



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

Council Members Present: Robert Beury, 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: Jerry Brockett, Laura Brown, Barbara Burns, Jan Kohn, Gail Nussbaum

Call to Order: The regularly scheduled meeting was called to order by President Nanci Kryzak at 9:30 a.m. She welcomed the guests, invited Council members to introduce themselves, and asked the guests to identify themselves.

Minutes: Upon a motion by Emily and seconded by Cathy, the minutes of October 19, 2020, were approved unanimously.

Executive Committee Reports

President's Report: Nanci Kryzak

P&E has recommended John Mathews to replace member at large Maddy Watterson, who resigned for health reasons.

Motion: Nanci asked for a motion to approve the appointment of John Mathews as Member at Large to fill the open Council seat through the current term ending in June 2021. Emily so moved and Jill seconded. The motion was approved unanimously.

Deborah S admitted John into the meeting and President Nanci Kryzak appointed him to the position of Member at Large. John said he is excited about becoming more involved with Bard LLI.

First Vice President Linda Stanley had been asked by the President to chair and form an Election Committee.

Motion: Nanci asked for a motion to approve the appointment of the Election Committee to serve through the 2021 election cycle to include the following members: Linda Stanley, Chair, Barbara Burns, John Mathews, Emily Michael, Chuck Mishaan, Marge

Moran, Navin Sharma. Jill so moved and John seconded. The motion passed unanimously.

President Nanci Kryzak appointed the Election Committee to serve through the 2021 election cycle.

Nanci then turned to storage of LLI archival materials. The library has some materials delivered by former LLI President Joyce Carter, and additional materials are stored in the LLI file drawers in Bertelsmann Campus Center Room 203. With a Deed of Gift, the materials will be stored, protected, digitized, made accessible for reference and may be used for future Bard projects.

Motion: Nanci asked for a motion for Bard LLI to make a Deed of Gift, without restriction, as suggested by Helene Tieger, Bard Archivist, to Stevenson Library of the LLI materials now in the collection plus any appropriate materials now in the LLI drawer in the red room at the Bertelsmann Campus Center. Cathy so moved, and Jill seconded. The motion passed unanimously.

We do not have a plan in place for adding current materials to the archive. Chuck suggested we add a policy about preserving our digital files.

Nanci noted we have been working on developing a video recording policy for more than half a year. We have been offered the advice of Bard alumna Sandra Astairs, a copyright and intellectual property attorney who is working pro bono. She wants to assign the issue to her law clinic students who will start meeting in January.

Motion: Nanci asked for a motion to allow Bard alumna Sandra Astairs to assign LLI's video recording policy issue to her law clinic students at the Antonin Scalia School of Law at George Mason University for the semester beginning in January 2021. Emily so moved, and Marge seconded. The motion passed unanimously.

Nanci heads a team of Bard LLI members who will attend a Regional LLI Conference via Zoom on Friday with eight other LLIs. While the chief topic of the conference will be a review of presenting classes on Zoom this fall, one of seven planned breakout sessions will address video recording policy and liability insurance. Nanci has offered to lead that session.

With regard to liability insurance, Nanci has been in contact with Bard College's risk management firm's account manager. He responded with several questions, which she has answered. She is waiting for a response on our liability insurance status before asking Taun Toay, Bard's CFO, to revisit the development of the Memorandum of Agreement between Bard College and Bard LLI that was stalled by the pandemic.

1st Vice President's Report: Linda Stanley

Linda has asked and received agreement from the members of the Nominating Committee that they will also work on the Election Committee. She has sent them the timeline, and a meeting is scheduled after Thanksgiving.

2nd Vice President's Report: Cathy Reinis

Cathy is creating two separate workflow files, one updating organizational processes developed before the pandemic, as created by Mary Deady last year, and a second one showing processes needed for doing the work online. She is contacting various committee chairs and other members for their updates. Eventually, we will have workflows for both online and in-person classes and meetings. She thanked Nanci for her help in setting up the files.

Correspondence: Deborah Lanser

Deborah reported that we have not received any correspondence in the last month.

Treasurer's Report: Robert Beauiry

Motion: Deborah S moved to approve the October budget report and Emily seconded. The motion passed unanimously.

Standing and Ad Hoc Committee Reports

Admin/Infrastructure

Deborah S reported that the Catalog Committee is working on the WinterFest catalog and Susan Christoffersen will put it into ProClass. The goal is to complete the work by mid-November so it will be available to members by the beginning of December. In January, links to the lectures will be sent to all members, and they can share the links with friends. No registration is required.

Cathy said she is fortunate to work with the enthusiastic members of the Communications Committee. The committee keeps developing a wide variety of interesting stories for the newsletter.

Deborah S is grateful for the work the online team, headed by Susan C and Carmela, has done to facilitate our Zoom classes. Last semester, attendance did not drop off as it has done with in-person classes. A survey is being developed to find out who wants to again serve as a session manager. A questionnaire will be sent to the new presenters to ensure we are consistent in what we ask of all presenters.

Deborah will meet with people at Bard to talk about how we can collect member payments. Last year, we did not have a way to do so in ProClass. She believes she has identified a potential solution with software that Bard is already using.

Susan C is still routinely updating the website.

Planning and Evaluation: Jill Lundquist

Jill asked whether Curriculum has discussed the recommendation they take over WinterFest. Anne said they are considering assigning one member to be chair of this effort. The committee may also take over SummerFest. When Nanci updates the President's Memo to include John, she will also revise the section on Curriculum.

Jill reported that Bard College has identified one person with Covid, an asymptomatic student whose infection was diagnosed on random testing. Contact tracing and additional testing have not identified any other cases. Most students will stay on campus until Thanksgiving, then go off through the rest of the semester. However, 600 students will remain on campus. Bard is a closed campus, with no outsiders permitted.

Deborah S asked for feedback on the revised calendar she sent out recently so she can post it.

Action point: Nanci, Jill, and Anne will review it after the meeting and get back to Deborah with any needed changes. Once approved, it can be posted.

Curricular and Special Programs: Anne Sunners

Curriculum is working on the spring semester, with a deadline of December 15. Presentations will follow the same schedule as for the fall, with classes on Thursday morning and on Friday morning and afternoon. They are hoping to have some off-campus courses. Spring courses start on March 18 and finish on April 30.

SummerFest will be held on four Fridays in June.

Chuck said there is a good response to the evaluation forms for both the single courses and the multipresenter courses. He has sent Curriculum a link to the responses.

Action point: Chuck will send links to the evaluations to all Council members and the online team.

Navin has created a program to show weekly attendance numbers on one page. This is a big plus.

Program Support: Ann Miller

Much of the usual work of the Program Support Committee (ie, AV support, hospitality) has been suspended because of the need to have online classes. Some class managers have become session managers, and the committee is asking how many session managers from the fall will return. Deborah S commended the work of the session managers in handling the Zoom meetings this fall.

Membership Development Committee: Linda Still

Linda thanked Barbara for helping members learn about volunteer opportunities. Once we are back on campus, the committee will have a lot of work to do, with orientation, parking, ids, and

car registration. She encouraged any Council visitors who are interested in joining the committee to reach out to her.

Robert English has been encouraging mentors to reach out to their mentees.

Under Kim Sears' leadership, the social gatherings committee is working on some events. First is a discussion of creating a personal vision board on December 10, as proposed and led by Kayla Bell. Ideally, the event will include no more than 20 people. P&E has approved this. Other ideas to be developed are a craft cocktail party and gardening plans in the spring.

Robert, Kim, and Linda will look at the past new member survey to update for sending to this year's new members.

Linda asked about how to ensure committee group emails include all members. Deborah S said it's up to each committee chair to update the email addresses. She will talk with Linda separately about how to do this.

Governance: Nanci Kryzak

Robert Beaury, Chair, and members of the Finance Committee met on November 12 to discuss the fund balance, membership fee, and donations to Bard for this fiscal year. The committee recommended that the membership fee be brought back to \$175 next year, which will bring in approximately \$57,000. This decision can be made in April.

This year, we are operating at a deficit. The committee recommended in future, we set aside 10% of our income to protect the fund balance.

We have budgeted \$30,000 for donations this fiscal year. To date, \$4200 has been approved and transferred to Bard. With the \$19,250 recommended in donations below, the total is \$23,450. Any remaining donations will be decided if requested by Bard, and budgeted monies not donated by the end of the fiscal year will be added back to the fund balance.

The current projection, excluding membership fees from next year, is that we should have \$72,586 in the fund balance at the end of the fiscal year.

Chuck pointed out that an increase in the number of members will increase the amount we receive in membership fees. Council can discuss adding more members in the spring.

Jill reported that CCE and Deirdre d'Albertis have provided information on areas of need for potential LLI donations. The Finance Committee recommended approval of unrestricted donations to CCE (\$5500) and the Dean's Discretionary Fund (\$4000) so the funds can be dispersed to the areas of greatest need. Additional donations are recommended for: the Joan Tower Composition Scholarship (\$1500), the Fund for Visual Learning (\$2500), and Bard High

School Early College (four \$500 scholarships for BHSEC Manhattan). Additionally, LLI policy requires a yearly donation of up to \$3,750 to the Dean Stuart Stritzler-Levine Senior to Senior Scholarships, although that total has rarely been requested.

Motion: In a motion by Jill and seconded by Emily, Council unanimously approved the donations as recommended by the Finance Committee.

Old Business

At the October Council meeting, members suggested revising policy FIN 10/19B. Robert proposed the following:

“LLI at Bard is immensely grateful to Bard College for its generous support. LLI, in turn, makes generous donations to the college, while maintaining fiscal responsibility to our organization. The LLI Finance Committee initiates the proposals for donations each year, in consultation with Bard administration, and makes recommendations to LLI Council for approval.”

Motion: Upon a motion by Jill and seconded by Emily, Council accepted the revised policy.

New Business

Deborah Lanser read the following two policies:

ORG 04/17. The LLI Council meets on the third Monday of each month, unless that is a national holiday; in that case, the Council meets on the following day.

ORG 12/18. Admission to LLI is by lottery with three exceptions: applicants who were presenters of full-length courses in the previous academic year, applicants who are scheduled to present a full-length course in the fall semester, and applicants who have critical skills needed to run LLI and who qualify for and are committed to a specific task or priority. Full-length courses have six or seven classes.

Both were accepted without change.

Guests Comments

Guests were impressed by the cooperative spirit of Council members and how well the meeting was run.

Laura asked whether LLI is considering having hybrid courses. Anne responded that Curriculum has talked about it briefly, but it's not clear exactly how such courses would be constructed. Robert added that hybrid courses would be difficult for presenters. Laura offered to work with the online team in setting up such courses.

Jerry said he was interested in becoming more involved. He has a background in accounting and business writing. Gail also was interested in finding somewhere to volunteer. Barbara and Linda Still encouraged them to explore various opportunities.

Adjournment

Motion: Upon a motion by Cathy and seconded by John, the meeting was adjourned at 11:30 a.m.

Respectfully submitted,
Deborah Lanser
Secretary