

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

April 13, 2018

Present: Scott Pinckney, Chuck Hulick, Bob Huley, Sheri Masek, Dianne Boyle, Jona Wheeler, Judy Robison, Kathryn O'Toole, Phil Centini, Arline Sachs, Janice Viola, Loren Brandman, Patti Volz and Kate Greeley

Absent: Anna Dixon, George Chalou and Buck Myers

Visitor: Lorin Goodrich, Past LLI President

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

OPENING REMARKS:

Scott reported that he attended the memorial service for Richard Risk and that some of the LLI members read poems at the service. Scott wrote a letter to Barbara Courtney, Richard's cousin in Ireland, regarding her \$200 donation to go to a fund for Richard.

Scott stated that he attempted to contact Al Brothers by phone, regarding the upcoming changes in the automation system, but was unable to reach him. Subsequently Scott has decided that he will communicate with Al via email.

Scott announced that Pamela Hilbert, the Provost at NOVA will speak at the May forum.

ACCEPTANCE OF THE MARCH BOARD MEETING MINUTES:

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

NOMINATIONS COMMITTEE CHAIRMAN – Jona Wheeler

Jona thanked all committee participants including Kathryn O'Toole and Phil Centini Board Members, and Lorin Goodrich and Ed McKnight, non-board members. The pictures and write-ups of the new Board members will be ready for the May newsletter and the annual member meeting.

TREASURER'S REPORT – Chuck Hulick

The report covered the following:

- U.S. Treasury Securities: A 26-week Treasury Bill was issued to LLI on March 22,

2018 with an annual interest rate of 1.997% (shown under Current Assets). The purchase price was \$9,901.42 and the anticipated interest payment will be \$98.58. At the completion of six months, both the principal and interest will be returned to the LLI cash account. Chuck explained that the bill was not set up to be renewable due to the fact that a new LLI Board will take office soon. The new Board should have maximum flexibility in deciding investment options.

- The issue of fencing off the recent Richard Risk donations totaling \$225 was discussed. It was decided that these funds be used in paying classroom charges resulting from poetry classes held at the Little River United Church of Christ church. This should be done until all the donated funds are expended.
- On the subject of scholarship recipients cashing their award checks, Chuck offered that he and Loren would furnish periodic reports to the Board outlining progress by recipients in cashing their checks. If necessary, those awardees who are dilatory in cashing their checks will be contacted so that they may be urged to do so.

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

Scott made a motion to apply \$225 (\$200 from Barbara Courtney for the Richard Risk fund, and an additional donation of \$25) to the rental cost of the classroom where the "Poetry and You" classes are held. The motion was seconded by Arline; and the motion passed.

ADMINISTRATOR'S REPORT – Janice Viola

Current Membership -- 392; 1 new member; 17 renewals

Summer Course Registration -- Summer catalogs were mailed this week.

Scholarship Support -- To date \$17,080 has been raised.

Upcoming Trips – American Indian Objects Collection Center trip will be rescheduled at a date to be determined.

The National Arboretum Tour scheduled for May 3, is full.

Pentagon/Air Force Memorial Tour – 13 have signed up

General: Janice noted that there was a great turnout at the April Forum to view the Arts & Crafts exhibit and hear speaker Ann Hornaday. The estimated attendance was 175.

Scott mentioned that Dishante Frye is the new Administrative Assistant to the Provost.

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

Mid-Year Budget Summary

Bob reviewed the Monthly Budget Report and stated that our financial status remains excellent and the current budget may end up with excess funds.

Bob explained that it was necessary to add \$200 to the bulk mailing account through the end of the fiscal year due primarily to scholarship mailings. The account will be renewed in August for \$225.

Bob stated that Janice's position will likely change with the implementation of the new website. Her contract will need to be revised since her position will become more technical.

2019 Budget Proposal

Bob reviewed the proposed 2019 Budget previously sent to the Board via email. The comprehensive report provided explanations and budget line items. The budget is based on current information and will be adjusted as necessary at mid-year review. Bob requested a motion for approval of the Budget proposal.

Membership – The membership numbers remain essentially unchanged at 390.

Jona made a motion to approve the 2019 Budget; seconded by Patti. The motion passed and the budget was approved.

Scholarships Liaison – Arline Sachs

Arline thanked Janice for helping with the scheduling of rooms for the scholarship interviews.

Arline reported that there are eleven scholarship applicants this year. She pointed out that the scholarship money comes solely from our members.

Arline made a motion to approve giving up to \$22,000 in scholarships; seconded by Loren. The motion passed.

Scott remarked that NOVA receives the benefit of these scholarships.

AUTOMATION COMMITTEE REPORT – Buck Myers (not present) and Kathryn O’Toole

Kathryn reported that Angela and the contractors are working through the punch list and are still encountering glitches.

Kathryn stated that Buck advised that the contractors are working on the “Upcoming Event” section of the new website.

SIG COORDINATOR – Patti Volz

Patti reported that Judy has proposed a new SIG called Circle Dancing.

Judy stated that she is still exploring possible venues for the Circle Dance SIG.

Patti reported that Ana is doing an excellent job with her new SIG, Visual and Performing Arts. The average groups ranges from 15 to 20 people.

Sheri Masek – Trips Committee and Newsletter

Sheri reported that the Meet-Ups information is covered in the May newsletter. Information on the Gettysburg Trip on June 7, 2018 is also detailed in the newsletter.

OLD BUSINESS & NEW BUSINESS

Scott reported that regarding Forum logistics, we need to recruit help from the membership at large, to replace the people who are stepping down.

Janice requested that those in charge of set-up at the Forum, including refreshments, might find it helpful to use the carts in her office to wheel supplies to the Forum room.

MEMORANDUM OF UNDERSTANDING:

Scott reviewed the sequence of events thus far regarding the renewal of the Memorandum of Understanding (MOU) between NOVACC and LLI, which expires on July 26, 2018. The Ernst Community and Cultural Center management function was changed this week from the NVCC Vice President of Finance and Administration to the Vice President of Workforce Development. This change is expected to impact the Ernst facility rental arrangement we have under the current MOU. Currently LLI’s Budget planning regarding classroom usage for Fiscal Year 2019 will go forward as usual, with the possibility of making adjustments when more information becomes available.

Scott stated that LLI uses the Forum Room nine times a year, with an annual cost of \$1750 a year. Our office space in the Provost's building may not be affected. Regarding priority of classroom assignments for rental space, LLI is currently in the group designated "affiliate group rentals."

Catherine Ashelford will meet with Steve Partridge in Workforce Development this week for further discussion, and report to Corey Thompson who has requested more information regarding LLI's space requirements.

A discussion ensued.

The possibility of having the forums in the auditoriums was brought up and/or possibly looking for locations for classrooms off campus. It was suggested that providing our own projectors and wireless technology would perhaps decrease the cost of classroom rental.

Lorin Goodrich, Curriculum Committee Class Coordinator, spoke to the Board about his experience in this area. He is responsible for at least 25% of the LLI classes, and said that virtually all of these classes are taught by NOVA professors, 90% of whom prefer to use the Ernst classrooms.

Scott made the observation that if LLI loses access to these classrooms because of a higher priority use or excessive cost to us, it would impact us greatly.

Scott stated that he will work on a talking points paper and will inform the membership either in May or June, about the impact the renewal of the Memorandum of Understanding will have on LLI. He is waiting for feedback from the meeting between Catherine and Steve Partridge (VP Vice President of Workforce Development). Scott will then set up a meeting with Steve. Scott also plans to invite Steve to attend the May Forum for the scholarships presentation.

The meeting adjourned at 11:30 a.m.

Respectfully submitted,

Kate Greeley, Secretary of the LLI Board of Directors