

LIFETIME LEARNING INSTITUTE OF NORTHERN VIRGINIA

FINAL MINUTES OF BOARD MEETING

June 10, 2016

Present: George Chalou, Scott Pinckney, Chuck Hulick, Karren Scott, Ed McKnight, Sheri Masek, Nancy Jerdan, Arline Sachs, Delsa Hildebrandt, Phil Myers, Phil Centini, Anna Dixon, Kathryn O'Toole, and Susan Alexander

Absent: Buck Meyers, Bob Huley, Janice Viola

CALL TO ORDER: President George Chalou called the meeting to order at 9:35 a.m. George reminded Board members of the Board retreat on July 7th and asked the group to send any agenda suggestions to Scott.

George noted the need to revise the policy regarding who can sign off on contracts. Karren said that the budget & finance committee was working on revisions to both the contracts and credit card policies, in accordance with recommendations in the recent financial review report. Bob will bring a proposal to the retreat.

George thanked all the Board members for their cooperation on the Board during the last year.

ACCEPTANCE OF THE ANNUAL BUSINESS MEETING MINUTES:

Karren reviewed the annual business meeting minutes. George suggested a clarification of the time that the business meeting was called to order. **Kathryn made a motion to accept the amended minutes including George's suggestion. Arline seconded. The motion passed.**

ACCEPTANCE OF THE MAY BOARD MEETING MINUTES:

Scott made a motion, seconded by Delsa, to accept the minutes as presented. The motion passed.

TREASURER'S REPORT:

Chuck said that he will send the \$150 check approved by the Board to Janice as a tribute to her exceptional service.

Chuck reviewed expenses in May. He said that he and Janice were successful in setting

up the LLI Verizon account on automatic pay. He also paid the VISA account on-line. He reported that 7 of the 8 scholarships checks have been cashed. Chuck said he is currently signing checks, and he will arrange to have Scott added to the signature card.

Chuck said he will transfer his PayPal information to the automation committee.

George made a motion to accept the treasurer's report as presented. Arline seconded. The motion passed.

ADMINISTRATOR'S REPORT:

George commended the usefulness of the administrator's report and asked Board members who have comments regarding the report to give Janice a call.

George thanked Phil C. for getting Ken Daigler to present at the June forum.

BUDGET AND FINANCE COMMITTEE:

Chuck noted that at the retreat he and Bob Huley will provide a 12-month budget with more details about when expenses occur.

SCHOLARSHIP COMMITTEE:

Arline did not have any news to report from the scholarship committee. George commended her and the committee for a well-run scholarship program.

NOMINATING COMMITTEE:

George commended Anna and her committee for a well-run nominating and election process. Anna recommended that LLI keep a mix of new and old hands on the Board.

AUTOMATION COMMITTEE:

Kathryn reported that the automation committee has received the site design from the contractor. She said that the committee asked the contractor several questions related to the site design and received answers that made the committee feel more comfortable. Next steps include work on color in the site design and downloading content with a target date of July 1. Sid Sachs will be contacted for some data transfer from the current website. Kathryn, Buck, and Bob all feel comfortable with the contractor.

SOCIAL EVENTS & SIG LIAISON:

Nancy will talk to Bonnie Hopley to determine the status of making a deposit for the holiday party. George reported that the Fairfax Country Club has a new chef. Nancy reminded the Board that it will need to find a replacement for her as both SIG and social events liaison. The Board discussed the duties of the SIG and social events liaisons, including coordinating the information fair that is usually held in the fall.

TRIPS LIAISON:

Sheri reported that the "Oklahoma" dinner theater event was in jeopardy. Not enough people signed up to warrant a bus. Board members commented that the added cost of the bus increased the price significantly, and since it is a local event, perhaps people who want to go could carpool together. Sheri said the West Virginia train trip will go as planned. Board members asked how to help the trip committee keep the trips viable. Sheri responded that LLI members need to sign up for the trips that they say they want.

OLD AND NEW BUSINESS:

Phil C. is seeking volunteers to bring refreshments to the September forum. Delsa reported that two participants at the June forum complained about the taste of the decaf coffee. Phil C. noted that there probably isn't much that can be done.

Scott stated that he will talk to the NOVA Provost Office about reserving the conference room thru December 2016. The forum room has been reserved thru December 2016.

Scott made a motion that the Board not meet in August. Phil C. seconded. The motion passed.

George commented that the Board decided not to require annual reports from the committees and special interest groups (SIGs) last year. He then brought up the question of whether the reports should be requested this year. He noted that the liaisons have done a really good job keeping the Board informed, but this information is second-hand removed. Ed stated that the true work is done by the LLI committees and SIGs and added if you don't know what's going on in them you have no control over LLI. He noted that the rate of participation and what they are doing are important. In addition, the Board needs to determine if there is anything it can do to help the committees and SIGs. Chuck and Anna suggested that the Board open up its monthly meetings to have committee chairs and SIG coordinators attend and share information with the Board. Kathryn and Karren agreed that the Board should invite the committee and SIG chairs/coordinators to attend the monthly Board meetings, but that we should

also have written reports. George and Ed emphasized the need to maintain historical records of what LLI groups have done and what works and doesn't work. Karren outlined the process used in the past for requesting and collating the written annual reports. After further discussion, the Board decided to defer a final decision about the annual reports to the retreat.

The Board discussed the costs associated with mailing the monthly newsletter. Chuck informed the group that \$3000 is spent each year for the printing and design of the newsletter.

Phil C. asked the Board to recognize Ed for serving seven years on the Board. The Board members heartily concurred. The Board also thanked George for his service as president.

The policy of providing gift cards to leaving Board members has not been put into practice for a couple of years because the departing Board members have declined the gift. The policy will be reviewed at the retreat.

The meeting adjourned at 10:45 a.m.

Respectfully submitted,

Susan Alexander
Secretary of the LLI Board of Directors