



LLI Council Meeting Minutes
October 19, 2020
Via Zoom
9:32 a.m. to 11:16 a.m.

Council Members Present: Robert Beaury, Tom Esposito (ex officio), Nanci Kryzak, Deborah Lanser, Jill Lundquist, Emily Michael, Ann Miller, Chuck Mishaan, Marge Moran, Cathy Reinis, Deborah Schwartz, Linda Stanley, Linda Still, Anne Sunners

Also Present: Barbara Burns, Michael Scudder

Call to Order: The regularly scheduled meeting was called to order by President Nanci Kryzak at 9:32 a.m.

Guest Welcome: Nanci welcomed Michael Scudder, who said he wanted to attend the meeting to understand the needs of LLI so he can be more effective.

Minutes: Upon a motion by Cathy and seconded by Anne, the minutes of September 21, 2020 were approved unanimously.

Executive Committee Reports

President's Report: Nanci Kryzak

Nanci reported that Linda Stanley is chairing a Nominating Committee to serve through the election cycle. Other members include Emily, Chuck, Marge, and Barbara Burns.

Motion: Upon a motion by Robert and seconded by Jill, Council approved the formation of the Nominating Committee as presented.

The first charge of the committee will be to recommend a replacement for Maddy Watterson, who has resigned from Council for health reasons. Linda has been asked to identify a replacement in time for the November P&E meeting.

The Finance Committee has unanimously recommended approving a requested donation of \$1200 for to the Bard Nursery School and Children's Center for an Open Air Adventure Club for children between kindergarten and grade 5.

Motion: Upon a motion by Deborah Lanser and seconded by Jill, Council voted unanimously to approve the request.

Robert asked Jill to reach out to the person who made the request and get the last four digits of the account number so he can act today to fill the request.

P&E has recommended that we change the name Intersession to WinterFest.

Motion: Upon a motion by Linda Stanley and seconded by Deborah Lanser, Council voted unanimously to approve the change.

Nanci noted that the term Co-chair was confusing for the secondary position on a committee. P and E has recommended changing the title to Deputy Chair.

Motion: Upon a motion by Linda Stanley and seconded by Jill, Council voted unanimously to accept the new title.

Nanci reported that Helene Tieger has made digital copies of archival material about LLI that Joyce Carter gave her a few years ago. She is also willing to digitize materials currently stored in Bertelsmann. The library will store all of our materials as part of their strategic plan to include materials from all partner organizations in their collection. We will discuss making a Deed of Gift to the library of our archival materials at P&E in November. Deborah S noted that the digital materials we do have are saved in the Governance folder in the shared drive.

1st Vice President's Report: Linda Stanley

Linda again commended Gary Miller for his course on Strong Women, Strong Stories, Strong Storytellers, which was the first course listed in a recent Road Scholar LLI Resource Network newsletter.

2nd Vice President's Report: Cathy Reinis

Cathy will send current committee heads copies of the current workflow documents for their committees and ask them to be updated for the online learning process. The goal is to develop two sets of documents, one for in-person classes and the other for online learning. Deborah S added that this will be a major effort, given the changes already in place because of the switch to ProClass and other tools. Anne noted that some future classes may always include an online option. Deborah added that we need to spend time discussing process improvements and better handoffs. She recommended asking Michael Scudder to review the documents as a second set of eyes.

Correspondence: Deborah Lanser

Deborah said there was no correspondence. To comply with Bard security measures and maintain safety, all LLI mail is being forwarded to the Secretary's residence from the campus post office.

Treasurer's Report: Robert Beaury

Robert reported that we had an additional income of \$625 for September. Five checks received in July were not cashed by Bard until then. He has credited the fund balance.

Motion: Upon a motion by Deborah Lanser and seconded by Cathy, the budget was approved unanimously.

Deborah S asked Robert to push Bard to accept a payment processor other than PayPal to use with ProClass. This is an agenda item for P&E.

Standing and Ad Hoc Committee Reports

Administration/Infrastructure: Deborah Schwartz

The online team is meeting with session managers and presenters, especially new presenters, earlier in the schedule for WinterFest and the spring semester. Carmela Gersbeck and Susan Christoffersen are looking for ways to simplify the Zoom process out of concern that session managers are overwhelmed. The team is coordinating with Curriculum.

Because we have only three or four submissions to the digital art show, Chuck wants to send out an eblast asking for more submissions. Instead of using the original submission date of October 15 as a hard cutoff, we can look at keeping the show dynamic and put up more submissions as they arrive.

Having a Meet the Artists would be a great social gathering on Zoom.

Curricular and Special Programs: Anne Sunners

WinterFest is ready to go. When the forms come in from the presenters, they are going to Deborah S and Susan Christoffersen.

The Committee is working on coaching presenters on giving classes online, although some are not able to adapt.

Registration in the fall was good. The goal is to have as many courses in the spring as in the fall. Having three consecutive online classes, as has been done on Fridays, may be too much.

Governance: Nanci Kryzak

Discussion at the sustained leadership development meeting showed there is a lot of work to be done in identifying replacements. This is a culture shift, Nanci noted, and she recommended that we keep working to identify potential leaders. She has asked committee chairs to involve their team chairs, whose replacements we did not consider at the meeting, to start evaluating other team members for leadership positions.

Linda Stanley, who has been charged with setting up the Nominating Committee and the Election Committee, has the process well in hand. The same people will be included in both committees. Chuck has agreed to work on the communications portion of the Election Committee. He will enlist Navin Sharma to serve on the Committee as well, and to help share the tech workload. The Election Committee makeup will be discussed at November's P and E meeting for recommendation for Council approval.

As requested by Robert, Jill reached out to CCE and the Dean of the College to identify areas of need for potential LLI donations. The Finance Committee will discuss those suggestions at the November Finance Committee meeting. Information is in the report in the shared drive.

Membership Development Committee: Linda Still

Linda believes that Zoom fatigue may be one reason why so few people who were invited to attend Council meetings had little interest in doing so.

Barbara Burns is writing an ad for volunteers for Membership Development.

Linda Stanley and Kayla are helping with leadership development. The social gatherings in September were a success. Kim and Kayla want to have online get-togethers between the end of the fall semester and WinterFest.

Mentors are being encouraged to keep up their relationship with their mentees.

Barbara suggested that Council think about publicizing their work on leadership development to Road Scholar once we are comfortable with it. She also suggested writing a newsletter article about it.

Deborah S noted that the bios of people who have been invited to Council lists areas where they would like to volunteer. Council members and committee chairs can reach out to those who come. Barbara asked to be kept in the loop when we reach out.

Linda Still, the new MD chair, said she and Robert English will work as co-chairs to split the committee responsibilities.

On a different issue, Deborah S thanked Linda Still for all her help on tech support.

Program Support: Ann Miller

Ann had little to report. There were a few glitches for the session managers in the fall semester that they should be aware of.

Deborah S noted that each class had two session managers so if one lost internet access, the other could jump in. Cathy pointed out it is important to identify who is the lead and who is the backup. Ann said that one possible alternative is to have flying session managers who are available to help if someone's internet goes down.

Planning and Evaluation: Jill Lundquist

In her role as liaison to CCE, Jill has reached out to the dean's office for suitable suggestions for donations. Robert will bring those suggestions to the Finance Committee.

Old Business

Video Recording. In previous discussions about video recording classes, Council had agreed on the need to consult a lawyer before moving ahead on developing a policy. Nanci has reached out to Sandra Aistars, a Bard alumna and distinguished copyright and intellectual property attorney and law professor in Washington, DC, who has agreed to provide some direction regarding our video recording policy issues. Last week, Nanci sent Sandra background information about LLI and our areas of concern about video recording. We await any advice that she may provide. We have thanked Helene Tieger, Bard Archivist, and Jane Brien, Bard's Director of Alumni/ae Affairs, for working on behalf of LLI to make this important connection.

Off-Campus Liability. In the spring of 2020, we had to cancel off-campus activities because we lacked liability insurance for them. We identified a 2001 LLI letter listing what Bard had agreed to provide LLI, including insurance for on-campus and outside LLI activities. We also have later Council minutes which mention the coverage, but don't have a written agreement from Bard. We don't know when the coverage was dropped, although Tom was told early this year that LLI does not have off-campus coverage. To clarify our standing, we prepared a draft Memo of Understanding detailing LLI's and Bard's mutual rights and responsibilities, and we sent a list of the key points, including on and off-campus liability coverage, to Taun Toay, Bard's CFO, after an meeting held in spring of 2020 to discuss preparing a formal MOU. Given the disruption caused by the Covid-19 pandemic, we did not pursue the issue with Bard for several months. We have at least one presenter who holds classes outdoors and off-campus, but we cancelled his fall courses and cannot proceed until the insurance issue is settled. Nanci will contact Bard's CFO about this critical issue. We want to know why the insurance coverage was dropped and need to know whether Bard will reinstate it. If not, we need to identify our options, from adding a rider to Bard's insurance policy or buying our own, or having members sign individual waivers.

New Business

Deborah Lanser read two policies for Council to review.

FIN 10/19B. LLI at Bard is immensely grateful to Bard College for its generous support, including administrative and educational support, classroom space, and other services. LLI, in turn, donates generously to the college, while maintaining fiscal responsibility for our organization. Priority for donations is given to programs that support students and to departments that contribute their time and resources to LLI. The LLI Finance Committee initiates the proposals each year, in consultation with Bard administration. The proposals are then considered by the LLI Council. (A list of LLI's contributions is at <https://lli.bard.edu/about-lli/bard-partnership/>).

Tom clarified that the link goes to a list of previous donations. That list is not binding for future donations, and the amount and recipient can vary from year to year, depending on our income and the source of the request. Nanci added that the only fixed donation is for the Senior-to-Senior scholarships. We generally have given to programs that support students,

although we sometimes receive requests to support faculty programs. We want to give to areas of greatest need, as identified by Bard and by our relationships with various departments and professors.

Action point: Robert will clarify the policy language and send his suggested revision to Deborah L for sharing with Council members.

ORG 12/12. Former LLI members are not given priority for membership when reapplying for membership.

Council members had no comments, and the policy will stand as it is.

Comments

Michael Scudder found the discussion enlightening and helpful, particularly regarding workflow.

Barbara said that for her next set of invitations to Council meetings, she will consider the effects of zoom fatigue. She will think about how to invite longstanding members, particularly those who have expressed an interest in joining committees or teams. Comments.

Adjournment

Motion: Upon a motion by Cathy, seconded by Ann, and approved unanimously, the meeting was adjourned at 11:16 a.m.

Respectfully submitted,
Deborah Lanser
Secretary