



**Minutes of the LLI Council Meeting
February 22, 2021
Video Conference 9:31 - 11:05 a.m.**

Council Members Present: Robert Beaury, Tom Esposito (ex officio), Felice Gelman, Carmela Gersbeck, Carol Goss, Robert English, Nanci Kryzak, Deborah Lanser, Linda LeGendre, Jill Lundquist, John Mathews, Chuck Mishaan, Marge Moran, Deborah Schwartz, Linda Stanley

Call to Order

President Nanci Kryzak called the meeting to order at 9:31 a.m.

Approval of Minutes

Upon a motion by Linda Stanley and seconded by Carol, the minutes of January 18, 2022 were approved unanimously.

Executive Committee Reports

President's Report: Nanci Kryzak

Nanci will be in charge of verifying vaccine status of members who attend in-person classes. She will distribute a sign-up sheet for people to help with the verification process on the first two days of class. The status of presenters will be verified before classes start. They may determine whether they want people in their classroom to wear a mask.

Nanci will check whether we can reinstate the hospitality rooms and eat at the campus dining rooms.

First Vice President's Report: Linda Stanley

Linda reported that we have a full slate of candidates for Council: Robert Beaury for president, Mary McClellan for first vice president, Jerry Brockett for treasurer, and Kayla Bell, Michael Weinstock, and Eleanor Weider for two positions as member at large. Their bios have been submitted to the newsletter. Navin and Chuck are working on the ballot, which will be sent out on March 14th.

Linda expressed concern that we are not engaging the membership. She has not received requests to attend Council meetings, and very few people responded to the recent request for nominations. Chuck pointed out that we have never had a contested ballot for any position other than member at large. Tom remembered Bobbi Post using a membership list to call people and encourage them to run for office. The alternative would be to have a paid employee, which

would mean a large increase in our membership fee. Carmela thought part of the problem was the lack of in-person contact because of Covid.

The leadership development plan was designed to help find replacements for Council members and committee chairs, but it fizzled. Chuck suggested reducing some of the services we produce. Felice added that the general goal should be to have more people participate, but the specifics need to be worked out.

Action point: Have a small meeting to address the issue of recruiting more volunteers.

Second Vice President's Report: Felice Gelman

The updates to the workflow documents have been going well. Felice asked members to click on the link she provided in her report to update their documents if they haven't already done so. The documents will be helpful to those who are replacing people in key positions.

The revised bylaws will be sent to the membership in March and the vote to accept them will be held in April.

Secretary's Report: Deborah Lanser

Deborah reported that we did not receive any mail over the preceding four weeks.

Treasurer's Report: Robert Beaury

Robert said the only activity was a \$100 donation.

Chuck asked for an explanation of the \$1,500 line item for AV. Robert answered that it was a carryover from last year's budget but we don't have to keep it.

Motion: Upon a motion by Jill and seconded by Felice, Council voted unanimously to accept the budget.

Robert will arrange a meeting with the finance committee to discuss how much we should withhold.

Standing Committee Reports

Admin/Infrastructure: Deborah Schwartz

The spring catalog was released on February 17, thanks to the efforts of Susan Christoffersen, the Curriculum Committee, and the Catalog Committee. This was Bill Tuel's last catalog.

Deborah is heading up the effort to revise the catalog process using google workspace tools. SummerFest will test that process. Some course proposals are in already.

The January newsletter had an open rate of 70.8%. The Communications team also sent out three MailChimps.

ProClass says the issue about the search page instructor names is addressed in the February release of the program. The attendance function is now named roster. With regard to registration, ProClass has taken some administrative tasks away.

We still need more volunteers for the tech team, especially for some basic data entry or clerical tasks.

Susan Christoffersen continues to update the website, but needs help entering instructor contact information into ProClass.

Curricular and Special Programs: Linda LeGendre

For the spring semester, class managers will get a sticker in advance for those in Bard Hall and presenters will be preverified. Anne Miller has offered her services as a presentation trainer to help those presenters who need work.

Tom noted that those attending in-person classes in buildings such as Bard Hall or Stevenson will need to go to Olin Hall first to get a sticker. Tom and Linda will work out scheduling rooms at Stevenson for the third and fourth period.

Linda is grateful to Deborah S for her training in accessing the back end of ProClass. Curriculum members are now set up to provide edited copy for the catalog.

Fall classes are expected to start on September 22/23, be off the week of October 10/11, and run until November 10/11. Again, there will be Zoom classes on Thursdays and in-person classes on Fridays.

SummerFest classes will be held on campus. So far, several classes are a bit small, and Linda is considering holding some on Zoom. Deborah S said it is inadvisable to open small classes to nonmembers, but that would be easy to do in ProClass for the large classes. She asked to be given advance notice about any decision regarding Zoom and inviting nonmembers. Linda also encouraged Council members to come up with ideas and produce Zoom classes for SummerFest.

We received information from a potential speaker who wanted to talk about recognizing child abuse. It's unclear where this talk would fit in, as a one-time presentation. We need more information from the presenter.

Governance: Nanci Kryzak

The January 2022 CCE report was made available to Council members. Nanci and Jill encouraged Council members to review it to see the many extraordinary programs that are being proposed.

Membership Development: Robert English

Robert is coordinating with Nanci to arrange a hospitality table. Mary Andrews is getting stickers for members to put on their name tags to indicate they have received a booster. During the Covid verification, lanyards and name tags will be available for members who have not picked them up before. Hospitality table will coordinate with NK, finalize after people sign up for classes.

On Sunday, April 11, there will be a small collage workshop at Starr Library. On April 24, there will be a reception for members, followed by a tour of the Fisher Center and a performance. On May 4, there will be a reception for new members at Grieg Farms on May 4, with a limit of about 50. Other events being considered include a winery tour and a social event as part of the Big Read.

Program Support: Carmela Gersbeck

Carmela has arranged for session managers and class managers for all spring classes except for the Slabsides tour. Session managers will be in class for the hybrid class. Before we recommend more hybrid classes, the team needs to review how much work is involved. They also need to check the AV requirements for different classrooms.

If we can have a hospitality room, Irene will arrange for tea and coffee service. If we want food, we will have to have a team to oversee the room the whole time it is open.

Planning and Evaluation: Jill Lundquist

Jill discussed the interview with Jamie Raskin on March 9, which will be done through the Oblong webinar license and using our session managers. The session will be recorded. Names and images of attendees will not be seen.

The DEI group is hosting a regional conference with eight local LLIs. About 28 people, including Robert Beaury, will attend. Jill will let us know how the conference goes. It will be recorded.

Jill suggested that we donate \$700 to the Big Read, to subsidize the purchase of books for people who would otherwise have difficulty buying one. The books will be sent to students, and we will be mentioned as a sponsor.

Motion: Upon a motion by Jill and seconded by Linda L, Council unanimously agreed to donate \$700 to the Big Read.

DEI is considering recommending that applications be processed on a first-come, first-served basis. Deborah S commented that it would be difficult to implement in ProClass. The discussion will be part of a long-range plan.

Old Business

Deborah L read the following policy for consideration:

ORG 8/20 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. This policy shall be implemented by December 2020.

Deborah S pointed out that the name of the platform has been changed to Google Workspace for Education. Jill said that the last sentence is no longer relevant.

Motion: Upon a motion by Deborah S and seconded by Jill, Council unanimously agreed to change the name of the platform to Google Workspace for Education and delete the last sentence.

Deborah L then read the following policy:

ORG 9/21 LLI classes on national holidays will be held unless the Bard College class schedule observes that holiday. Observance of religious holidays that coincide with LLI classes is at the discretion of the class presenter.

Council agreed not to change the policy now, but to review it again in the future.

New Business

At the February meeting, Council suggested that policy ORG 12/20 be rewritten. Deborah then read the original and suggested revision.

Original

ORG 12/20. In the event of bad weather, LLI follows decisions made by the Red Hook Central School District. When RHCS D cancels 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 canceled; 2) second-period classes will begin, as usual, at 10:10 a.m.; 3) LLI WinterFest programs will be held as usual. For information: RHCS D: redhookcentralschools.org or cancellations.com, or call: 845 758-2241.

Suggested Revision

ORG 12/20. In the event of bad weather, LLI follows decisions made by the Red Hook Central School District. When RHCS D cancels 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 canceled; 2) second-period classes will begin, as usual, at 10:10 a.m.; 3) LLI WinterFest programs will be held as usual. For information: RHCS D: redhookcentralschools.org or cancellations.com, or call: 845 758-2241. All Zoom classes will be held as scheduled, regardless of school closures.

Motion: Upon a motion by Carmela and seconded by Jill, Council voted unanimously to accept the revised wording.

New Business

Adjournment

Upon a motion by Linda S and seconded by Carmela, Council voted unanimously to adjourn the meeting at 11:05 a.m.

Respectfully submitted,

Deborah Lanser
Secretary