

**LLI Council Meeting Minutes**  
**April 20, 2020**  
**Via Zoom**  
**9:37a.m. to 11:33 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

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

**Call to Order:** The regularly scheduled meeting was called to order by President Tom Esposito at 11:37 a.m. via Zoom. Tom welcomed Robert Beaury, Marge Moran, and Linda Stanley, who were recently elected to Council.

**Minutes:** Upon a motion by Cathy Reinis and seconded by Jill Lundquist, the minutes of March 20, 2020 were unanimously approved.

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**Executive Committee Reports**

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**President's Report: Tom Esposito**

Tom is still looking to work with Bard to set up a payment system for ProClass, but the tech people at Bard are so overwhelmed they haven't gotten back to him. Deborah S said she would discuss this issue in her report.

Vassar LLI and LifeSpring have cancelled their spring semester and are in a quandary about the fall semester. They plan on waiting until May to make a decision. Vassar is not charging for the fall semester, since the spring semester was cancelled.

Bard LLI, like the other local LLIs, has an at-risk population. We shouldn't have SummerFest on campus, and, even if it were possible, it is unclear whether the members would show up.

**Decision:** Should we proceed with member renewals and new member applications in June.

**1<sup>st</sup> Vice President's Report: NanciKryzak(Appendix 1, p 7)**

In accordance with recommendations made at P&E, we still start the anniversary celebrations when we can again meet on campus, hopefully with a Fall Luncheon in September and social gatherings throughout the year. We will push the gala back until the summer of 2021.

Nanci added some questions about online courses to the annual member survey and sent it out on Thursday, April 16. So far, there are 130 responses. She will send out a reminder to complete the survey on the 23<sup>rd</sup>, in hope of getting as many responses as we did last year (149).

So far 63% of members said they have not used the online resources we supplied. However, 40% said they are interested in online courses and 42% said they may be interested, depending on the courses and timing. Most prefer having some active interaction rather than watching full lecture courses. Some said they are tired of looking at their computer screens.

When asked about attending fall classes online, 67% were interested, and 28% weren't sure. Only 5% were not interested.

A recent webinar on keeping LLI members engaged stressed the importance of engaging the people who are watching online. One way is through a one-on-one session with a Q&A. Large classes, as well as smaller ones, can help maintain member ties to the LLI.

Jill noted that it is up to the presenters whether to set up an online course. Some may need training about how to make their courses as interactive as possible. There are a number of webinars on this subject to use as a resource.

**2<sup>nd</sup> Vice President's Report: Mary Deady (Appendix 2, p 8)**

Mary noted that the Workflow and Operations project has been finished. Some changes will be necessary to the forms for enrollment and other activities once we have switched to ProClass. She will work with Deborah S about how to update various forms.

**Correspondence: Deborah Lanser**

Deborah has not picked up the mail since the quarantine was issued.

**Treasurer's Report: Susan Hirsch (Appendix 3, pp 9-12)**

Susan presented both the monthly budget and budget for next year.

**Monthly Budget**

Susan noted that our end-of-year expenses will be lower than anticipated, that is not reflected in the March report. We will start seeing the variance between the actual and budgeted expenses in April. We currently have a balance at Bard of \$72,910.10. Our donations to Bard totaled \$26,995.

**Motion:** Upon a motion by Jill, seconded by Cathy, the monthly budget was unanimously approved.

**20/21 Budget**

Tom noted there are several outstanding issues that will affect the budget:

- What will the membership look like? The budget now assumes membership will increase to 330, but it is uncertain how many current members will renew and how many people will apply.
- Will we charge returning members the full membership fee in June, since the spring semester, SummerFest, and possibly the fall semester will not offer a full schedule of on-campus courses?
- When will the anniversary gala be held? It is currently listed in the 20-21 budget, but it will be postponed to the summer of 2021.
- Will we be able to have the anniversary events we had planned? Any unspent anniversary monies can be rolled over to the 21-22 budget.
- If we don't have the same income because of decreased membership, will we reduce the amount we donate to Bard?
- What costs will be incurred by setting up online learning?

Council agreed that the budget, as presented, is probably unrealistic, but there is no way to update it with any certainty. Susan suggested approving it as is, and adjusting it as circumstances warrant. We can forward this to the membership for approval at the annual meeting, as required by the by-laws. Chuck, on the other hand, did not want to approve a fantasy budget. Jill noted that we could send it to the membership with a note saying the budget was subject to revision, depending on changing circumstances.

Robert noted that the discussion about the budget highlighted the need to have a plan for going forward. We don't know whether we can have a fall semester. There are many implications for Membership Development,

such as when and how to have a new member orientation, when the member renewal letter should go out, what the fee structure will be. Those issues should be resolved before the annual meeting.

Jill proposed that Council have another meeting before the annual meeting.

Susan suggested postponing the vote on the budget until the end of this meeting, since some decisions that may be made during the meeting may affect the numbers.

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### **Standing and Ad Hoc Committee Reports**

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#### **Planning and Evaluation: Jill Lundquist (Appendix 4, pp 13-16)**

Jill formally congratulated Nanci Kryzak, Chuck Mishaan, Linda Stanley, Robert Beaury, and Marge Moran for winning the election to Council.

**Motion:** Upon a motion by Cathy and seconded by Robert, Council formally voted to accept the slate of new Council members.

#### **SummerFest**

Jill noted that since Bard has postponed June science programs until July, and we are taking our lead from Bard, we cannot hold SummerFest on campus.

#### Recommendations

- Survey SummerFest presenters about their interest in holding online classes and proceed from there. If some are, we can treat the experience as a pilot project in case we need to hold online classes in the fall.
- Start developing the resources for holding online classes.
- Only invite current members to SummerFest.
- Consider setting up a room at Bard with the necessary equipment that presenters can use for their online courses. Mary noted this may present a real issue with Security.
- Set up online tutorials for presenters who are interested in working on zoom.
- Offerings should include both small group and large classes.
- Ensure there is a way for members to ask questions and comment on the material.

**Action point:** Anne will contact the presenters for SummerFest and the fall and report their responses back to Council. Chuck offered to work with her.

**Action point:** Deborah S and Chuck will put together a task force of people who can provide support for presenters and members.

#### Other decisions:

- Should we have registration for these classes? If so, we have to set up a registration process and who to invite.
- Ask presenters how many students they want.

**Action point:** Schedule another Council meeting in a week or 10 days to consider the information we have about SummerFest.

#### **Member Renewals**

Jill recommended that we do not do an advertising blitz for new members this year. We can reach out to people who applied last year but didn't get in.

Robert suggested keeping the discussion of member renewals and fees on the table. And it will be hard to justify recruiting new members this year, given the uncertainty about what we can offer. All of this needs to be resolved before he can send out the renewal letters.

Tom has not heard from any member about the fees. Nanci reported that in the survey, one member has asked for a fee adjustment. One item for future discussion is whether we should reduce next year's fee.

### **Annual Meeting**

We cannot have an in-person meeting in May. Thus, we need to determine whether a virtual meeting may be possible, either via Zoom or Google meetings. To do so, we need to understand the costs involved with each and the size limitations. We also need to understand how to count votes.

**Action point:** the tech team will investigate the possibilities and come up with a recommendation.

Robert noted that a reading of the bylaws suggested there is no requirement for an in-person meeting. We do have to present the elected officers and the budget to the membership. We could consider posting this information on the website.

### **Curricular and Special Programs: Anne Sunners (Appendix 5, p 17)**

Anne Sunners said she will follow-up with the SummerFest and fall presenters about their willingness to have online classes. She will get their feedback and report back to Council.

### **Program Support: Ann Miller (Appendix 6)**

Neither AV nor Hospitality have anything to report. Barbara Burns suggested sending out an email to class managers to keep them engaged.

Action point: Cathy Reinis will draft the email to the class managers.

### **Administration/Infrastructure: Deborah Schwartz (Appendix 7, pp 19-20)**

#### **ProClass**

Deborah has continued to pursue the question of identifying a payment processor that will work with ProClass with the Bard IT staff, who have been overwhelmed. Since Bard and ProClasscan both use CashNet, implementation discussions will be scheduled. In addition, we need to know how much the license would cost.

The ProClass team continues to meet. The next meeting will demonstrate how the system will work for program support.

#### **Catalog**

Bill Tuel ready to go with the SummerFest catalog and is working on the fall catalog. SummerFest may have to be revised, depending on whether we have online classes. Previous catalogs have had a "refrigerator page," i.e., a one-page summary of the classes and times for each semester. The new system should support that.

#### **Website**

Susan Christoffersen has been busy posting a number of notices from Bard and the MailChimps on the website.

#### **Newsletter**

Cathy noted that the April newsletter was quite different from the original plan, given the need to be flexible in the changing circumstances. Still, it got out on time, with a 53.5% open rate.

### **Registration and Online Learning**

Chuck reported that the process for registering for online classes has been passed to the ProClass team. He was prepared to use the old system for SummerFest, if needed. He is planning on cancelling our subscription to Airtable once ProClass has been set up.

We need to have a standardized platform for online classes that all presenters use. Chuck is looking into the options with Zoom, including whether it allows multiple hosts. Jill reiterated the need for a platform that enables the class to be interactive.

Emily recommended we choose a platform that allows large classes to keep the members engaged. And we do have to consider that members drop out of classes they register for. Chuck is consulting people who run zoom meetings for other LLIs to find out whether there is a significant falloff in those meetings.

### **Membership Development Committee: Robert English(Appendix 8, p 21)**

Planning for a number of membership activities is on hold, including the member renewal letter, the new member application, orientation, campus tours, recruitment of mentors, and the new member brochure. Robert's team is ready to go with all these activities, but they need to know soon how LLI is going to proceed with regard to the membership fee, new members recruitment, creation of online classes, and other activities. He does expect a dropoff in membership.

Tom pointed out that until we know what Bard is going to do, we can't solidify our plans. He recommends assuming we will have the usual fall semester and make our decision in May about member renewals and new member recruitment.

### **Governance: Tom Esposito**

Tom noted that we are moving along as best we can under the circumstances.

### **Old Business**

Deborah Lanser read two policies for Council to review.

PROG 10/18. LLI members who volunteer and therefore have access to our database of membership emails, addresses, and telephone numbers may use this information only for their assigned volunteer needs, and not for any other purposes.

PROG 05/19. Video and/or audio recording must be approved by the Council and the Presenter. Requests must include the reasons for recording, and any copyrighted material must be used in accordance with the copyright policy of Bard College. Any approved photography, video, or audio recording must be done as unobtrusively as possible.

Council members approved both with no changes. Deborah noted that as of this meeting, Council had completed its yearly policy review.

**Action point:** Deborah will send out the updated policies to all current and future Council members.

### **New Business**

Susan offered to incorporate the anticipated changes to the 20/21 budget and present it to Council before the annual meeting. She asked all committee members to send any updated information to her promptly in the next 10 days.

**Next Council Meeting**

It will be held on Friday May 1 at 9:30 a.m. via zoom.

**Adjournment**

Upon a motion by Cathy Reinis and seconded by Jill Lundquist, the meeting was adjourned at 11:33 a.m.

Respectfully submitted,  
Deborah Lanser  
Secretary

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

April 2020 LLI Council First Vice President Report

LLI 20th Anniversary Commemoration Group

In response to the current pandemic, the following decisions were made at the P and E meeting held on April 13, 2020:

1. The anniversary year commemoration will begin when we can safely return to campus this fall, hopefully in September.
2. We anticipate offering the members a "soft opening" to our commemoration with the Fall Luncheon, hopefully to be held in September or when we can again gather safely on campus.
3. The anniversary gala celebration is postponed until Summer 2021. We still hope to use the SpiegelTent, and will continue planning when feasible.
4. As we are able, we will offer social gatherings throughout the program year tied to our theme, "Celebrating 20 Years in Community with Bard".
5. The Communications Team will be ready whenever it becomes appropriate to turn our focus towards the anniversary.

The group looks forward to reconvening with renewed motivation for celebration.

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 completed documentation of the work required by all Committees and Teams. 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>	March	March	March	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	March	March	March	Variance
Donations to Bard	5,000.00	27,600.00	26,995.00	(605.00)
AV		1,000.00	30.44	(969.56)
Gifts	82.00	100.00	183.38	83.38
Meals/Catering		5,550.00	6,572.45	1,022.45
Hospitality/Coffee		2,310.00	2,156.00	-154.00
Operating Supplies		480.00	468.42	-11.58
Postage		200.00	74.25	-125.75
Printing/Copying	106.50	510.00	674.49	164.49
Prof.Services-Individual		840.00	965.00	125.00
Rental Costs		162.00	114.00	-48.00
Technology	254.39	1,750.00	2,732.75	982.75
PayPal Fees		1,900.00	1,673.18	-226.82
Total Expenses	5,442.89	42,402.00	42,639.36	237.36

**Beginning Fund Balance July 1, 2019: \$50,236.96**

**Preliminary  
LLI Budget for YE 6/30/21**

<b>INCOME</b>	<b>2021 Request</b>	<b>2020 Budget</b>	<b>Projected 2020 Y/E</b>	<b>2019 YE Actual</b>
Membership Fees	57,487.50	51,187.00	55,212.50	51,012.50
Summerfest	900.00	850.00	900.00	900.00
Luncheon Charge	0.00	1,250.00	0.00	1,250.00
Donations			10,100.00	25.00
<b>TOTAL</b>	<b>58,387.50</b>	<b>53,287.00</b>	<b>66,212.50</b>	<b>53,187.50</b>

<b>EXPENSES</b>	<b>2021 Request</b>	<b>2020 Budget</b>	<b>Projected 2020 Y/E</b>	<b>2019 YE Actual</b>
<i>Donations to Bard</i>	30,000.00	30,000.00	28,000.00	26,883.79
<b><i>Operating Expenses:</i></b>				
AV	200.00	1,000.00	200.00	683.91
Gifts	1,500.00	1,400.00	1,350.00	2,750.00
Meals/Catering	9,800.00	8,000.00	9,548.00	7,448.79
Hospitality/Coffee	5,600.00	5,900.00	5,200.00	5,389.69
Supplies	600.00	560.00	570.00	827.47
Postage	85.00	200.00	100.00	192.39
Copying	525.00	675.00	760.00	409.26
Professional Services	0.00	840.00	965.00	2,360.00
Rentals	165.00	162.00	114.00	112.00
Technology	2,200.00	2,000.00	3,000.00	918.54
Pay Pal Fees	1,800.00	2,000.00	1,725.00	1,655.28
Social Events	4000.00	550.00	1600.00	0.00
<b><i>LLI Operating Expenses</i></b>	<b>26,475.00</b>	<b>23,287.00</b>	<b>25,132.00</b>	<b>22,747.33</b>
20th Anniversary Events	10,000.00			
<b>Totals</b>	<b>66,475.00</b>	<b>53,287.00</b>	<b>53,132.00</b>	<b>49,631.12</b>

**Anticipated Year End Fund Balance:**

**Donations to Bard paid as of 4/30/2020**

To be paid in May and

June:

H/S Early  
College

Joan Tower Composition Scholarship	1,500.00	
CCE (Center for Civic Engagement)	5,500.00	
Montgomery Place	2,500.00	
Fund for Visual		
Learning	2,500.00	
US-China Institute (Conservatory)	1,500.00	
Dean's Discretionary Fund	5,000.00	
Friends of Stevenson Library	2,500.00	
Dean Stuart Stritzler-Levine Senior		
to Sr.	995.00	
Total Year to Date:	21,995.00	2/29/2020

Appendix 4  
**Planning and Evaluation**  
Jill Lundquist

**LLI Planning and Evaluation Committee**  
**April 13, 2020**  
**Via Google Meeting**  
**9:30 a.m. –11:10 a.m.**

Attending: Mary Deady, Tom Esposito, Susan Hirsch, NanciKryzak, Deborah Lanser, Jill Lundquist (Chair), Chuck Mishaan, Deborah Schwartz

Absent: Anne Sunners

Also attending: Cathy Reinis

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**Election Results**

Chuck Mishaan reported that the candidates for the Executive Committee—NanciKryzak, Linda Stanley, and Robert Beaury—ran unopposed and were elected by substantial numbers. Chuck Mishaan and Marge Moran were elected as members at large.

Tom notified most of the candidates about the election results. The exception was Mark Gerstle, whose phone lines either did not have mail boxes set up or were full.

**Action point:** Tom will send Mark an email.

**Annual Meeting**

Tom reported that the Bard campus is shut down, and most buildings are locked. He didn't see how we could have our annual meeting in May.

Instead, Susan Hirsch will distribute the annual budget online for approval by Council; it does not need to be approved by the total membership. Once the budget has been approved, we will send LLI members:

- The budget
- The election results
- A document describing our plans for going forward amidst the uncertainty about when society can be opened up.

**Action point.** Create the documents to be sent to the membership.

Since the entertainment for the annual meeting had not been confirmed, there is no need to cancel it.

**SummerFest**

Anne Sunners has reported that the SummerFest schedule is ready to go. Even if the campus is open by June, we may not want to have classes there given continued unease about the need for social isolation. And there is a possibility that fall will see a resurgence of Covid-19 cases. Therefore, we will have to monitor the situation and make a last-minute decision about whether to have classes on campus or online in the summer and fall.

**Suggested Plan**

Let us set up a pilot online program for SummerFest to see whether online classes might work in the fall.

**Action point:** Assess member interest in switching to online courses. Nanci noted that the member survey is essentially ready to go out now. She will draft some questions about online learning for summer and fall and run the new version by P&E and Communications.

**Action point:** Curriculum will check with SummerFest presenters to assess their willingness to switch to online classes, if needed. Deborah S noted that training the presenters may only require one short session

**Action point:** Chuck and Deborah S will put together a small team to develop a plan for implementing online learning.

SummerFest courses will only be available to current members, rather than to members of the general public, given the difficulty of setting up a payment system and the challenges of pivoting to online instruction.

### **Online Courses**

Chuck noted that a few of the spring presenters have already switched to online courses using email, PowerPoint with presenter notes, Zoom, or YouTube. He is looking to set up a website for his courses on opera. Some other LLIs and colleges have switched to online classes.

Some questions:

- Should course content be made available to all members or only those who register for the course? The consensus was that members will have to register for classes as a way of determining who should have access to them.
- How do we publicize this?
- How do we limit the availability of the course material? Is there an issue if presenters are using copyrighted material? We don't want to put the courses on YouTube, which could make the content available to anyone. Is there a way to protect material on YouTube?

Tom said that Anne Sunners is continuing to plan the fall semester. Curriculum will work with presenters about going online, and we should agree to one standard platform.

### **Platform for Online Classes**

We need to establish a consistent interface to train presenters and LLI members if we are not able to have in-person classes in the fall. Choices include Zoom or Google Classroom.

Chuck recommended Zoom because it:

- Has become more secure recently, with password protection and a waiting room in which the host can choose to admit people to the class.
- Allows sessions to be recorded.
- Allows large numbers of people at a time to use it.
- Allows participants to feel as if they are having a one-on-one conversation with the person who is speaking.
- Facilitates intimacy with breakout sessions.
- Allows the presenter to share a screen, have password protection
- Enables the host to mute or block people.
- Has a grid view which allows participants to see everyone in the session.

Deborah reviewed Google Classroom which:

- Now has a video option.
- Is easy to use.
- Has a repository for course materials.
- Has a built-in discussion forum.
- Allows the host to limit who gets in.
- Can record material.

The biggest problem will be trying to get the membership to log in and attend the class.

### **ProClass**

We still have not resolved the issue of determining a payment gateway that will work with ProClass. A new gateway cannot be set up in time for SummerFest. Deborah noted we had agreed to wait until the fall to use a new payment gateway.

**Action point:** Deborah S will email Dave Brangaitis a list of possible gateways and ask him if there is one he prefers.

Every current member is now in ProClass. Tech is developing training materials to get out to the members so they can use the new system. The first time members use it, they will have to log in as if they have forgotten their password. They then create their own password and username.

**Suggestion:** Make a video of the login process.

**Action point:** Reach out to Gary Miller or Kathy OConnor about the possibility of making such a video.

### **Member Renewals**

We have to be prepared for a sharp drop off in renewals, regardless of whether we have classes on campus or online. We will need to let members know what the plans are before asking them to renew. We don't know how many members may want to renew if we switch to online courses in the fall.

**Action point:** Tom will ask some of the other LLIs about their expectations for renewals.

Members will be able to renew their membership between June 1 and June 30.

**Suggestion:** Consider having renewals from May 20 to June 20. This is probably too early given all of the unknowns at this time.

If we still haven't resolved the payment gateway issue, we can continue to go through PayPal. This is time-consuming but not difficult.

**Issue:** Should renewals be handled through ProClass or through a form, as was done previously? If we don't have a payment processor approved, we will use the form.

### **Applications for New Members**

We can use a form or ProClass to accept applications. If we use ProClass, the applicants will have to create a username and password. This information can be put in a list that can be sent to whichever team decides whom to admit. Presenters will be given priority, as before.

Membership Development and tech team need to discuss what data to collect from applicants. A form will be more flexible than ProClass.

The consensus was that we can still accept 330 new members, but given the uncertainty about interest, we will not do a big recruitment push.

**Action point:** Reach out to people who didn't get in last year. Let them know what our tentative plans are and when applications are opening up again.

### **20th Anniversary Celebrations**

Nanci proposed a revision to our original plan of having a gala in July or August of 2020 in the Spiegel tent. She now recommends having a soft opening to the anniversary year, starting in September if we are able to gather on campus and continue with social gatherings through 2020 and the first half of 2021. The gala can be held in the Spiegel tent in July of 2021 right near the actual anniversary. The Committee agreed that, given the uncertain time frame for social isolation, we have to be flexible in planning anniversary events. If we have to push the initial events back from September, we will do so.

### **Recent Donations to Bard**

Council recently approved three donations in response to requests from the College. First was a gift of \$2500 to the Bard Student Emergency Fund to help those with emergency needs who are still on campus. Another \$2,500 went to the Community Action Awards. This is in addition to \$5,500 that we already donated to them.

Finally, we donated \$1,950 for the purchase of a 3D printer. It will be used immediately to print face shields for those who need them in the pandemic. Afterwards, it will be given to the architecture department. Susan noted that the payment hasn't yet gone through for lack of an account number.

**Action point:** If this continues to be a problem, Jill will contact Bonnie Goad.

Mary recommended putting a hold on additional donations, since we don't know what our finances will be in six months. Susan said that we are done with donations for this year and we haven't made any decisions about where to donate next year.

We discussed reducing the membership fee next year, but given that our fee is already reasonable, no one strongly supported the suggestion.

### **Operations/Workflow**

Mary Deady reported that the Workflow project has been completed.



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

Curriculum

The committee did not meet this month. However the committee continues to work on the Fall schedule. Some of the presenters who were scheduled to present in the Spring have agreed to teach in the Fall or Spring 2021. Several members of the committee are working with Deborah on pro-class. Somewhere in the near future we need to make a decision on SummerFest.

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

Program Support Committee Report to Council April 2020

Hospitality Team submitted by Irene Esposito, Chair  
Nothing to report.

AV Team submitted by Dave Jutton, Chair  
Nothing to report

Class Support Team submitted by Carol Goss, Chair  
Barbara Burns had the idea to send an email to class managers to help “keep their identity as an LLI class manager alive” and to keep reminding and reinforcing how valuable they are to LLI, and how appreciated and to hopefully maintain enthusiasm. We all agree that it is a great idea. Cathy Reinis was doing a draft and submitting it to Communications. Carmela will be sending that out via MailChimp.

## Appendix 7

### **Administration/Infrastructure**

**Deborah Schwartz**

Administration/Infrastructure

Report to Council - April 2020

### **Catalog**

With the current pandemic, it is difficult to know if there will be SummerFest classes this year and if they will be in person or online. As soon as the mode of SummerFest is decided, Producers must ask the presenters if they are willing to conduct virtual classes, or if they are still willing to participate. The recent membership survey is collecting members' opinions about taking online courses.

An edited Course Description document for SummerFest has been prepared. Additional catalog preparation (boilerplate, refrigerator page, etc.) will occur once SummerFest's fate has been decided.

Proposals for the Fall 2020 catalog are now being accepted and are due May 15. See Bill Tuel for a link to the on-line course proposal form, which is different from the Spring form; however, proposals submitted for the Spring have been migrated to the new forms application, and are available for editing. See Bill Tuel.

### **Communications**

The Communications Team has been scrambling in this time of great uncertainty. They have been sending out MailChimp email messages from both Bard and from LLI with suggestions on virtual events, things to do and ways to help during this pandemic.

The April newsletter went out on March 6 to 489 recipients. The open rate was 53.5%. The top links were:

- Resources Near and Virtual
- Ideas to Pass the Time While Self-Isolating
- Helping Each Other
- Bard COVID 19 Help page
- Sharing Council Impressions.

### **Registration**

The ProClass implementation process is continuing with:

- Weekly ProClass Support Team training sessions via Google Meeting
- Numerous meetings with LLI teams to discuss implementation decisions. Meetings have included teams from Curriculum, Catalog, Membership Development. There will be meetings to discuss the new member application process and class support.
- All current LLI members have been imported into ProClass
- Instructions for members to log in to their ProClass accounts are under development, including (hopefully) a video.

### **Technology**

The Tech Team continues with ProClass training efforts, virtual meetings, adoption of Zoom for events.

A few spring semester presenters are conducting virtual classes.

**Website**

The website, as a major communication vehicle, has been announcing Bard virtual events as well as suggestions from LLI members.

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

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

Barbara Burns expressed concern that the new ProClass program may not permit the gathering of all useful information that MD needs from new members.

She strongly encourages all Committee and Team chairs connect with their members at least monthly during the shutdown. Cathy is working on a letter to be sent to Class Managers.

The Committee is concerned about drop off in renewals due to the shutdown as well as difficulty in recruiting new members during the crisis. There may be a need for a larger mentor pool and last minute adjustments to orientation if the fall term proceeds.

A credit on fees for member renewals was discussed and the Finance Committee may present a proposal.

The Social Gathering Team has put everything on hold but believes events can be reinstated easily. The acceptances for the cancelled Beethoven Bash exceeded 80.

**LLI Crisis Action Plan**

1. Summerfest, 2 online classes by Zoom. Can be same instructor for 4 weeks or different instructor each week. Suggestion: Civil War class by Robert Beury for 4 weeks, Hudson Valley Gardening, different instructor each week.
2. Communications: Newsletter every two weeks which includes a scholarly article by a presenter or whomever and link to Podcast. Keep members engaged.
3. Extend current membership to Dec 31, no renewals or fees.
4. No solicitation of new members until Dec 31. This relieves pressures on various parts of programs. Hard to recruit in uncertain times.
5. Assume fall term is a "go"; however have 2-4 back up online classes ready with easy appeal. Also if a "go", social activities easily resumed.
6. Offer a couple of Zoom parties with a fun humorous program for all members.
7. Delay 20th anniversary events until after Dec 31.
8. Acknowledge this is not a normal year, make the best of it!