

**LIFETIME LEARNING INSTITUTE OF NORTHERN VIRGINIA**

**FINAL MINUTES OF MAY 11, 2018 BOARD MEETING**

**Present:** Scott Pinckney, Chuck Hulick, Bob Huley, Dianne Boyle, Judy Robison, Arline Sachs, Janice Viola, Loren Brandman, Patti Volz, George Chalou, Buck Myers, and Anna Dixon

**Absent:** Kate Greely, Phil Centini, Kathryn O'Toole, Sheri Masek, Jona Wheeler

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

Scott mentioned that he sent out thank you letters regarding Richard Risk's generous legacy donation.

Scott then made a motion to approve the April Board minutes. However, Anna noted a need for a correction of the name "Kathryn" to Catherine Aselford, under New Business as follows:

Catherine Aselford will meet with Steve Partridge in Workforce Development this week for further discussion.

**Scott made a motion to approve the corrected April minutes; seconded by Patti Volz. The motion passed.**

**TREASURER'S AND ASSISTANT TREASURER'S REPORT – Chuck Hulick and Loren Brandman**

The report covered the following items:

1. Efforts will be made to obtain invoices from our Publication Design Contractor, Al Brothers, and our coffee supplier, Euro Café, so that all invoices due in the fiscal year will be paid by June 30.
2. On the subject of scholarship checks, it was reported that six of the eleven recipients had cashed their checks. 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.
3. The following motion was made concerning the establishment of a Richard Risk Memorial Fund:

**“The Board directs the Treasurer to establish a Richard Risk Memorial Fund and transfer the current Public Donation monies to this new account. The fund is to be used in support of LLI activities such as (but not limited to) payment of poetry classroom fees and purchases of additional audio visual equipment. The only restriction on the fund is that it should not be used in support of the scholarship award program.”**

**The Board recommended the addition of the following: “All payments from this fund need to be approved by the Board.” With this addition, Chuck’s proposed motion was seconded by Arline Sachs and approved by the Board.**

At the request of the Budget and Finance committee, a survey of commercially available software programs handling basic treasurer duties was conducted. The purpose of this review was to see if an acceptable alternative to the current Sage system is available and at what cost. It was decided that the best fit for LLI’s needs is the Intuit QuickBooks Desktop Pro system, and that is the committee’s recommendation to the Board. It was decided that the most economical approach is to pay for a single system user at an annual fee of \$199.95 rather than paying for two users at a price of \$399. The manufacturer converted all the SAGE files successfully at no cost.

**The Treasurer and Assistant Treasurer (Hulick and Brandman) made a motion to purchase new Quickbooks Pro-18 software for the current SAGE software and for the Treasurer to begin to use Quickbooks in the new fiscal year, July 1, 2018. The motion was seconded by Bob Huley on behalf of the Budget and Finance Committee. The Board approved the motion.**

#### **ADMINISTRATOR’S REPORT – Janice Viola**

Current Membership -- 390

Summer Course Registration -- Summer registrations are largely completed and mailed.

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

Upcoming Trips – Pentagon/Air Force Memorial Tour is full, but a waitlist exists in the event a larger bus is needed.

General -- Janice noted the small attendance at the May Forum. Subsequent Board discussion ensued about a need to add a speaker in the future. Also, the Board openly commended Arline Sachs for a superb performance for the entire effort.

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

Bob reviewed the Monthly Budget Report and stated that our financial status remains excellent and that most of our line items will remain within budget, although as we close out the fiscal year a few items will slightly exceed the budget. He said no action is needed by the board and that the annual report will be presented at the June Forum, consistent with the bylaws.

The membership numbers remain essentially unchanged at 388 paid members.

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

Buck reported the contractors are working through the punch list and are still encountering glitches. He shared copies of the current list. Nonetheless, he anticipates acceptance of the website from the contractors in June and that this summer our members will have a new website “face page”. Buck reminded us that the new website is very large and complex.

Buck stated they were on track to pay Kama Storie, the NVCC staff web-site developer, by the end of June, 2018. Training is still needed for the automation staff. There are 15 different instruction sheets. The Foxfire browser has issues. There will be a need for a dual web master which will include the LLI administrator. The 'go live' date is still not set but will be no earlier than September, 2018.

Arline Sachs noted there is a significant amount of labor/effort that is performed by Sid Sachs on the current website and that likely more effort could be entailed by whomever operates the new website.

### **SIG COORDINATOR – Patti Volz**

Patti and Judy reported an inclination to table the idea of a new SIG called Circle Dancing. Judy will investigate/pursue other options/venues and report back on recommended next steps. During the interim, Judy said the Circle Dance program will continue as a Curriculum Committee class.

### **OLD BUSINESS & NEW BUSINESS**

George Chalou provided input on the recent Coffee Meetup he and June hosted and some of the attendees' views on dues and possible changes as a result of announced changes to the current NOVA/LLI MOU. He concluded members are okay with some level of dues increase. The members know what they want from LLI and are candid in their comments.

The Board had a very good discussion of how we should proceed on the negotiations with NVCC in light of the change in NVCC leadership. No meeting has been held or scheduled to discuss a new relationship despite many email exchanges between Scott and NVCC leadership. Board members said it's time to elevate this urgent issue by asking for assistance from VA Delegate Virginia Watts and NVCC President Scott Ralls, seeking a short term extension of the current MOU until a longer term MOU could be developed.

The meeting adjourned at 11:37 a.m.

Minutes were prepared by Anna Dixon on behalf of the Secretary, with input from other present Board members.

Respectfully submitted,

Kate Greeley, Secretary of the LLI Board of Directors