenure.

**Motion:** In a motion by Cathy and seconded by Jill, Council voted to accept her budget report.

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**Standing and Ad Hoc Committee Reports**

**Planning and Evaluation:Jill Lundquist**(Appendix 4, pp 9, 10)

Jill reported that the tech team is testing the possibility of recording class sessions during some SummerFest classes to assess whether this is a possibility for the fall classes. Chuck has stored a recording of one class in the Zoom cloud service. If we upload the recordings into the G Suite drive, we can control who can see the video and ensure the recordings cannot be copied or downloaded. Session managers can distribute the videos to members who are interested.

Chuck regretted that Matt Deady's recent presentation, which was a testament to the value of integrating science with the liberal arts, had not been recorded.

**Action point:** Matt has agreed to share his slides and to record a brief interview, possibly with Cathy Reinis.

### **Curricular and Special Programs: Anne Sunners(Appendix 5, p 11)**

Anne thanked Tom for his unceasing support of the Curriculum Committee, and added that the committee has done extraordinary work in adapting to the new online format.

The Committee is proposing Thursday and Friday schedules for the fall, since most people will not want to look at a computer screen all day. Many of the presenters are willing to try this schedule. Council members were enthusiastic about this approach.

### **Program Support:Ann Miller(Appendix 6, p 12)**

Ann said that an upcoming committee meeting will discuss writing an email for class managers geared to introduce them to the possibility of becoming session managers. Chuck is going to write a message to the AV team about becoming session managers. Barbara Burns will draft a note for the newsletter with a job description and a link for people to sign up to be session managers.

### **Administration/Infrastructure: Deborah Schwartz(Appendices 7A and 7B, pp 13-16)**

#### **Renewals and Applications**

As of June 15, 186 members have renewed. Deborah has sent a reminder email to all those who have not yet renewed. Information about all renewing members has been put into ProClass.

We have 69 new member applications, some of which may be duplicates. Barbara Burns will be able to review the applications.

#### **Tech Team and Online Support**

Deborah, Cathy, and Nanci have been working on the annual calendar for the website (Appendix 7B). Council agreed to put up the bare bones calendar as soon as possible and change it, as needed.

The online support group is working really hard in their regular meetings.

The website will be updated with information about all current officers as of July 1.

#### **Issues for Discussion at P&E or Council**

- We have customarily opened Council and Curriculum meetings up to the membership in the interests of transparency, which poses a problem with online meetings.  
**Possible approach:** Note the date and time of Council meetings in the newsletter and invite interested members to contact Linda Stanley about sitting in. Linda can get the member's email and pass it on to Deborah as a person to invite.  
**Note:** Contact Barbara Burns about inviting new members to observe Council meetings.
- Should people who are no longer members continue to receive the newsletter?
- Recruiting members to serve on various committees

## **Communications**

Cathy noted we are trying to minimize the number of emails sent to members, with the goal of staying in touch but not overwhelming people's inboxes.

A psychology professor is studying the effects of isolation on people who keep journals; information has been sent to members who have attended relevant classes.

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

Bob and Maddy have sent a letter to last year's mentor group about helping out this year. They are also looking at recruiting more mentors, perhaps as many as 10 if we have 70 new members.

Kim Sears is working on an orientation program for new members, even though many traditional components such as IDs will have to be delayed until we are back on campus. They are considering having small friendly get-togethers in August. Kim will also work on getting new members acquainted with Zoom.

The existing social gatherings team hasn't been too interested in developing online events.

**Suggestion:** Connect the team members with enthusiastic members of the online team, such as Carmela Gersbeck.

**Suggestion:** Consider recruiting Felice Gelman.

**Suggestion:** Brainstorm about other possible recruits.

Ann is doing her own recruiting for session managers in a separate letter. She's asking current class managers to consider trying the new role, which will not be all that different from what they have been doing already. The blanket requests can be followed by a personal appeal. Since a number of session managers will be needed, the hope is that some people will volunteer for two sessions.

The August newsletter can contain an appeal for session managers and mentors, with information about volunteering for these positions.

### **Old Business**

Cathy has put together a list of approximately 20 recipients for gift cards, which she will run by Council members the week of June 15. Susan noted that payment will be handled by purchase order rather than by asking Cathy to charge them to her own account, as was done previously.

### **Adjournment**

**Motion:** Upon a motion by Cathy and seconded by Jill, the meeting was adjourned at 10:40 a.m.

Respectfully submitted,  
Deborah Lanser  
Secretary

Appendix 1  
**First Vice President's Report**  
**NanciKryzak**

New Council Member Orientation

Individual new Council member orientation is proceeding, to be completed by July 1.

Annual Member Survey

The June LLI newsletter included the second article reporting responses to the April 2020 Annual Member Survey, highlighting feedback on survey questions about: members' interest in sharing some classes with Bard students, awareness that LLI makes yearly donations to Bard College, and willingness to be assigned a dedicated LLI email address for communications.

As in the May article, which covered members' interest in online learning, total responses were noted, while representative member comments, both pro and con, were featured.

Again, thanks to Deborah Lanser, whose writing assures our members that all opinions are welcomed.

Road Scholar LLI Resource Network

Upon receiving our SummerFest catalog, the Road Scholar LLI Resource Network advised us that some of our classes will be featured in their June newsletter. They are also interested in reporting our members' experiences of SummerFest Online in an article being planned for their September newsletter.

*Note:* All Council members will soon directly receive the online Road Scholar LLI Resource Network newsletter. To access full articles, you may need a password. If required, enter: 3Monday. Your user ID is: [council@lli.bard.edu](mailto:council@lli.bard.edu). The account should be active for their June newsletter.

Bard LLI was asked by the network to consult with one of our fellow LLIs to help their transition to online learning. Our LLI Online Task Force co-chairs, Susan Christoffersen and Carmela Gersbeck, most generously agreed to share their considerable Zoom expertise. We expect contact soon from ILR (Institute for Learning in Retirement) Oak Hammock located in Gainesville, Florida. Affiliated with the University of Florida, this is a large LLI which held all classes on campus this spring. They will be well-served by our online team advisers.

20th Anniversary Commemoration Task Group

Understandably, the task group has been on hiatus throughout the pandemic. As we approach the fall semester, we will reconvene to develop appropriate and feasible plans for the upcoming program year to commemorate our LLI milestone, "Celebrating 20 Years in Community with Bard".

Thank you

It has been my great pleasure to serve LLI in this office since my appointment in February 2019. I appreciate the great mentoring offered by everyone on Council and the ongoing confidence placed in me.

LLI is most fortunate that Linda Stanley will return to Council and begin her term as First Vice President on July 1.

Respectfully submitted,  
NanciKryzak

Appendix 2

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

No report

Appendix 3  
**Treasurer's Report**  
**Susan Hirsch**

Budget FYE June 30, 2019

MONTHLY BY CATEGORIES	Actuals	Budgeted Thru	Actual Thru	YTD Budget
Income	May	May	May	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
SummerFest		850.00		
Misc.	2.00	0.00	2.00	2.00
<b>Total Income</b>	<b>2.00</b>	<b>53,287.00</b>	<b>65,314.50</b>	<b>12,027.50</b>

MONTHLY BY CATEGORIES	Actuals	Budgeted Thru	Actual Thru	YTD Budget
Expenses	May	May	May	Variance
Donations to Bard		28,000.00	28,945.00	945.00
AV		1,000.00	30.44	(969.56)
Gifts		1,400.00	183.38	-1,216.62
Meals/Catering		6,150.00	6,572.45	422.45
Hospitality/Coffee		4,160.00	2,156.00	-2,004.00
Operating Supplies	45.43	560.00	513.85	-46.15
Postage		200.00	74.25	-125.75
Printing/Copying		610.00	674.49	64.49
Prof.Services-Individual		840.00	965.00	125.00
Rental Costs		162.00	114.00	-48.00
Technology	2,036.23	1,950.00	4,768.98	2,818.98
PayPal Fees		1,900.00	1,673.18	-226.82
Social Events		550.00	0.00	-550.00
Total Expenses		47,482.00	46,671.02	(810.98)



Appendix 4  
**Planning and Evaluation**  
**Jill Lundquist**

**Planning and Evaluation**  
**June 7, 2020**  
**Zoom Room**

Present: Tom Esposito, Susan Hirsch, NanciKryzak, Jill Lundquist, chair, Chuck Mishaan, Cathay Reinis, Deborah Schwartz, Linda Stanley, Anne Sunners

Absent: Mary Deady, Deborah Lanser

SummerFest Update

Class evaluations were overwhelmingly positive on the Zoom technology and on having online classes. People stayed for 45 minutes after some classes to chat.

- **Newsletter for July should emphasize positive experience.**

Guests of Presenters and Recording

Recommendations from LLI Online Team:

- allow presenters to give three email addresses to the Session Manager to be included in the class;
- Allow presenters to record their own class and use for their own purposes.

Agreement on additional invitees. Discussion of recordings was more involved. We could store recordings on Google Drive, but that involves extensive work by ??? to download, catalog, and disseminate recordings.

Conclusion: we don't currently have the staff to do this. Chuck will experiment with recording a few classes.

**REFER to LLI Online Team to experiment with recording with Chuck heading the effort.**

Fall Schedule

Anne Sunners said a small group had convened to rethink the fall schedule as we realized no one wants to sit in front of the computer all day Friday. The recommendation, which will go to Curriculum tomorrow and Council Monday, is to hold two classes on Thursday morning, two classes on Friday morning and one class on Friday afternoon, with an hour free for people to get lunch.

Discussion on class length:

LLI Online has recommended one hour for classes; presenters push back as they have shaped material for a longer class time (and it seems our members can last longer on Zoom than we can). The proposed schedule allows presenters to say their classes are an hour and 20 minutes long or to make them shorter.

**Conclusion: refer to Curriculum and LLI Online.**

Member Renewal and New Member Applications

135 paid; total with lifetime members, scholarship, and checks = 145.

New member applications = 44. Some people have credit card issues;  
**Deborah Schwartz needs help following up on payments.**

### ProClass and Calendar

With our revised **fall schedule**, we also need to revise our dates for publishing the catalog - way too early if we publish in July for late September classes. **A small group of Anne, Nanci, Cathy, and Deborah S will meet to work out the timing and rethink the process.**

### Orientation

Membership Development meets tomorrow and is developing plans for a warm welcome to members using Zoom. Kim Sears is part of the team and is thinking very proactively about how to use Zoom for new members.

Membership Development is also sending a mailing to previous mentors; they are also requesting a newsletter story and a website feature.

**Question: should we assign a lli.bard.edu email (G-Suite) to all new members. Deborah S would like all members to have these email accounts.**

LLI Online Team - organizational placement

**LLI Online will be part of Administration/Infrastructure.** Nanci will announce that in her first president's letter in the summer.

### Social Gatherings

**Carmela** has volunteered to join Membership Development as technical support; we are also going to ask **Felice Gelman**, who came up with several ideas, to step in and help them get going.

### LLI Annual Calendar Review

The calendar is changing for now - but may revert to previous dates when the pandemic ends. Work group: **Nanci, Deborah S, and Cathy** will meet to start a process of driving the review.

### “Open” meetings - e.g. Council and Curriculum

**Post in the newsletter and invite members to send an email requesting an invitation to join the meeting. Ask Barbara Burns to be the gatekeeper for admitting members at Membership Development meeting tomorrow.**

### Website Content

How do we set up having committees review the content on the website - not the responsibility of the tech team.

Committee chairs must review and push down to the teams who report to them. This is tied into the workflow project. **As Cathy takes over the Workflow, she will drive a review by all committees. Cathy will ask Margaret Shuhala to help with this project. She should have authority to edit for wording, punctuation, and usage without asking for approval.**

Meeting adjourned: 11:34 a.m.

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

Curricular and Special Programs

Kudos to the Online Task Force Committee for a spectacular job in pulling off SummerFest online in a few weeks. They worked tirelessly and with such commitment. The response from members has been well received and extremely positive.

The Curriculum Committee would like to recommend that the Fall online schedule be offered on :  
Thursday 9 & 11 am  
Friday 9 , 11 am, 1:30 pm

The majority of the presenters are willing to try the new schedule online and the suggested times. I would like to say how much I appreciate the committee's ability and willingness to suggest and try out new ideas. We are indeed fortunate to have them.

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

No report.

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

Administration/Infrastructure  
Report to Council - June 2020

We are happy to welcome the LLI Online Team to the Admin/Infrastructure Committee. This was discussed at the monthly P&E meeting.

### Catalog

The Catalog Team has been working with Curriculum and the LLI Online teams to figure out how best to conduct fall classes entirely online.

The deadline for course proposals for Fall 2020 has been extended to mid-July. Producers have been asked to contact their presenters to confirm their participation in the Thursday/Friday schedule that has been proposed and is being considered by Council. Existing proposals may only require date editing if otherwise satisfactory. Bill can provide an edit link.

### Communications

The Communications Team has been working to write and edit email messages regarding membership renewals, mentor volunteer solicitation, Bard announcements, etc. They are trying to limit the number of email messages to all members, especially given all the messages around online SummerFest classes.

The Jun newsletter went out on June 7 to 558 recipients. The open rate was 49.1%. The top links were:

- LLI's New Course Registration Program
- More Member Opinions
- Annual Meeting Notes
- Bard STEM Fellows Edutainment
- New Member Application Process

### Registration

#### Membership Renewals and New Member Applications

Membership renewal fees, now at \$125/member/year, are currently being collected through June 21. As of today (June 9), there have been 160 renewals out of 315 current members. New member applications are now at 54 new applicants.

All of these have been entered into ProClass, as well as the three-lifetime member renewals. Many thanks to Susan Hirsch for helping process the exceptions.

### ProClass

The members imported into ProClass have been cross-checked with the number of payments received. Communications Team plans to send a reminder to the unpaid members before June 21.

### Technology

The Tech Team is growing, both in the number of members and the skills of our tech team. It is good for LLI to have a deeper bench of tech members willing and able to help with the ever-expanding list of ways we can support LLI operations.

#### LLI Online

There was a very successful first online class as part of SummerFest as determined by the responses to the survey sent out to all SummerFest participants and by feedback from the session managers.

The Online team continues to meet weekly to discuss improvements and make plans for conducting all fall semester classes online.

#### Website

The website will be updated to reflect new officers beginning their terms on July 1.

Appendix 7B

Start Date	End Date	Event	Note for 2020-2021
		<b>JULY EVENTS</b>	
7/1/2020		New Council starts	
7/7/2020		Notify new applicants of acceptance	Nanci writes acceptance and non-acceptance.
7/7/2020	7/17/2020	New members payments	
7/7/2020		Newsletter published	
7/14/2020		Curriculum Committee Meeting	
7/20/2020		MD New member welcome	Google mail. Topics: usual mentor welcome: will be contacted by mentor, website has info, invitation will come to set selves up in ProClass from tech team. From Kim and Bob
7/21/2020	8/1/2020	New members set selves up in ProClass	After payment received; Deborah to write.
			Courses to Catalog Team: July 15; First draft available July 22; to tech team August 1
		<b>AUGUST EVENTS</b>	New members and existing members together for ProClass processing
8/7/2020		Newsletter published	
8/11/2020		Curriculum Committee Meeting	
8/15/2020		Catalog available (website and ProClass)	Date pushed back from last year because of later start
8/15/2020	8/30/2020	Zoom new member small groups orientation	
8/17/2020		Council Meeting	
		<b>SEPTEMBER EVENTS</b>	
9/1/2020		Registration for Fall classes	
9/7/2020		Newsletter published	
9/8/2020		Curriculum Committee Meeting	
9/21/2020		Council Meeting	
<b>9/24/2020</b>	<b>11/6/2020</b>	<b>Fall semester starts</b>	

		<b>OCTOBER EVENTS</b>	
10/7/2020		Newsletter published	
10/13/2020		Curriculum Meeting	
10/19/2020		Council Meeting	
10/15/2020	10/30/2020	Small Zoom groups with new members	
		<b>NOVEMBER EVENTS</b>	
<b>11/6/2020</b>		<b>Fall semester ends</b>	
11/7/2020		Newsletter published	
11/10/2020		Curriculum meeting open house	
11/16/2020		Council Meeting	
		<b>DECEMBER EVENTS</b>	
12/7/2020		Newsletter published	
		No December Curriculum Meeting	
12/21/2020		Council Meeting	



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

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

Existing mentors will be contacted by June 15 to confirm continued participation. Letter to members expressing need for more mentors and session managers will be drafted. Session managers will need Zoom training.

New member ID's, parking, badges and campus tours will be delayed until classes return to campus. Kim Sears is working on online orientation ideas which may include small group socials.

The Social Gathering Team will be contacted about ideas for online socials.