

LLI Council Meeting Minutes
December 20, 2020
Via Zoom
9:30 a.m. to 11:16 a.m.

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

Also Present: Barbara Burns, Roz Abramov, Mary Andrews, Richard Cahn, Vivian Cahn, Kathryn Clark

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

Guest Welcome: Nanci welcomed guests and asked the Council members to introduce themselves.

Minutes: Upon a motion by Cathy and seconded by Jill, the minutes of November 16, 2020 were approved unanimously.

Executive Committee Reports

President's Report: Nanci Kryzak

Nanci thanked the members of Council for their leadership and hard work in creating a successful SummerFest and fall semester and in setting up an improved registration system.

She acknowledged the passing of long-time member Marcie Woodruff and said she sent a condolence card to the family in the name of the membership of LLI.

She asked for formal approval of including John Mathews and Navin Sharma to the Nominating committee. Upon a motion by Jill and seconded by Chuck, Council unanimously approved the appointments.

The paperwork for the Deed of Gift of LLI's archival material has been submitted to Bard's Gift Recorder. When the materials now stored in Bertelsmann can be accessed, Helene Teiger will have them digitized.

Nanci has put the report on the regional LLI miniconference in the shared drive. She encouraged us to read it and send any comments we have to her.

With the help of Bard CFO Taun Toay and Bard's risk management account manager Scott Kurzynski, we have been added to Bard's general liability and umbrella insurance policies with coverage for events both on and off campus. When we hold events off campus, we must undertake due diligence to ensure the venues are safe for our members.

Last spring, before the covid-related shutdown, Tom, Jill, and Nanci met with Taun Toay and subsequently sent him a draft Memorandum of Agreement. We do want to have a formal agreement with Bard, and Nanci will contact Taun about the draft after the beginning of the year.

First Vice President's Report: Linda Stanley

Linda Stanley reported that Road Scholar, with whom we are loosely affiliated, is transitioning content for the Lifelong Learning Resource Network to their website. Council members should be getting their newsletter. If they aren't, Linda can have it sent to them.

The program to encourage members to attend Council meetings is going well.

After four meetings, the Nominating Committee has put together an initial list of nominees. An article for the January newsletter will explain the process and encourage members to self nominate or nominate another person. The timeline for the elections process is being revised.

Second Vice President's Report: Cathy Reinis

The workflow documents, created under the direction of Mary Deady, the previous second vice president, are out of date and not very useful. The only person who asks for them is Barbara Burns. The current structure of the documents is complex. Cathy will meet with Deborah Schwartz to assess how to create documents that are easier to work with. The goal is to give team chairs the responsibility of updating the documents to provide an accurate picture of their processes and to keep an up-to-date list of team members. Committee and team chairs will need training in the use of google groups. Chairs can identify successors as they update the documents.

Secretary's Report: Deborah Lanser

Deborah has not received any Bard LLI mail since requesting that it be forwarded to her home address.

Action point: Call the postmaster at the Bard post office to find out what mail is there.

Treasurer's Report: Robert Beaury

We had no income last month. Robert usually processes a request for reimbursement the day he receives it. Bard may approve it the same day, but it sometimes takes a long time for them to mail a check.

Motion: A motion to approve the treasurer's report by Deborah Lanser and seconded by Jill passed unanimously.

Standing Committee Reports**Admin/Infrastructure: Deborah Schwartz**

Implementation of ProClass and Google Suite has necessitated changes to the workflow for many committees, including how Membership Development handles new member applications and the mailing list.

A subcommittee meeting is scheduled to determine how to get from designing courses to registering members. We need to establish a constant timeline that provides every team with the time they need to do their work.

The online team is busy setting up WinterFest, trying to figure out how to send out the links. Registration will not be required, which many members don't realize. The team is discussing how to handle the possibility of Zoom bombing the classes.

The tech team is partnering with curriculum about strategies for setting up hybrid classes once we are back on the Bard campus.

The payment processing issue has not been resolved. The process should be automated, but when members pay by PayPal, which Bard uses, a manual effort is required to enter the payments into ProClass.

Needed: Volunteers to help with data entry in June.

Curricular and Special Programs: Anne Sunners

Anne thanked the 15 committee members who do so much work setting up the courses. The spring schedule will include 22 courses plus two off-site courses, at Olana and the Roosevelt site. The committee is starting to work on SummerFest, which will be held on four Fridays in June.

Anne thanked Chuck for setting up the art show, which showcases our talented members.

Governance: Nanci Kryzak

Jerry Brockett, who attended a recent Council meeting, has volunteered to become a member of the Finance Committee.

The last meeting of P&E discussed sustained leadership. Nanci will speak individually with officers and committee chairs to talk about their responsibilities and potential replacements.

Membership Development: Linda Still

Linda thanked Barbara Burns for presenting information about the Sustained Leadership Development Plan to Committee members. Council members are expected to identify, nurture, and train one or two LLI members to succeed them, and Membership Development team members can help with this process. Linda also suggested developing a course on leadership.

Twelve people who attended previous Council meetings were invited to attend the November Membership Development meeting. One person has joined the committee, and a second one is willing to help out.

Robert English and Kim Sears have thanked this year's mentors and asked for their feedback. A suggestion was made to continue with the same mentor/mentee pairing to help members navigate LLI once we're back on campus.

The social gathering presented by Kayla Bell was a success with 16 participants. The team is looking at having another gathering in February after WinterFest.

Thirty-seven members have responded to the new member survey, and the results are on the shared drive. The responses have been overwhelmingly positive.

Deborah Schwartz will attend the January committee meeting to talk about the use of ProClass in the application process.

Program Support: Ann Miller

Since program support is only involved with activities on campus, the committee has had nothing to do right now. They will get back to work once we are back on campus.

Planning and Evaluation: Jill Lundquist

The Hybrid Learning Task Force is considering several possibilities for hybrid learning at their weekly meeting. Gary Miller and Laura Brown put together an outline of the issues to be considered. We need to assess the feasibility of having hybrid classes.

Action point: Check with Bard AV and Dave Brangaitis to find out what facilities are available for hybrid classes. There may be some rooms at Bard that are appropriately equipped.

Chuck noted that hybrid classes could be a burden on our already overworked volunteers, including class managers and the tech team.

Since some of our presenters give the same course at other LLIs, we can consider the possibility of having joint presentations. Some presenters are enthusiastic about the idea but, again, this could be a burden on our volunteers.

Members of the fall course titled Who Us? have continued to meet as an ongoing study group. They are willing to work on the issue of improving diversity at LLI and making some recommendations. The Bard College statement about diversity is a useful starting point, but it needs some work to be suitable for LLI.

Old Business

There was no old business to discuss.

New Business

Deborah Lanser read the following policy:

ORG 03/19-A. The LLI Council will determine membership cap annually in April.

There was no discussion of the policy, and it stands as written.

Then she read the following policy:

ORG 03/19-B. In the event of bad weather, LLI follows decisions made by the Red Hook Central School District. When RHCS D cancel classes: LLI will also cancel its classes and all other programs. When RHCS D delays the start of classes: 1) LLI first-period classes will be cancelled; 2) second-period classes will begin, as usual, at 10:10 a.m.; 3) LLI Intersession programs will be held as usual. For information: RHCS D: redhookcentralschools.org or cancellations.com, or call: 845 758-2241.

Council agreed this will eventually need to be modified for online courses if we continue to have them. We can reevaluate it next year when we know more about how classes will be held.

Motion: Upon a motion by Linda Stanley and seconded by Linda Still, Council unanimously agreed to update Intersession to WinterFest.

Guest Comments

Nanci invited guest comments. Visitors were impressed by how hard committee members work and the professionalism of the meeting. In answer to a question, Linda Stanley explained that Bard LLI is part of the Road Scholar Resource Network. A Road Scholar newsletter about information of shared interest is supposed to go to Council members, and Nanci will check to see that it is being sent.

Adjournment

Upon a motion by Cathy and seconded by Jill, the meeting was adjourned at 11:11 a.m. Respectfully submitted,

Deborah Lanser
Secretary