

**DRAFT**

**LLI Council Meeting Minutes**

**August 17, 2020**

**Via Zoom**

**9:30 a.m. to 11:38 a.m. Council Members Present:** Robert Beaury, Tom Exposito *Ex Officio*, Robert English, Nanci Kryzak, Deborah Lanser, Jill Lundquist, Emily Michael, Ann Miller, Chuck Mishaan, Marge Moran, Cathy Reinis, Deborah Schwartz, Linda Stanley, Anne Sunners

**Council Members Absent:** Maddy Watterson

**Also Present:** Barbara Burns, Anne Davis, Felice Gelman, Joanne Meyer, Margaret Phelan, Carol Stamaty

**Call to Order:** The regularly scheduled meeting was called to order by President Nanci Kryzak at 9:30 a.m.

**Minutes:** Upon a motion by Cathy Reinis and seconded by Anne Sunners, the minutes of July 20, 2020 were approved unanimously.

---

**Executive Committee Reports**

---

**President's Report: Nanci Kryzak**

The current total membership is 329, including 62 new members, 267 renewed members, and 2 who passed away after enrolling. Nanci has written a condolence letter to the families of the two members who have passed away.

On Monday, August 24, Council members will attend a sustained leadership development presentation. The goal is to become more proactive about bringing along new leaders and ensuring a smooth transition.

All of the local LLIs are holding online classes this fall. We have provided some assistance in helping them put their programs together. Nanci encouraged Council members to look at the programming for Vassar, Marist, and New Paltz LLIs.

**1<sup>st</sup> Vice President's Report: Linda Stanley**

Road Scholar ran an article about sharing computers with LLI members who do not have one, but Linda and Nanci decided not to set up such a program.

The mentor program is doing well. She is working with the committee to ensure all mentees receive the necessary information.

She is working with Barbara Burns to maintain the program of inviting a maximum of five new members to Council meetings.

## **2<sup>nd</sup> Vice President's Report: Cathy Reinis**

Cathy has just begun to create a parallel workflow system that reflects online processes. The documentation must also be brought up to date to reflect processes devised after implementation of ProClass.

## **Correspondence: Deborah Lanser**

There has been no correspondence to report.

## **Treasurer's Report: Robert Beaury**

Robert reviewed the new format for the budget report, which reflects the fiscal year budget for 2020-2021. He has included specifics about the recipients and amounts of LLI's donations and scholarships that have been awarded.

**Motion:** Upon a motion by Deborah L and seconded by Cathy, Council unanimously voted to accept the treasurer's report.

---

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

### **Planning and Evaluation: Jill Lundquist**

Plans for in-person events for the 20<sup>th</sup> anniversary celebration have been put on hold. We will still run articles about LLI's founders and the history of the organization in the newsletter as part of the celebration.

Elena Erber (daughter of founder Sylvia Erber) has designed logos to be used during the anniversary year. A small square logo will be used in several ways, and the banner logo may also be used.

**Motion:** Upon a motion by Nanci and seconded by Linda, Council voted to approve use of the logos.

Linda suggested having a banner across Annandale Road.

**Action point:** Nanci will check the feasibility of this idea.

Jonathan Becker, Executive Vice President and Director of CCE, has asked for donations to the Bard Student Emergency Fund (BSEF), which helps students in need. P&E recommends donating \$3,000, which can provide laptops to 10 students who don't have one.

**Motion:** Upon a motion by Nanci and seconded by Anne Sunners, Council unanimously approved an unrestricted donation of \$3,000 to the fund.

Tom recommended convening a meeting of the Finance Committee to consider a plan for all of the donations for the upcoming year. He added that the biggest challenge has been to identify suitable recipients for donations. Robert B, who is setting up the Finance Committee, asked for input from Council members who are familiar with past practices.

### **Curricular and Special Programs: Anne Sunners**

Intersession will probably be held online, since it is unlikely that we will be back on campus by January. As was done previously, the classes may be held on Wednesdays. Gene is looking for tech help in setting up the program.

Anne asked that anyone who would be willing to do a presentation at Intersession to let her know.

The art show will be available on the website, starting on or about October 15. Applications for artists will be available in early September, with a limit of two pieces per artist. The applications are due on October 1. This year there will be 5 mediums eligible for the show: (1) paintings, (2) drawings, (3) photographs, (4) collages, and (5) sculptures. Chuck and Gary Miller are willing to help with the tech issues. There is a good workflow document about setting up the art show, which Gene can review.

Curriculum is starting to work on the spring semester. Anne thanked the presenters for their willingness to switch to an online format.

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

Thirty-one people have volunteered to be session managers. They have received the catalog and been asked to request their first, second, and third choice of classes. Class assignments will be made shortly.

Zoom training will begin on August 24, with two classes available every week for four weeks. Session managers will be reminded to get an LLI email address, which they will need to gain access to the training documents stored on G Suite.

Session managers will be added as instructors on ProClass. That will enable them to see the list of people who have signed up for a course, which will be helpful as people drop or add courses.

#### **Administration/Infrastructure: Deborah Schwartz**

The Catalog Team is working on Intersession. Bill Tuel is open to using G Suite and will work with Deborah S to develop their process.

Cathy Reinis, chair of the Communications Team, reported that the August newsletter went out in two batches, to members and nonmembers. The open rate for members was 66% and for nonmembers 34%. The most-opened story for both groups was the lead about the fall course offerings. Tom noted that some former members may still want to read the newsletter and plan on returning once we are back on campus.

The Communications Team is creating a communications plan, particularly with regard to ProClass, for the rest of the year in coordination with other committees.

We will continue to use MailChimp to send email messages to the membership, and again the messages will be sorted by members and nonmembers. Navin Sharma and Deborah Schwartz are working to clean up the list of recipients.

The new online team, which is headed by Carmela Gersbeck and Susan Christoffersen, is meeting every week. We have increased the number of Zoom licenses we have.

The biggest issue with registration in ProClass for some members is how to log in. Three people on the tech team—Carmela, Nanci, and Linda Still—are handling most requests for help, with Deborah S responding to the more complex issues.

The September 7 newsletter will have an article about the waiting list in ProClass. We may consider covering that topic in a separate email on August 31.

All fall courses have been entered into the ProClass catalog and the website catalog. The ProClass catalog is the active catalog, while the one on the website is archival.

In October, Council members will be trained in how to log into the back end of ProClass. We will not have editing privileges, but we will be able to look up information about members and courses. Michael Scudder will lead the sessions.

We will not be able to track volunteers on ProClass. Deborah S recommends using Google Groups, which would require someone on each committee to organize and update.

### **G Suite Policy**

Deborah S proposed adding the following policy:

Bard LLI uses G Suite for Education for all committees and team communications and records. G Suite tools allow collaboration and coordination among and between committees and teams.

G Suite includes Shared Drives with appropriate permissions, Google Docs, Google Sheets, Google Slides, and other G Suite applications.

Reference documents, training, and coaching are provided to all members who need to access G Suite files.

G Suite is free and allows organized storage of all Council documents that all Council members can access. Cathy noted that this is the standard to which we are all moving.

**Motion:** A motion to adopt the policy as presented did not carry.

Emily, Cathy, and Robert I requested that training in G Suite be provided before this is adopted as a formal policy. Deborah S agreed to set up some training sessions in September.

**Motion:** A motion by Robert B and seconded by Jill to amend the proposed policy by stating that implementation of the policy will be completed by December 2020 carried unanimously.

### **Membership Development Committee: Robert English**

Barbara secured 32 mentors and matched them with mentees in accordance with their skill sets. Robert followed up with the mentor group to be sure they had reached their mentees.

Kim Sears is working on online new member orientation; 46 people have signed up and she is reaching out to the remainder to encourage them to join. There have been two practice sessions. The orientations will include Kim, Robert English, Nanci, Anne, Deborah S, and Susan

C. Deborah will briefly discuss ProClass and Susan will talk about Zoom. In September, the committee is planning informal small group socials for new members and their mentors.

The first online social was a magic show with Andy Weintraub. It went well, but of 22 people who registered, only 15 attended. Robert suggested that in the future, a Zoom link be sent out a few hours before the event starts. Another event is being planned for October. Deborah noted that future events can be set up in ProClass.

The Membership Development Committee needs more volunteers and possibly a co-chair.

### **Governance: Nanci Kryzak**

Nanci thanked the Sustained Leadership Development team for their work, and reminded Council members about the presentation on Monday, August 24.

The Finance Committee may be meeting soon. Robert B. wants to reach out to past members, and Barbara hopes to recruit some new members.

### **Old Business**

Deborah L read two current policies for Council members to consider.

FIN 06/10. LLI Council establishes need-based scholarships to LLI members for partial or full coverage of annual membership fees. The amounts of said scholarships shall not exceed the cost of registration fees per individual, and the cumulative amount given shall not to exceed \$1000 per year. Members who wish to apply for said scholarships shall petition the Council President, in writing. The President shall be authorized and empowered to award such scholarships, at his or her discretion.

Jill noted that in the past, the amount set aside has been adequate. Chuck asked whether members are aware of this policy. Tom recommended that information be included in several places, including in the new member applications, registration form, and website.

FIN 11/13. There shall be no cash reserve requirement for LLI accounts.

Tom noted that we have set aside a large cash reserve in case we need to go off campus. That is not a current need, but we should be prudent in case of unforeseen expenses. Over the years, our reserve fund has been in the range of \$40,000 to \$45,000.

Jill noted that Susan Christofferson has experience recommending fund balances for schools.

**Action point:** Reach out to Susan to see whether she is willing to serve on the Finance Committee or at least give some advice.

**Consider:** Establishing a percentage of operating expenses for a minimum balance.

The Finance Committee can address these and other considerations and make recommendations. They can review different scenarios for the costs of having classes on and off campus, and make recommendations for future membership fees.

### **New Business**

Nanci thanked the guests for attending the meeting. They, in turn, expressed their appreciation for all the work Council members do and said they will be looking for opportunities to volunteer. Barbara added that the leaders of LLI make the best ambassadors for LLI and hopes next year they will continue to serve as mentors.

### **Adjournment**

**Motion:** Upon a motion by Cathy and seconded by Robert, the meeting was adjourned at 11:38 a.m.

Respectfully submitted,

Deborah Lanser

Secretary

**Next Meeting:** September 21, 9:30 a.m.