

LIFETIME LEARNING INSTITUTE OF NORTHERN VIRGINIA
FINAL MINUTES OF OCTOBER BOARD MEETING

Oct. 13, 2017

Present: Scott Pinckney, Kathryn O'Toole, Chuck Hulick, Sheri Masek, Phil Centini, Janice Viola, Arline Sachs, George Chalou, Buck Myers, Bob Huley, Anna Dixon, Diane Boyle, Jona Wheeler and Kate Greeley

Absent: Phil Myers, Judy Robison and Patti Volz

Guests: Rich Davis, Bob Lloyd and Beverly Portman

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

OPENING REMARKS:

Scott stated that Janice continues to work with parking authorities regarding the new garage parking procedures.

Scott reported that he recently attended the Heritage Fair and of particular interest was learning that the NOVA Annandale campus sits on what was an old farm. He shared with the Board a 1966 NOVA newsletter showing a picture of the original farmhouse.

Scott announced that the Provost's conference room will be set up for a demo and briefing of the new website on October 17. The room has audio visual compatibility and there is no charge.

Scott introduced Rich Davis, Beverly Portman and Bob Lloyd to the Board. Rich is the Chair of the Financial Review Committee and Beverly and Bob are members.

RICH DAVIS: -- Chairman of the Financial Review Committee

The scope of the review and findings included:

- **Accuracy of Financial Statements** -- Assets and liabilities were properly recorded. Two minor discrepancies were found in a review of the Income and Expense Account Statement
- **Policies pertaining to documentation of expenses and authorizations** -- The Board may wish to modify some existing policies
- **Excess Cash** – The Board may wish to consider transferring some assets currently in a non-interest paying checking account into a risk free, interest paying CD

Scott suggested that we need to consider putting emergency restricted funds (\$28,000) into a risk free interest bearing account. The Budget and Finance Committee will look at the Report prepared by the Financial Review Committee. The Board will get an electronic copy of this report as well.

ACCEPTANCE OF THE MINUTES OF THE JULY ANNUAL BOARD RETREAT

Kathryn made a motion to approve the minutes; seconded by Diane. The motion passed.

ACCEPTANCE OF THE SEPTEMBER BOARD MEETING MINUTES:

Diane made a motion to approve the September minutes (with some corrections); seconded by Arline. The motion passed.

TREASURER'S REPORT -- Chuck Hulick

Chuck began his report by mentioning several items of interest, namely:

- The 2017 LLI federal tax (form 990EZ) has been filed, and a copy is available in the LLI office.
- The Ernst Center has requested that our liability insurance coverage for property damage be increased from \$300K to \$1M; this has been done and a new certificate of coverage showing the increased amount has been sent to the Ernst Center.
- Confirmation of our rental coverage for 2018 has been received, and we are fully paid from January through June 2018.

Chuck also mentioned that the Verizon telephone charge of \$24.20 would be changing to a new rate of approximately \$34. Janice reported that she is working on getting us a new password for the Verizon site.

A discussion ensued over the issue of reimbursement charges for class teaching materials. It was pointed out that the use of the LLI copier is a cheaper method for producing these materials compared with commercial sources. The discussion concluded with the thought that it might be useful to remind class coordinators of the availability of the LLI office copier for such tasks.

Kathryn made a motion to accept the Treasurer's Report; seconded by Sheri. The motion passed.

ADMINISTRATOR'S REPORT -- Janice Viola

Janice presented the Administrator's Report which included:

399 total members; 2 new members; 39 renewals; 304 registrants for Fall courses of which 21 are new members. An estimated 130 attended the October Forum

Mailings included new member information packets; preparing and mailing scholarship support packets for Arline. Janice set up an excel file for incoming scholarship donations.

Janice has been having issues with Verizon's billing. The current password is not working, but the problem will be resolved when we get a new phone.

Jean Burton, the parking manager has been very accommodating regarding the parking garage changes. We received only one negative email and one verbal complaint. Another kiosk will be placed on the third floor of the garage.

George suggested inviting June Chalou to a Board meeting to give general feedback. Scott stated that she is welcome to attend the meeting any time.

MEMBERSHIP – Bob Huley

Bob reported that August membership renewals was over 90%. We generally carry members 30 days past their renewal date. At this time, there are three people who are expected to renew but have not yet done so. 304 members (75% have registered for classes). The attendance at the Forums averages about 50%.

BUDGET AND FINANCE – Bob Huley

At this time, approximately \$900 has been spent on the upcoming Holiday party.

Bob reported that the cost of classroom rental has gone down because the Ernst Center is being used more.

AUTOMATION COMMITTEE REPORT – Buck Myers and Kathryn O'Toole

On October 17, there will be a Demo of the new website from 1:00 to 4:00 in the Board Room. The testing of the system will be ongoing for two weeks. There will be a debriefing meeting on November 3, at 10:00 a.m. which will last for three hours. It would be helpful to have email questions prior to the meeting. Kama Storie will be at the meeting.

Buck stated that we need to let membership know that our primary means of communication is done through email. This can be announced at the Forum and also via newsletter. Janice noted that there are only a few members who do not have email.

TRIPS COMMITTEE REPORT – Sheri Masek

The surveys sent out by Pat Harrison regarding trip ideas are being reviewed.

SIG COORDINATOR – Patti Volz (not present)

Patti previously submitted the After Action Report on the 2017 Information Fair.

MEET-UPS -- Anna Dixon

Anna suggested that a Board member sit at each of the Forum tables and introduce themselves and get to know newer members. Arline agreed.

Anna reported that a meet-ups invitation was sent to a contingent of 30 people in the Annandale area which generated good response. The new members seem to be excited about the meet-up and the opportunity to connect with others. Anna stressed the importance of the older members attending the meet-ups as well. George agrees that making personal contacts with others helps to keep the new members.

Anna expressed the need to rejuvenate the process of recognizing the efforts of our volunteers in their various specialties at a future Board meeting.

OLD BUSINESS:

Continuing the process of getting Chairs for the Nominating Committee and Publicity Committee

Scott will follow up with Arlene on her proposal to have a Trivia Game as a SIG.

NEW BUSINESS:

Mary Mackey has no interest in being chair of Current Events, and there was no interest expressed in this group at the Information Fair.

Katherine made a motion to dissolve the Current Events discussion group; seconded by George. The motion passed.

Scott stated that the Current Events group will be removed from the website.

SCHOLARSHIP LIAISON – Arline Sachs

Arline reported that one of the scholarship students did not cash her check within the 90-day time limit. She asked the Board for their input on how to proceed.

A discussion ensued. Going forward there needs to be a policy in place to handle this type of situation. It was suggested that the scholarship recipients should know up-front that they have 90 days to cash the check. In this particular case, Arline will place a phone call to the scholarship recipient, Kathy Nguyen, and ask that she return the expired check within 5 days. Upon receipt of the old check, a new one will be issued.

Kathryn made a motion that a new check should be issued to Kathy Nguyen if we have the expired check within 5 days of the telephone request; seconded by George. The motion passed.

George made a motion to adjourn; seconded by Buck. The motion passed.

The meeting adjourned at 11:15 a.m.

Respectfully submitted,

Kate Greeley,
Secretary of the LLI Board of Directors