

**LLI Council Meeting Minutes
Via Zoom
May 18, 2020
9:30 a.m. to 11:05 a.m.**

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

Council Members Absent: Robert English

Also Present: Robert Beaury, Jeff Christensen, Susan Christoffersen, Marge Moran, Linda Stanley

Call to Order: The regularly scheduled meeting was called to order by President Tom Esposito at 9:30 a.m. via Zoom.

Minutes: Upon a motion by Anne Sunners and seconded by Jill Lundquist, the minutes of April 20 and May 1 were approved unanimously.

Executive Committee Reports

President's Report: Tom Esposito

The annual meeting went well, with some probing questions about our financial situation.

Bob Ulrich was at the meeting, even though he wasn't a member. Apparently, an invitation was forwarded to him, and he was able to register himself. He was allowed to register for SummerFest classes, in accordance with a decision made at P&E. Jeff suggested that when we set up meetings, we should not allow participants to rename themselves.

We will open up membership renewals and new member applications from June 1 to 21. The fees will not change.

1st Vice President's Report: Nanci Kryzak (Appendix 1, p 5)

The results of the member survey provided valuable feedback regarding membership awareness of our donations to Bard, holding classes with Bard students, and member interest in having a dedicated LLI email.

Orientation for new Council members will be done one on one. They will receive copies of the bylaws, policy manual, and documents concerning their responsibilities.

2nd Vice President's Report: Mary Deady (Appendix 2, p 6)

Mary is sending out workflow pdfs to different committees and the new officers to find out what, if anything, needs to change. She will work with Cathy Reinis and Deborah Schwartz to determine what needs to be updated.

Correspondence: Deborah Lanser

We have received one flier from the Dutchess County Office for the Aging and five pieces of mail from Bard to Tom, which Deborah will forward to him.

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

Susan noted that working with Julie Cerullio of Bard facilitated payment for the Zoom license. In addition, we can use Bard's credit card to pay for the Amazon gift certificates we distribute to helpful Bard employees. She will make arrangements to pay some subscriptions online before her term is up.

Motion: Upon a motion by Nanci Kryzak and seconded by Emily Michael, the treasurer's report was unanimously approved.

Report on the Annual Meeting

Council agreed that Carmela Gersbeck and Jeff Christensen did a masterful job running the meeting. Jeff said that all members of the LLI Online Task Force worked together efficiently to organize the meeting. We had approximately 95 attendees, close to the usual number of members who attend. And members were engaged, asking more than 50 questions.

Using Zoom

We discussed whether to extend the webinar license for another month at \$140 to be used for at least one SummerFest course. It works much better for large lecture classes, although we can't run more than one webinar concurrently. Small, interactive classes will do well with Zoom meetings.

If we are holding classes online in the fall, we may need to hold more than one webinar concurrently.

Action point: Extend the webinar license for a month through SummerFest as a test. Then decide how to use it in the fall.

Training presenters and session managers in the use of Zoom will begin shortly. Susan has been helping members who are not comfortable with Zoom.

We may decide to record SummerFest sessions to see how they work, but because of intellectual property issues, this will not be publicized.

Helping Members Who Don't Have a Computer

About 4 or 5 members don't have a computer. Linda Still has been in contact with them, and in the past, they have had a buddy. Previously, some have accessed a computer in the library.

This year presents a challenge, since library access is not currently possible. Invitations to join a class are sent by email. Members can access the audio portion of a class by telephone, but they need to have the phone numbers.

Action point: Jeff will reach out to Linda Still about getting the necessary information to members who don't have a computer.

Standing and Ad Hoc Committee Reports

Planning and Evaluation: Jill Lundquist(Appendix 4, pp 9-12)

Jill recommended that the LLI Online Task Force become a team, nestled in one committee. The question is where it will fit into the organizational structure.

Action point: Discuss this issue at the June P&E meeting

In the past, P&E has run a team-building workshop session for Council in summer. Jill asked whether we need to run one this year.

Action point: Discuss whether to run a workshop this summer at P&E.

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

The fall catalog for on campus classes has been developed, and the committee is now working with the presenters about their interest in going online. If we go online, the number of classes may be limited by the number of available course managers.

Ann Miller added that recruiting session managers is going to be a challenge. We may have a pool of 13 at the moment.

Action point: Check with current session managers to see whether they know anyone who might be interested.

Action point: Review current AV team list for possible candidates for session managers. They will be given training on running a Zoom meeting.

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

There were no reports from hospitality or AV this month. Both Carol Goss and Maddy Watterson are stepping down as co-chairs of class management.

The major issue is finding session managers.

Administration/Infrastructure: Deborah Schwartz(Appendix 7, pp 15-16)

Deborah S asked whether the dates for the fall semester have been confirmed, since if we hold classes online, our schedule need not conform to Bard's.

While Bard may have some classes on campus, LLI may choose to stay with an online schedule. Even if the campus is open, many members would be concerned about returning there. A Red Hook facility may be open for us, but members with mobility issues would have difficulty reaching it from the parking area.

Issue: would we have liability exposure if we have classes on campus.

Decision: We will probably have fall classes online, but that decision can be confirmed in June.

Cathy plans to organize a communications plan to help members use ProClass. The open rate for our last newsletter was 47%.

Chuck reported that 162 people have registered for SummerFest. Drop/add will be left open until June 7.

Member renewal will be done through our established system:

Action point: Deborah S will confirm that PayPal is still active.

The member renewal form will be simple, with payments handled through PayPal. When members log in to register in July, they will be asked to provide more information, which will be stored In ProClass. The renewal forms, and applications for new members, will be sent out on June 1. Forms will also be posted on the website. A reminder to renew will be sent out before June 21. A support team will be available to help people navigate ProClass when they register for fall classes.

Susan C is keeping the website up to date, with information about the new officers and the application forms.

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

Robert was not at the meeting.

Jill was disappointed that the social gatherings team did not propose any way of promoting social activities during social distancing.

Action point: Discuss possibilities at P&E.

All new members will get an LLI.bard.edu email. Established members will be encouraged to set one up.

Possibility: have an event showing people how to get on LLI's email.

New Business

Cathy has sent around a list of helpful Bard people who should receive thank you letters or Amazon gift cards.

Action point:Send Cathy corrections and suggested additions to the list.

Adjournment

Motion: Upon a motion by Cathy Reinis and seconded by Maddy Watterson, the meeting was adjourned at 11:05 a.m.

Respectfully submitted,
Deborah Lanser
Secretary

Next Meeting: June 15 at 9:30 a.m.via Zoom

Appendix 1
First Vice President's Report, NanciKryzak

2020 Annual Member Survey

The annual member survey was sent out early this year to quickly ascertain member interest in online LLI courses. Other questions of interest were also included in the survey. Members provided detailed comments as well as answers to multiple-choice questions.

Most member comments were positive, showing a marked interest in attending online LLI courses for both SummerFest and the Fall 2020 semester. The May newsletter included an article written by Deborah Lanser highlighting member comments about online learning. A June newsletter article will feature member comments regarding questions about shared courses with Bard students, LLI donations to Bard, and willingness to be assigned a dedicated LLI email address for member communications.

We are grateful to the members for their excellent survey response and the resulting thoughtful and informative comments and suggestions which have already helped in planning for our first LLI Online SummerFest. The survey response data are detailed below:

Total responses:	211 of 317 = 67%
Used online resources:	No - 142 = 68%
	Yes - 66 = 32%
Will register for SummerFest online:	Yes - 80 = 38%
	Maybe - 94 = 45%
	No - 36 = 17%
Interested in Fall online classes:	Yes - 145 = 69%
	Not sure - 53 = 25%
	No - 12 = 6%
Interest in shared courses w/ Bard:	Yes - 151 = 72%
	Maybe - 53 = 25%
	No - 5 = 3%
Aware of LLI donations to Bard:	Yes - 182 = 88%
	No - 23 = 11%
	Not sure - 3 = 1%
Willing to be assigned LLI email:	Yes - 132 = 63%
	Maybe - 43 = 21%
	No - 34 = 16%

Percentages based on total responses per question.

Survey dates: April 16-30, 2020

Respectfully submitted,

NanciKryzak

Appendix 2

Second Vice President's Report
Mary Deady

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

This month there was not much activity regarding the Workflow project. Next month, I will be meeting with Cathy Reinis and Deborah Schwartz to determine what documents can be updated to address our quick transition to virtual learning.

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	April	April	April	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	April	April	April	Variance
Donations to Bard	1,950.00	28,000.00	28,945.00	945.00
AV		1,000.00	30.44	(969.56)
Gifts		100.00	183.38	83.38
Meals/Catering		6,150.00	6,572.45	422.45
Hospitality/Coffee		3,050.00	2,156.00	-894.00
Operating Supplies		480.00	468.42	-11.58
Postage		200.00	74.25	-125.75
Printing/Copying		510.00	674.49	164.49
Prof.Services-Individual		840.00	965.00	125.00
Rental Costs		162.00	114.00	-48.00
Technology		1,800.00	2,732.75	932.75
PayPal Fees		1,900.00	1,673.18	-226.82
Social Events		550.00	0.00	-550.00
Total Expenses	1,950.00	44,742.00	44,589.36	(152.64)

Appendix 4
Planning and Evaluation
Jill Lundquist

LLI Planning and Evaluation Committee
May 11, 2020
Via Zoom
Draft Meeting Minutes

Attending: Mary Deady, Tom Esposito, Susan Hirsch, NanciKryzak, Deborah Lanser, Jill Lundquist (Chair), Chuck Mishaan, Deborah Schwartz, Anne Sunners
Also attending: Cathy Reinis

Plans for Annual Meeting (9:30 May 15, 2020)

Jill reported that there was one rehearsal for the 11 people who will be on screen during the meeting, and another practice session will be held on Wednesday. The agenda has been sent out to all members.

Reminders will be sent to the members on Thursday and again on Friday morning.

Action point: Cathy will rework the text for the reminder emails.

As of this date, 164 people have opened the email about the annual meeting, and 27 have registered. All panelists should register for the meeting.

Cathy reported that her husband didn't receive the registration email. Deborah Schwartz will check on that.

The online team has been working on the online initiatives, with a smaller group working on the annual meeting. After the annual meeting, the team will turn to SummerFest and training the session managers.

Update on SummerFest Plans (Registration 5/11-5/25)

Registration went well, thanks to Chuck and his team. Within hours of the form going live, about 80 people had registered. Since we usually have an enrollment for 125 for SummerFest, this is an excellent indication for the fall semester.

Action point: Reminders will be sent out on the 18th and 24th, and Tom will mention it at the annual meeting. Cathy will work on the wording for the reminders.

Chuck asked whether one presenter who gave a spring class may register for SummerFest. The group agreed that we should be generous to someone who helped us out.

Chuck also asked whether it would be acceptable for some of his friends to attend his class. The group responded that we should maintain our policy of allowing presenters only one guest.

If the sessions were recorded, it might be possible to share them. Hosts are able to record the sessions. Jill noted we would have to get permission from presenters for the recordings, and there could be a problem if they show copyrighted material. We would also have to address the issue of member permissions if they were recorded during the session.

We decided not to record SummerFest sessions, but we can investigate the possibility for fall.

After the meeting, Mary Deady forwarded the following information from her husband, Matthew, who is a teacher and presenter:

He said for him to tape his class, he has to be the host or co-host. That way if he is showing a chart or photo, it will be seen by all, taking up the screen. If our tech person is only one taping, this material will not be easily viewed.

Regarding participants asking that filming not occur, he indicated it is not a Bard rule, rather it is professor ethics to not film that class. That said, he suggested work-arounds such as having participants provide questions before the talk, or if someone has a question and does not want to be identified, questions can be texted to another person who would then relay the question. I told him we signed forms that acknowledge we will be photographed - he thinks that would cover taping, too. But that is up to Council or a member lawyer to comment if this is wrong.

We also received the following perspective from Maxine Kamin:

“Basically, the guidelines are very similar to face-to-face teaching so it should not be a major concern. However, we might want to provide these links to our presenters and session managers as a precaution. I know we might be recording some sessions which might contain copyrighted material that falls within the guidelines. Note that these classes should only be made public with a password requirement. Of course, this is up to the council to decide.” She provided the following links for reference:

<https://blogs.loc.gov/copyright/2020/03/teaching-from-a-distance-and-copyright-considerations/>

<https://guides.lib.utexas.edu/copyright/teachactchecklist>

ProClass Updates

Deborah reported that this year, members will use PayPal as previously and get the same form that has been used before. Next year, when the Bard MIS team is less stressed, we can look at setting up another payment processor.

Action point: Deborah will check with Daisy at ProClass about using PayPal.

Deborah said that a test of ProClass showed that a few people had trouble setting up their user names and passwords. Linda Still and members of the ProClass team will be available to provide tech support for members who need it.

Action point: Send emails about setting up ProClass log in to the members about two weeks before fall registration.

Action point: Have tech support standing by to help with the login process. It may be possible to set up Zoom meetings to support members.

Member Renewals and New Member Applications

Membership renewals and new member applications will be accepted between June 1 and 21. The next newsletter will remind members to renew their membership.

Barbara Burns, Robert English, and Deborah Schwartz have been working on the new member application and Nanci has reviewed it. Robert will discuss it in Council, and Deborah will ask Jill and Cathy to review it next week. The form will let people know that fall classes may be held online or on campus. The process for new member applications will work as usual, with a lottery system.

At the annual meeting, Tom will remind members about the renewal timetable and suggest they let interested friends and family members know about the application dates.

We agreed to reach out to last year's applicants who didn't get in.

Action point: Cathy will write two emails, one to members about renewing and another to those who didn't get in last year.

Action point: Deborah S will send Cathy and Jill copies of the applications as a reference.

Amazon Gift Cards for Bard Staff

Several members had suggestions about helpful staff members to include on the list of those who receive thank you gift cards.

Action point: Cathy will create a list of suggested recipients and send that to Council.

Orientation for New Council Members

Nanci discussed whether the new Council members should receive a full orientation this year. Only two of the new members have not been on Council before, Robert Beaury and Marge Moran. This year, we decided on a one-on-one approach. Susan will work with Robert, and Nanci will reach out to him about his role. Nanci will also reach out to Marge. Nanci has also been in contact with Linda Stanley about the first vice-president position. They have received copies of the bylaws and policy manual.

Action point:Debrah S will provide some training about using the shared drive.

Action point: Send welcome email to new Council members with some additional documents such as Council list and contact info, council meeting schedule, their specific position's operations/workflow description.

Operations/Workflow

Mary and Susan Christoffersen are working on updating the 35 descriptions of the responsibilities associated with various positions and getting them on the website.

Mary, Cathy, and Deborah S have editing privileges and are working on getting the forms ready. Anyone who has questions can contact Cathy or Mary. If any committee or team leaders wants a copy of their workflow, Mary can send them a pdf of the relevant document.

Action point: Reach out to Anne Miller or Robert English to see if they would like the documents for their committees.

Jill noted that several workflow documents must be changed to describe our online operations. That may be a task for the Online Task Force to document their processes.

Action point: Send new Council members the workflow document concerning their positions as part of their introductory email.

Action point: Deborah S will start drafting something about the online workflow.

Action point: Mary and Cathy will also work to incorporate all of the adjustments necessitated by ProClass by June.

MailChimp Communications

Documenting and scheduling routine MailChimp communications is an ongoing issue. It remains unclear who is responsible for different communications and what the messages

should be. Minutes and notes from different meetings should help determine responsibilities and timelines.

Action point: Deborah S will undertake to create a chart of all non-newsletter communications, with dates. She will share it with Nanci, Cathy, Jill, and Mary. This can serve as a starting point.

Fall Semester

Curriculum is looking at setting up a normal fall schedule, while they are checking with presenters about their willingness to go online. We may be looking at all online classes, all on campus classes, or a combination of both.

Anne pointed out that the number of classes that can be offered online will be limited by the number of course managers available.

Action point: Look at expanding the pool of people who can manage the tech for online classes.

Suggestion: Consider having classes on days other than Friday, and asking course managers whether they will be willing to work on more than one class.

Appendix 5
Curricular and Special Programs
Anne Sunners

I am pleased to announce that we have eight courses being offered for SummerFest. Carmela Gersbeck and Susan Christopherson and the online task force have recruited an incredible group of session managers to work with the presenters and producers in this new venture for LLI.

The Curriculum Committee has the Fall session in place. They are contacting the presenters to see how many are interested in an online schedule in the Fall. They would like to see how the SummerFest program works before finalizing for Fall. There was a strong feeling from the committee that they and LLI members would have concerns about being on campus in the Fall. The committee is going to meet again on May 26 to discuss the possibility of online for Fall. Things to be considered, how many courses can we realistically offer, do we have to stay with Fridays, can we begin later as we don't have to follow the Bard schedule, how many course managers do we need. This all new territory!
Please share your thoughts with us.

Appendix 6
Program Support
Ann Miller

Program Support Committee Report to Council May 2020 Class Support Team submitted by Carol Goss, Chair This is my last Council Report as co-chair of the Class Support Committee. It has been a rewarding experience to serve in this position for 4 years. I wish to thank all who helped me through this challenging job:
Maddy Watterson - my Co-chair and confidant. She continues to be a support for me.
Committee members:: Diana Zeigenfelder, Maxine Kamin, Jackie Olivet, Elaine Habernig, Ann Miller and Carmela Gersbeck. Each played an integral part of the committee and lessened the load on me.

Hospitality Team submitted by Irene Esposito, Chair None

AV Team submitted by Dave Jutton, Chair None

Appendix 7
Administration/Infrastructure
Deborah Schwartz

Administration/Infrastructure
Report to Council - May 2020

Catalog

The deadline for the Fall 2020 catalog was May 15, but this has been pushed to the month-end. While we would prefer to hold classes on campus in the fall, Bill Tuel is asking producers to prepare for both in-person and online classes, similar to Bard's current recommendation, and get class limits for each environment. Note that, with online classes, we could start later in the Fall, since we would not have to have gaps in the schedule due to Bard usage of the classrooms.

SummerFest catalog and course index were posted on time after several late-breaking events were captured -- the great advantage of online!

Communications

The Communications Team has been scrambling, with many MailChimp messages regarding the Zoom Annual Meeting and planning for SummerFest. Many thanks to Cathy Reinis and her team for staying on top of all of these.

A draft [Communications Plan](#) has been developed to organize the messages needed until September, such as member renewals, new member applications, membership dues, signing on to ProClass, and registration in ProClass.

The May newsletter, one of our largest newsletters ever, went out on May 7 to 501 recipients. The open rate was 47.1%. The top links were:

- Online Annual Meeting and SummerFest
- Meet Your New LLI Council Officers
- Honoring Dean Stuart Stritzler-Levine

Registration

SummerFest Registration

SummerFest registration went smoothly and we currently have 154 registrations (as of May 13).

Some members were confused about the class limits on online courses and a separate email message went out to members on May 13 describing the reasons for the class limits and higher ceilings for oversubscribed courses.

ProClass

The first use of ProClass will be for Fall registration. Member and new members will submit membership payments through PayPal as in previous years. The tech team will enter the appropriate data into ProClas. We hope Bard will be able to work with us in the upcoming year to resolve the payment processor issue.

See the Communications Plan above for additional messages around ProClass: newsletter articles, emails, etc.

Technology

Many members of the Tech Team have volunteered to be session managers for the upcoming SummerFest courses and for the annual meeting.

LLI Online

Chairs Susan Christoffersen and Carmela Gersbeck continue to lead an intense effort to be ready for the virtual Annual Meeting and SummerFest courses, conducting virtual meetings on average more than once a day.

LLI has purchased an annual Zoom license, which allows for long Zoom meetings and a webinar license to provide for the Annual Meeting webinar during the month of May. The license is for 20 hosts and so far, we have used 12 of the licenses with one user pending.

Each of the 8 SummerFest courses includes at least one producer, presenter, and session manager. The session managers (SMs) will be Zoom hosts for each class session so the presenters can focus on presenting. SMs will provide the usual class manager functions of taking attendance and emailing information to class members.

The eleven SMs have met twice already and are being trained on how to use Zoom to schedule meetings. Most of the SMs have reached out to their presenters and either spoken to them or have meetings scheduled with them. The next thing to do will be to schedule some training for the presenters. Jeff Christensen has been doing a phenomenal job creating training materials for the SM team, and getting up to speed on the Webinar features. Michael Simpler has worked hard to write up detailed training material for our presenters.

It is great to have such an active LLI Online Taskforce (including 13 team members). Many new volunteers have stepped up to work intensely the past several weeks to contribute their skills and time as LLI ventures into virtual classes and meetings, which is great to see. Newly active members include Gary Miller, Jeff Christensen, Navin Sharma, Michael Simpler (not really a member, but very active on this team). They are advised by long-time LLI members Anne Sunners, Cathy Reinis, Jill Lundquist, Ann Miller, NanciKryzak, and Chuck Mishaan.

Website

The website continues to announce both Bard and LLI events. It also shows the latest updates to the SummerFest catalog.

The organization section, based on the Workflow project, continues to get updated.

Appendix 8
Membership Development
Robert English

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

The new member application has been simplified after considerable work by Barbara Burns and Deborah Schwartz. Drafts of letter to previous applicants along with member renewal letter will be sent to Communications.

New member ID's, parking, badges campus tours and orientation were reviewed in both an online setting or normal on campus class setting.

The Social Gathering Team did not believe online zoom socials were viable at this time and socialization might better be organized as an extension of classes.