

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

Jan. 12, 2018

Present: Scott Pinckney, Chuck Hulick, George Chalou, Bob Huley, Anna Dixon, Dianne Boyle, Jona Wheeler, Patti Volz, Judy Robison, Kathryn O'Toole, Phil Centini, Arline Sachs, Janice Viola and Kate Greeley

Absent: Sheri Masek and Buck Myers

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

OPENING REMARKS:

Scott reported that Catherine Aselford attended the January Forum at his request, so that she might understand the amplification concerns we have at the monthly Forums. After Catherine spoke with Solomon and Lawson, it was determined that adding or repositioning speakers would not eliminate the problem if the lecturer does not speak directly into the microphone. The proposed solution is having the speaker wear a microphone that hooks on the ear and picks up sound directly. It was agreed that this will be tried at the next Forum.

Scott announced the passing of Phil Myers, LLI Board member and Richard Risk, founding member.

The LLI Annual Retreat will be July 12, 2018 at The Virginian. The Holiday party will be December 5, 2018.

We will be filling the vacancy left with the passing of Phil Myers. This will be an appointment for only the remainder of the fiscal year, through June. This individual will have to then be elected to fill out the remainder of the term.

ACCEPTANCE OF THE NOVEMBER BOARD MEETING MINUTES:

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

TREASURER'S REPORT -- **Chuck Hulick**

Chuck highlighted the following from the November and December financial reports:

- A refund of \$80 was received from Affinity insurance relating to our Directors Liability policy
- A discussion for reimbursing guest instructors' parking fee covered a range of options including giving instructors a small gift in recognition of their service.
- Regarding reimbursing parking fees for instructors, we have a budget line item for this, and the problem is that it is not being used. The course coordinator has the responsibility for working the reimbursement paperwork when it is needed.
- A new credit card expense account has been set up to deal with Stripe charges for processing member payments.
- Once the web site is up and functional, we will use a new NOVA phone system, and discontinue both our long distance (Credo) and regular phone (Verizon) services.

George made a motion to accept the Treasurer's Report as presented; seconded by Bob. The motion passed.

ADMINISTRATOR'S REPORT – Janice Viola

Current Membership -- 401; 5 new members and 10 renewals

Current Registration for Winter/Spring 2018 session -- 288; Rosters have been emailed to course coordinators.

Scholarship Support -- \$16,775 has been raised to date. Thank-you letters are being mailed.

Upcoming Trips -- The American Indian Objects Collection Center; 9 members have signed up. Goddard Space Center -- 17 sign-ups. This trip requires a minimum of 24.

LLI acquired a new carrier to transport poster boards to the Forums

Many phone calls were received regarding winter registration and general LLI questions from new members. There was a lot of positive feedback.

MEMBERSHIP; BUDGET & FINANCE (B&F) COMMITTEE – Bob Huley

Membership Status:

Bob reported that current paid membership total is 401 (399 are paid members; the two non-paying members include the wife of a founding member and LLI's Administrator). Recruiting and retention rate is good at 90%.

Mid-Year Budget Review:

Insurance rates went down; Outside printing costs increased; Budget for social events is \$900.

Arline made a motion to approve mid-year budget; seconded by Jona. The motion passed.

Financial Review Committee Report:

The Financial Review Committee made four recommendations and the Budget and Finance Committee concur with three of them, and recommend actions to address them. B&F does not concur with the findings relating to reimbursements and documentation. Reimbursements were done by Committee Chairs. We believe our policy is adequate and no change is needed.

Kathryn made a motion to accept the Financial Review Committee Report; seconded by Patti. The motion passed.

AUTOMATION COMMITTEE REPORT – Kathryn O’Toole

Kathryn reported that the Board tested the new web site from October 17, to November 3, 2017 which resulted in edits and some issues to be resolved. The Curriculum Committee and SIG leaders will continue to be involved in the testing.

Discussion followed:

The implementation of the web site is expected to be by Fall at the earliest. The Board suggested that there needs to be a video or tutorial on the web site for training purposes. The new web site would address Membership Renewal first and Registration would follow.

Janice plans to mail out the catalog for the Summer program.

SPECIAL EVENTS LIAISON – Dianne Boyle

Diane reported that the Holiday Party expense was under budget by \$350. She estimated that there were six no-shows at the luncheon.

SIG COORDINATOR – Patti Volz

Proposals that emerged from the After Action Report on the Information Fair will be voted on next month.

Patti suggested that there be something in the Newsletter on the procedure for putting together a SIG and what is involved in being a SIG liaison. She volunteered to help in this area.

MEET-UPS -- Anna Dixon

Anna reported that the Meet-Ups are held twice a year – Fall and Spring. She noted that there appears to be more involvement with people in the Southern part of the County versus Falls Church and Arlington. Questions and comments about parking and the registration process come up as topics of discussion at the Meet-Ups.

OLD BUSINESS:

The following proposals were emailed to LLI Board Members on November 30, 2017.

Proposal #1: Patti Volz moved that the LLI Board approve the proposal to reactivate the Visual and Performing Arts Special Interest Group (SIG) under the chairmanship of Anna Dixon. Scott Pinckney seconded the motion.

Proposal #2: Scott Pinckney moved that LLI provide a \$50.00 gift certificate for Claudia Chinos, the NOVACC, Annandale Campus Provost Secretary, for her significant assistance to the LLI staff during her employment at NOVACC. George Chalou seconded the motion by telephone to Scott Pinckney.

Fifteen yes votes were received on November 30, 2017 for both proposals with no negative votes. This result is reflected in the January 2018 LLI Board meeting because the scheduled December 8, meeting was cancelled. The \$50.00 expenditure will need to be actioned before the December 21, 2017 departure of the recipient.

Scott reminded the Board a kiosk is now available on the 3rd floor of the parking garage, and requested that this be mentioned in the next newsletter. Parking fees will resume January 30.

Scott mentioned that Arlene Gribben is still interested in doing trivial pursuit at the March forum. There are no details at this time.

NEW BUSINESS:

Work is being done on the nomination to fill Phil Myer's LLINOVA board position and to name a Nominations Committee Chairperson. We are not ready to discuss today. This will be on the February LLI Board agenda.

Diane made a motion to adjourn; seconded by Kathryn. The motion passed.

The meeting adjourned at 11:20 a.m.

Respectfully submitted,
Kate Greeley, Secretary of the LLI Board of Directors