

# LIFETIME LEARNING INSTITUTE OF NORTHERN VIRGINIA

## FINAL MINUTES OF MAY BOARD MEETING

May 12, 2017

**Present:** Scott Pinckney, Kathryn O'Toole, George Chalou, Sheri Masek, Chuck Hulick, Arline Sachs, Phil Centini, Janice Viola, Dianne Boyle, Bob Huley, and Delsa Hildebrant, Anna Dixon and Susan Alexander.

**Absent:** Phil Meyers, Buck Myers, Patti Volz, and Judy Robison

**CALL TO ORDER:** President Scott Pinckney called the meeting to order at 9:30 a.m.

Dick DiBuono has submitted his formal resignation from the financial review board.

Chuck reported that he is still waiting for the exact cost of the liability insurance premium from the Hartford Insurance agency.

Chuck reported that next year will be his final year as treasurer and a member of the Board.

**ACCEPTANCE OF THE APRIL BOARD MEETING MINUTES:** Bob made a motion to accept the minutes with minor changes, **seconded by Kathryn. The motion passed.**

**TREASURER'S REPORT:** Chuck reviewed the financial reports including the statement of financial position (April 2017), comparative income statements, and income statement for 3 months ending April 2017. **Bob made a motion, seconded by Kathryn to accept the Treasurer's report. The motion passed.**

**ADMINISTRATOR'S REPORT:** Janice reported that Moe has reserved all the rooms needed for the information fair to be held at the September forum. The current membership numbers stand at 390 and Janice has received 224 members registered for the summer session.

**BUDGET AND FINANCE COMMITTEE:** Bob reviewed the CY2015, CY2016 and CY2017 membership status with the current year showing 389 paid members. Bob reviewed the FY2017 budget summary and highlighted expenditures related to classroom rental, teaching materials, and web development.

**AUTOMATION COMMITTEE:** Kathryn reported that the Committee is continuing to test the membership and course registration components of the new automated system. One payment was successfully made using STRIPES and these funds were deposited in the LLI/NOVA account by Chuck.

**SCHOLARSHIP COMMITTEE:** Arline reported that this year's top Leadership Scholarship recipient (Umaar Ehsan) has been added to the Knox Singleton scholarship plaque.

**OLD AND NEW BUSINESS:**

Anna reported that five meetups have been held with positive feedback from participants. There will be one more meetup.

Meetups and aging in place will be topics for the July Board retreat.

George asked the Board to think about the membership identification cards. It was noted that the back of the identification cards include emergency contact information. Janice suggested information about the membership identification cards be included in the September newsletter and that Board members stand up and identify themselves at the Forum once a year.

**George made a motion to adjourn, seconded by Diane. The motion passed.**

The meeting adjourned at 10:40 a.m.

Respectfully submitted,

Susan Alexander  
Secretary of the LLI Board of Directors