



Sarasota Institute of Lifetime Learning

MINUTES OF SILL BOARD MEETING - JANUARY 2, 1996

PRESENT Scott L. Behoteguy, Robert G. Bailey, Herman Baar, Richard Hartman, Mildred W. Skelly, Johanna P. Hagedoorn, Jane W. Hopkins, Rose Shulman, Clifford P. Wells, Joan A. Hopkins, Pearl B. Aronson, Martha L. Corry, E. David Dykstra, Oliver J. Hart, Richard Hart, Roberta S. Hartman, George W. Moersch, Alfred Puhon, Tremain F. Robinson, Harry A. Rosenberg, Alvin G. Skelly

ABSENT Frances T. Bourne, Mary E. Testa, Margaret L. Bates, James C. Daugherty, John Dwinell, Jane A. Jones, Frank W. Knowlton, Jr., George W. Petrie, III, Dora Walters

The President and Recording Secretary reported on the death of Arnold Abineri. A contribution of \$100 to Common Cause will be made in his memory. The gift to SILL of his overhead projector was received with gratitude.

CORRESPONDING SECRETARY - Rose Shulman read a letter from Dr. Petrie acknowledging a gift from SILL made to the Music Archives where a memorial will be held on January 30 at 3 P.M. (265 South Orange St., Sarasota) for his wife, Mildred, founder of the Archives.

(Since our Board meeting, Mrs. Abineri has announced that there will be a memorial for Arnold to be held at the Unitarian Universalist Church 3975 Fruitville Road, Sarasota on Thursday, January 11 at 2 P.M.)

MINUTES - The Minutes of the December 5, 1995 were approved.

REGISTRAR'S REPORT - Winter Season 1996, Advance Sales as of 12/28/95

Total Deposits \$23,010.32

Season Tickets: 345 @ \$50.00	\$17,250.00	
Postage from Canada	.32	
Series Tickets: 198 @ \$15.00	2,970.00	
<i>for dinner</i>	23,010.32	<i>2,790.00</i>

Breakdown of Series Tickets:

Int. Challenges I	84
Int. Challenges II	71
Music & Art	14
Amazing World	6
Dom. Challenges I	6
Dom. Challenges II	4
Literature	1
Venice	12
	198

REGISTRAR'S REPORT (cont.) - Comparable Data 1995 Season Advance
Sales as of 12/30/1994:

	Total Deposits	\$23,513.00
Season Tickets: 440 @ \$40.00		\$17,600.00
Series Tickets: 366 @ \$10.00		3,660.00
		<u>\$21,260.00</u>
Friends of SILL Donations		2,253.00
		<u>\$23,513.00</u>

Mildred Skelly reported on Board members and volunteers who would be helping her committee at Gulf Gate.

TREASURER'S REPORT - A Finance Committee Report, a Budget Report and Proposed Changes for this fiscal year were distributed. The proposed changes were accepted and the budget will be revised accordingly.

1996 LECTURE GUIDE DISTRIBUTION - Harry Rosenberg is anxious to keep a record of distribution of our Lecture Guides and has prepared a form for distributors to keep of locations, numbers and retrievals.

ADMINISTRATION - Jim Hart has prepared a schedule for workers at Gulf Gate. SILL does not have a key to the theater but the new manager, Joseph Mckenzie, has promised to be on hand. His telephone number is 750-5042 which will reach his pager and also the assistant manager.

Tremain Robinson asked to be kept posted about any last minute changes and would like to get pictures when possible.

FRIENDS OF SILL - Robert Bailey distributed a new brochure for FOS which is suitable for mailing as well as for distribution at the lectures.

A request from Americans for Peace Now, in honor of Prime Minister Rabin, for a donation from SILL was discussed but the matter tabled until our entire donation recommendations are considered at a later date.

Respectfully submitted,

Jane W. Hopkins

Jane W. Hopkins, Recording Secretary

1996 Meeting Schedule

<u>Monday</u> - February 5	9:30 AM
<u>Tuesdays</u> - <u>March 5</u>	2:00 PM
April 2, May 7, June 4	<u>ALL AT 9:30 AM</u>
September 3, October 1,	"
November 5, December 3	"



Sarasota Institute of Lifetime Learning

MINUTES OF SILL BOARD MEETING - FEBRUARY 5, 1996

PRESENT Scott L. Behoteguy, Robert G. Bailey, Herman Baar, Richard Hartman, Mildred W. Skelly, Jane W. Hopkins, Rose Shulman, Clifford P. Wells, Mary E. Testa, Joan A. Hopkins, Martha L. Corry, Oliver J. Hart, Roberta S. Hartman, George W. Moersch, George W. Petrie, III, Alfred Puhan, Tremain F. Robinson, Harry A. Rosenberg, Alvin G. Skelly

ABSENT Frances T. Bourne, Pearl B. Aronson, Margaret L. Bates, James C. Daugherty, John Dwinell, E. David Dykstra, Richard Hart, Jane A. Jones, Frank W. Knowlton, Jr., Dora Walters

The President reported that Angela Abineri had acknowledged with gratitude gifts made in memory of Arnold.

MINUTES - The Minutes of the January 2, 1996 meeting were approved as corrected. Friends of Sill Donations of \$2,790.00 should be added to the Total Deposits listing. The total figure of \$23,010.32 is correct.

CORRESPONDING SECRETARY - Rose Shulman reported on an invitation from the Volunteer Center of Sarasota to participate in an award program. After discussion, it was decided that SILL would not participate. Lake House West, which generously contributes to SILL, is having monthly seminars on its facilities and sent a VCR which will be acknowledged.

REGISTRAR'S REPORT - Mildred Skelly reported that Johanna Hagedoorn had helped prepare this report while recuperating from a recent operation.

Winter Season 1996, Dec. 1, 1995 - Feb. 1, 1996

Total Deposits		\$ 32,647.00
Season Tickets: 414 @ \$ 50.00	\$ 20,700.00	
Series Tickets: 236 @ \$ 15.00	3,540.00	
Daily Tickets: 1516 @ 3.00	4,548.00	
TOTAL TICKETS	\$ 28,788.00	
Friends of SILL	\$ 3,857.00	
Postage (Canada)	\$ 2.00	
	\$ 32,647.00	
VENICE	\$ 1,241.00	
TOTAL	\$ 33,888.00	

REGISTRAR'S REPORT (cont.)Comparable Data 1995 Season

Season Tickets Sold: 492 @ \$ 40.00	\$19,680.00
Series Tickets Sold: 318 @ \$ 10.00	\$ 3,180.00
Day Tickets Sold: 2560 @ \$ 2.00	\$ 5,120.00
TOTAL	<u>\$27,980.00</u>
Friends of SILL	\$ 2,463.00
TOTAL as of Feb.1995	<u>\$30,443.00</u>

FINANCE - Satisfaction was expressed with the sales figures to date. As usual, the International Affairs series draws the largest audience. It was noted that people count on the quality of our programs. Costs have escalated and it is important that SILL must make an effort to increase its fund raising efforts. A letter, prepared by a small committee, soliciting more support for Friends SILL, was read to the Board by ^{PRESIDENT} Robert Bailey. It is proposed to send this special appeal to 387 ticket buyers. The Board unanimously supports this effort.

A recommendation was made by Robert Bailey that the Board reconsider hiring a CPA. An earlier proposal had turned out to be too expensive. It was noted that the IRS makes random checks and it is important for SILL to meet all legal requirements. After much discussion, it was moved and seconded that Robert Bailey be authorized to undertake negotiations with several providers to receive written/for services not to exceed a total cost of \$1000 for said services. There is to be no payment for the proposals. It was so voted.

Members of the Board wish to examine said proposals well before the next meeting on March 5 at 2 P.M.

Respectfully submitted,

Jane W. Hopkins

Jane W. Hopkins
Recording Secretary



SLB

Sarasota Institute of Lifetime Learning

MINUTES OF SILL BOARD MEETING - MARCH 5, 1996

PRESENT Scott L. Behoteguy, Robert G. Bailey, Richard Hartman, Mildred W. Skelly, Jane W. Hopkins, Clifford P. Wells, Mary E. Testa, Margaret L. Bates, Martha L. Corry, Oliver J. Hart, Richard Hart, Roberta S. Hartman, Frank W. Knowlton, Jr., George W. Moersch, George W. Petrie, III, Alfred Puhan, Harry A. Rosenberg, Alvin G. Skelly

ABSENT Frances T. Bourne, Johanna P. Hagedoorn, Rose Shulman, Joan A. Hopkins, Pearl B. Aronson, John Dwinell, E. David Dykstra, Jane A. Jones, Dora Walters, Tremain F. Robinson

The President reported that James. C. Daugherty had resigned from the Board. He asked that members of the Board consider recommendations to fill Board vacancies.

REGISTRAR'S REPORT - Winter Season 1996, Feb. 6 - Feb. 29 (incl.)

Total Deposits (this period) \$ 4,562.00

Season Tickets: 4 @ \$ 50.00 \$ 200.00

Series Tickets: 9 @ \$ 15.00 \$ 135.00

Daily Tickets: 1367 @ \$ 3.00 \$ 4,102.00

(one person paid \$4.00)

TOTAL TICKETS \$ 4,437.00

Friends of SILL \$ 125.00

TOTAL \$ 4,562.00

Total deposited since December 1, 1995 \$37,209.00

<u>GENERAL ATTENDANCE</u>	Tuesdays	Average	255
	Wednesdays	"	216
	Thursdays	"	517

<u>VENICE SESSIONS</u>	<u>Deposit</u>	<u>Total</u>	<u>Series</u>	<u>Day</u>	<u>Attendance</u>
1/12/96	\$ 435.00	\$435.00	8 @ \$15	105	173
1/19/96	392.00	827.00		130	216
1/26/96	414.00	1241.00		138	207
2/9/96	288.00	1529.00		96	163
2/16/96	213.00	1742.00		71	125
2/23/96 (inc. \$15 FOS)	351.00	2093.00		112	158
	<u>\$2093.00</u>			<u>652</u>	<u>1042</u>

FRIENDS OF SILL - Mary Testa reported that to date this fiscal year FOS has received \$7,466 and with the expectation of another gift of \$500, it will reach \$7966. 190 individual gifts, 44 between \$25 and \$49, 37 between \$50 and \$99, 21 between \$100 and \$500, and 88 under \$25. 24 gifts amounting to approximately \$1300 were given in memory of Arnold Abineri.

TREASURER'S REPORT - Clifford Wells distributed a report dated February 29. However, he also reported some difficulties with the computer program. Richard Hartman committed himself to help in finding the technological problem. The report is to be revised and distributed to the Board with the Minutes of this meeting on or before March 19. A meeting of the Finance Committee will be called if necessary.

MINUTES - The Minutes of the February 5, 1996 meeting were approved.

FOS RECEPTION - Robert Bailey reported that Lakehouse West has offered its facility as host for SILL's 25th anniversary celebration reception on Tuesday, March 26, 1996 from 4 to 6 p.m. Invitations will be sent to approximately 347 prospects. The Board accepted this proposal with gracious thanks.

ANNUAL MEETING - It was decided that the entire season should be reviewed before holding the Annual meeting. Therefore it was voted to adjourn the Annual meeting until April.

NOMINATING COMMITTEE - Alvin Skelly, Mary Testa and Harry Rosenberg will present the slate of Officers and Board members at the April meeting.

Respectfully submitted,

Jane W. Hopkins

Jane W. Hopkins
Recording Secretary

Next Meeting: Tuesday, April 2
9 a.m.

Attendance	Services Day	Services	Total	Deposits	YARDIE SUBSTIONS
173	102	8	\$435.00	\$ 35.00	173/98
218	130		627.00	388.00	179/98
207	138		1241.00	414.00	179/98
183	98		1258.00	888.00	210/98
182	71		1782.00	213.00	210/98
158	112		2092.00	251.00	210/98 (inc. \$15)
					(20)

MINUTES OF SILL - Mary Testa reported that to date this fiscal year 700 has received \$7,408 and with the expectation of another gift of \$500, it will reach \$7900. 190 individual gifts, 44 between \$25 and \$49, 37 between \$50 and \$99, 21 between \$100 and \$500 and 88 under \$25. 24 gifts amounting to approximately \$1500 were given in memory of Arnold Albert.



Sarasota Institute of Lifetime Learning

MINUTES OF SILL BOARD MEETING - APRIL 2, 1996

PRESENT Scott L. Behoteguy, Robert G. Bailey, Herman Baar, Richard Hartman, Mildred W. Skelly, Johanna F. Hagedoorn, Jane W. Hopkins, Rose Shulman, Clifford P. Wells, Mary E. Testa, Margaret L. Bates, Martha L. Corry, E. David Dykstra, Oliver J. Hart, Richard Hart, Roberta S. Hartman, George W. Moersch, George W. Petrie, III, Alfred Puhan, Tremain F. Robinson, Harry A. Rosenberg, Alvin G. Skelly

ABSENT Frances T. Bourne, Joan A. Hopkins, Pearl B. Aronson, John Dwinell, Jane A. Jones, Frank W. Knowlton, Jr., Dora Walters

The President thanked all those involved with the beautiful party held at Lakehouse West. Donald Blivas has graciously offered to hold another such gathering next March. The President has taken charge of the archival record book of SILL and will bring it up to date.

MINUTES The Minutes of the March 5, 1996 meeting were approved. It was noted that Tremain F. Robinson was in attendance.

REGISTRAR'S REPORT December 1, 1995 - March 29, 1996

Total Deposits		\$40,098.00
Advance Sales		\$21,455.00
Season Tickets 367 @ \$50.00	\$18,350.00	
Series Tickets 207 @ \$15.00	\$ 3,105.00	
	<u>\$21,455.00</u>	

<u>During Lectures 1/9/96-3/29/96</u>		
Season Tickets 51 @ \$50.00	\$ 2,550.00	
Series Tickets 38 @ \$15.00	\$ 570.00	
Daily Tickets 3846 @ \$ 3.00	\$11,539.00	
(one person paid \$4		
	<u>\$14,659.00</u>	\$14,659.00
Total Ticket Sale		<u>\$36,114.00</u>

Postage Canada		\$ 2.00
Friends of SILL		<u>\$ 3,982.00</u>
Total deposited		\$40,098.00

<u>Venice Sessions</u>		
Deposited		\$ 2,093.00
Series Tickets	\$ 120.00	
Daily Tickets	\$1,958.00	
Friends of SILL	\$ 15.00	
Total Venice	<u>\$2,093.00</u>	

TOTAL SARASOTA AND VENICE		<u>\$42,191.00</u>
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1-28561428 3450
 21171056 2394
 30961548 5844
 1800 900 4932
 625
 4932 1140 1+Venice

REGISTRAR'S REPORT CONT.

Average Attendance

Dom. Chal. I: 238 Am. Century I: 258 Int. Chal. I: 575 Am. World
 Dom. Chal. II: 176 Am. Century II: 150 Int. Chal. II: 399 (125)

Venice - 173

<u>Comparable Data 1995</u>		<u>1994</u>	<u>Av. Attendance 1995</u>	
Total Tickets Sale	\$35,385.00	\$33,547.00	Music	337
Friends of SILL	\$ 2,538.00	\$ 2,790.00	Lit.	170
Subtotal	\$37,923.00	\$36,337.00	I.C. I	751
Venice	\$ 1,460.00	\$ 1,468.00	I.C. II	571
Total	\$39,383.00	\$37,805.00	Soc. Turmoil	295
			Venice	204

Mildred Skelly and Johanna P. Hagedoorn were thanked for their diligent work during the season.

EVALUATION There was a long open discussion of the just completed season. The Program Committee was fully alerted to all the various concerns expressed. Herman Baar said the committee will hold a meeting on Wednesday, April 10, at 2 P.M.

FALL PROGRAM Great Decisions will continue to be held at Selby Library under the direction of Richard Hart.

PUBLICITY Robert Bailey introduced John E. McShay who has agreed to assist, on an ad hoc basis, our efforts in public relations and publicity.

FINANCE Richard Hartman reported that problems in the financial reports are about to be resolved and a revised statement will be distributed to the Board shortly.

FOS Mary Testa announced that with donations, matching grants, etc. Friends of Sill believes that \$10,000 will have been raised this year.

THEATER - Robert Bailey has been negotiating with the new manager of Cobb Theater and they have agreed to a fee of \$115 per session. We have a contract for January 7 to March 29, 1997. Richard Hartman said SILL has a new space for storage of our equipment under lock and key.

NOMINATING COMMITTEE REPORT The following slate of officers was presented and unanimously approved:

- | | |
|-----------------|----------------------------------|
| Robert Bailey | President |
| Harry Rosenberg | Vice President, Administration |
| Herman Baar | Vice President, Sarasota Program |
| Martha Corry | Vice President, Venice Program |
| Richard Hartman | Vice President, Production |
| Mildred Skelly | Vice President, Registration |
| Jane Hopkins | Recording Secretary |
| Rose Shulman | Corresponding Secretary |
| Mary Testa | Treasurer and Chairman FOS |
| Clifford Wells | 1st Asst. Treasurer |
| Joan Hopkins | 2nd Asst. Treasurer |

NOMINATING COMMITTEE REPORT CONT.

The slate of new members of the Board of Directors was also approved unanimously.

Kerry G. Kirschner - 3 years
Patricia Chapman - 3 years
Amanda Burt - 3 years
Miriam Ferkes - 2 years

1 year

Scott Behoteguy said that Frances T. Bourne has resigned but will be given honorary status. Dora Walters also resigned. Other recommendations made for Board vacancies were referred back to the committee for consideration.

Respectfully submitted,

Jane W. Hopkins

Jane W. Hopkins
Recording Secretary

Next Meeting

Tuesday, May 7, 9:30 A.M.
Selby Library Meeting Room



Sarasota Institute of Lifetime Learning

MINUTES OF SILL BOARD MEETING - MAY 7, 1996

PRESENT

Robert G. Bailey, Scott L. Behoteguy, Herman Baar, Richard Hartman, Mildred W. Skelly, Johanna P. Hagedoorn, Jane W. Hopkins, Clifford P. Wells, Mary E. Testa, Pearl L. Aronson, Margaret L. Bates, Martha L. Corry, E. David Dykstra, Oliver J. Hart, Richard Hart, Roberta S. Hartman, Frank W. Knowlton, Jr., George W. Petrie, III, Alfred Puhan, Alvin G. Skelly, Patricia Chapman, Amanda Burt, Kerry Kirschner, Miriam Ferkes

ABSENT

Rose Shulman, Joan A. Hopkins, Jane A. Jones, George W. Moersch, Tremain F. Robinson, Harry A. Rosenberg

Robert G. Bailey, the new President, chaired the meeting. He introduced the new members of the Board.

MINUTES

The Minutes of the April 2, 1996 meeting were approved after amending the Nominating Committee report by adding Johanna P. Hagedoorn, Assistant Vice President for Registration to the list of officers and noting that the following members had been reelected for 3 year terms ending in 1999. Martha Corry, Jane Hopkins, Harry Rosenberg and Clifford Wells. Tremain Robinson was reelected for a 1 year term.

FINANCE - BUDGET

- The President reported that an audit is being taken. CT Corporations System has agreed to audit the books for a fee of \$200 and will make up a software package for \$330 30/MONTH a month. A new form for Request for Check was distributed.

(date 5/1/96)
A Budget Plan approved unanimously by the Finance Committee was distributed and discussed at length. [Donations from SILL were approved as follows:

?
\$2500 - Selby Library
\$ 250 - AAUW
\$ 200 - Community Center of Venice]

?
The Income projection for 1997 proposed a \$25,000 donation from Friends of SILL. The Board voted to change this item to \$15,000. The President was opposed.

?
The Board then voted to accept the budget as ^{AS RECOMMENDED} submitted.

PROGRAM

Herman Baar reviewed the program planning to date. Some speakers are already booked. It is hoped that the October 15 deadline will be met and the brochure is scheduled for distribution in mid November. The Registrars expressed their concerns and were invited to meet with the Program Committee. The Moderators are hard at work to provide the quality programming for which SILL is known in the community. Mr. Kirschner expressed his hopes for the growth of SILL and the excellent response to the Sunday morning program on Channel 40.

FACILITIES & ARRANGEMENTS - Jim Hart reported that the contract for the theater has been signed. It is not possible to make arrangements for more than one year. Our equipment must be moved to the new area and he may have to hire someone for this purpose. Personnel for help during the lecture season has already signed on. Mr. Hart is seeking more volunteers to help with the varied responsibilities.

PUBLICITY Tremain Robinson cannot continue as Chairman of Publicity. Miriam Ferkes agreed to take this assignment.

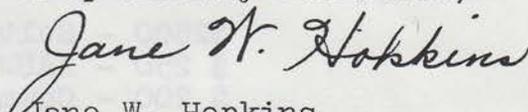
TELEPHONE Robert Bailey said Selby Library had agreed to have a SILL telephone installed which can record messages and give out information. The cost of the installation is \$33.90, \$27 a month when in use, calls 4¢ each or 2¢ a minute. The Board approved. Richard Hart voted NO.

NOMINATING COMMITTEE - Scott L. Behoteguy presented changes and additions to Board actions taken at the April 2, 1996 meeting:

1. Propose nomination and election of Dr. Margaret Bates for one year term as Vice President for Administration. Harry Rosenberg has withdrawn for personal reasons.
2. Propose nomination and election of Donald R. Blivas to Board membership for 3 year term 1996-1999. His election will bring Board membership to the full 24 members provided in the By-Laws.
3. New Board member, Amanda Burt, should be designated for a 1 year term (rather than 3) ending in 1997.

The Board unanimously approved all the above recommendations.

Board members were asked to submit names to the Nominating Committee to fill any vacancies that might occur.

Respectfully submitted,

 Jane W. Hopkins
 Recording Secretary

NEXT MEETING

Tuesday, June 4, 1996
Selby Library Meeting Room



Sarasota Institute of Lifetime Learning

MINUTES OF SILL BOARD MEETING - JUNE 4, 1996

PRESENT - Robert G. Bailey, Scott L. Behoteguy, Herman Baar, Mildred W. Skelly, Johanna P. Hagedoorn, Jane W. Hopkins, Rose Shulman, Clifford P. Wells, Mary E. Testa, E. David Dykstra, Richard Hart, Frank W. Knowlton, Jr., Geroge W. Moersch, George W. Petrie, III, Alfred Puhan, Alvin G. Skelly, Amanda Burt, Kerry Kirschner, Miriam Ferkes

ABSENT - Richard Hartman, Joan A. Hopkins, Pearl B. Aronson, Margaret L. Bates, Oliver J. Hart, Roberta S. Hartman, Jane A. Jones, Harry A. Rosenberg, Patricia Chapman

The President presided. He announced that Martha Corry and Tremain Robinson had submitted their resignations. He introduced Donald Blivas who was welcomed to the Board. At a later part of the meeting Mr. Blivas expressed his hopes for the future of SILL.

FUTURE BOARD DATES - PLEASE MARK YOUR CALENDARS-9:30 AM - Selby Library
Tuesdays - September 10, October 1, November 5, December 3
Mondays - January 6, 1997, February 3, March 3

TELEPHONE The new telephone service will become operational on Nov. 1.

BOARD SIZE - The President asked the Board to consider reducing the size of the SILL Board from the present 24 to 18 over a three year period, then perhaps reducing it from 18 to 12. Various members spoke about the concept of a "working Board" and the members responsibilities to the organization.

The former practice of providing all Board members with resumes of each is to be reinstituted. Dr. Petrie has file material and will see to the matter.

It was noted that Dr. Margaret L. Bates had recently been honored in an article in the Herald Tribune.

APPROVAL OF MAY 7 MINUTES The correct name of the audit firm is Mare Geist Ventures, Inc. and the software package is \$30 a month.

The Budget Plan reference should note "dated May 1, 1996" to identify the document that was discussed. The second sentence regarding 1996 Donations should be deleted. That matter was tabled and the 1996 Donations to be reviewed and presented at the June 4, 1996 meeting.

These corrections having been made, the May 7, 1996 Minutes were approved.

TREASURER'S REPORT - A report dated May 31 1996 was distributed. Some suggestions were made relative to SILL funds. The Finance Committee is empowered to make whatever moves it deems necessary.

The Board expressed its gratitude to all involved in raising funds for Friends of SILL.

PROGRAM - Herman Baar reviewed the plans for the coming season.

Winter programs: Tuesday, ^{1/16 To 3/29} Wednesday, Thursday in Sarasota (36) Friday in Venice (from Feb. 21) (6). A proposal for a slide program 6 Fridays in Sarasota was voted down. Total - 42

Registrars Johanna Hagedoorn and Mildred Skelly will submit a model program and order form to the Program Committee.

Prices: Season tickets remain at \$50
 Series by day (Tuesday, Wednesday, Thursday at \$30)
 Series on Friday - Venice 6 @ \$15
 Single sessions @ \$3

Society in Turmoil - Bob Bailey arranging speakers for 8, Herman Baar remaining 4. (Dr. Gaul has accepted.)
 Bob Bailey, Scott Behoteguy, Al Skelly to meet with Kerry Kirschner (and/or other TV representatives to discuss: a) more note of SILL's participation
 b) financial support for SILL from Channel 40,
 c) publicity for other SILL events

Wednesday - music, art, drama. Perhaps some speakers from outside Sarasota

Thursday - International Challenges (one series of 12)

Fall Series - "Great Decisions" at Selby Library, Richard Hart, Moderator. Scott Behoteguy and Herman Baar will produce program, ready for mailing by September 1.

Budget Suggestion:

TOKENS OF APPRECIATION:

Tues. - 8 @ \$500 = \$4000
 Wed. - 4 @ \$250 = \$1000 5000
 Wed. -12 @ \$100 = 1200
 Thurs. -18 @ \$400 = 7200
 Fri. - 6 @ \$100 = ~~600~~

\$13,800

13,200

TRAVEL AND EXPENSES:

Tues. - 8 @ 500 = \$4000

Wed. - 4 @ 250 = 1000 5000

Thurs. - 12 @ 500 = 6000 500

Fri. 12 @ 200 = 2400 8400

Reserve 500 500

\$14,400

Reserve 600

PUBLICITY - A sample of public service TV spots being shown on Channel 40 were shown. Such spots can be done to publicize SILL. Mr. Kirschner said they would be good for Channel 40 and SILL. Miriam Ferkes will participate in this effort.

NOMINATING COMMITTEE - Scott Behoteguy said a number of recommendations for SILL Board vacancies had been received and were under consideration.

REVISED BYLAWS - All members had received a copy of the revised Bylaws before the meeting. Dr. George W. Petrie III reviewed the changes and thanked Mary Testa for her participation in this effort. In Article VIII COMMITTEES, Section 5: Executive Committee, "outgoing" was changed to immediate past president and the Program Committee chair added to the roster.

The new revised Bylaws were adopted unanimously.

CORRESPONDING SECRETARY - Rose Shulman resigned her office of Corresponding Secretary. She will continue to participate as ex-officio past President.

SILL DONATIONS - Scott Behoteguy presented recommendations and the following list was unanimously approved:

<u>ORGANIZATION</u>	<u>FISCAL YEAR 1996</u> *
Selby Library	\$2000
Center for International Studies USF	500
New College, Faculty Dept.	750
AAUW Venice	500
Friends of Community Center, Venice	250
Florida West Coast Symphony	100
	<u>\$4200</u>

* The originally approved FY 96 budget was for \$8000, but reduced during mid-year budget review for budgetary reasons.

Respectfully submitted,

Jane W. Hopkins
 Jane W. Hopkins, Recording Secretary



Sarasota Institute of Lifetime Learning

MINUTES OF SILL BOARD MEETING - SEPTEMBER 10, 1996

PRESENT - Margaret L. Bates, Herman Baar Mildred W. Skelly, Johanna P. Hagedoorn, Jane W. Hopkins, Amanda M. Burt, Mary Testa, Joan Hopkins, Scott L. Behoteguy, E. David Dykstra, Richard Hart, Jane A. Jones, Kerry Kirschner, George W. Moersch, George W. Petrie III, Alvin G. Skelly

ABSENT - Richard E. Hartman, Clifford Wells, Pearl B. Aronson, Donald R. Blivas, Frances T. Bourne, Patricia Chapman, John Dwinell, Miriam Ferkes, Oliver J. Hart, Roberta S. Hartman, Frank W. Knowlton, Alfred Puhan, Harry A. Rosenberg, Rose Shulman - Robert G. Bailey

Margaret Bates chaired the meeting. Scott Behoteguy reported that Frances Bourne is now under Hospice care. He is going to present her with a Certificate of Appreciation for her many years of service to SILL. It was also reported that Rose Shulman very ill.

MINUTES - The Minutes of the June 4, 1996 meeting were approved but on page 2 of said Minutes, the Section Budget Suggestions, will be amended after review at the next Board meeting.

PUBLIC SERVICE ANNOUNCEMENT - Kerry Kirschner reported that staff at Channel 40 were working on a PSA. Miriam Ferkes and Scott Behoteguy will help devise the SILL message.

FINANCIAL REPORT - Mary Testa distributed balance sheets with accompanying Accountant's Compilation Reports dated June 30 and August 31, 1996. Friends of SILL committee has a meeting scheduled for October 14.

Harry Rosenberg has volunteered to handle the distribution of the SILL winter program. The Fall program has already been mailed out and extra copies will be distributed by various members.

PROGRAM REVIEW - Herman Baar reviewed the proposed programs for the coming season. The Society in Turmoil series on Tuesdays, Music, Art, and Theater on Wednesdays are well in hand. International Affairs has yet to be fully scheduled. Scott Behoteguy has excellent prospects. A full report will be forthcoming at the October meeting.

GOLDEN GAVEL AWARD - Scott Behoteguy noted that SILL had received a Golden Gavel Award certificate for outreach programs in Sarasota schools.

EVALUATION OF SILL PROGRAMS - George Petrie presented a draft of an evaluation form to be distributed to attendees at SILL lectures. It was the consensus of the Board that information garnered in this manner would be very valuable. The format will be reviewed by Jane Jones, George Petrie, Peggy Bates and Scott Behoteguy.

NOMINATING COMMITTEE REPORT - Scott Behoteguy presented the report. The Board voted unanimously to elect the following two persons to fill current vacancies:

Thomas J. MacDonald, Jr.
Thelma Sachs

Term 1998
Term 1999

PERSONNEL BACKGROUND - In response to a number of suggestions that it would be of considerable interest to Board members to acquaint themselves with each others' backgrounds, Geroge Petrie circulated a brief personal background/interest form. It was agreed that some form should be devised and circulated among Board members. Dr. Petrie will welcome suggestions.

VAN WEZEL PROGRAM - The Board discussed in some detail the program outlined in the President's letter dated July 26. The Board was particularly concerned with the many arrangements will have to be in place at Van Wezel, i.e. the necessity of having ushers, the possibility of Van Wezel selling tickets, other services. There is a strong feeling that all of the Hall's services should be utilized.

The Board recommended that the President appoint Thomas J. MacDonald, Jr. to lead the team in charge of publicity for the proposed program

PLAN 2000 - The Board also discussed at length the Plan 2000 proposal set forth in the President's letter dated August 30. Margaret Bates has informed the President that she is unwilling to chair such a committee as presently constituted. The role of the Executive Committee was reviewed. (During this discussion, the revised Bylaws were distributed to the Board.) A suggestion was made that our Bylaws should include a Mission statement. Board members are clearly concerned that they be fully informed and involved in making plans for the wellbeing and future of SILL.

It was voted that the matter of the "Plan 2000" committee be placed on the agenda of the November meeting.

Respectfully submitted,

Jane W. Hopkins

Jane W. Hopkins
Recording Secretary

NEXT MEETING

Tuesday, October 1, 1996
Selby Library 9:30 A.M.



Sarasota Institute of Lifetime Learning

MINUTES OF SILL BOARD MEETING - OCTOBER 1, 1996

- PRESENT - Margaret L. Bates, Herman Baar, Richard E. Hartman, Mildred W. Skelly, Johanna P. Hagedoorn, Jane W. Hopkins, Amanda M. Burt, Mary Testa, Scott L. Behoteguy, David Dykstra, Roberta S. Hartman, Jane A. Jones, George W. Moersch, George W. Petrie III, Alfred Puhan, Harry A. Rosenberg
- ABSENT - Robert G. Bailey, Clifford Wells, Joan Hopkins, Pearl Aronson, Donald R. Blivas, Patricia Chapman, John Dwinell, Miriam Ferkes, Oliver Jim Hart, Kerry Kirschner, Frank W. Knowlton, Jr., Rose Shulman, Alvin G. Skelly, Thomas J. MacDonald, Jr., Thelma Sachs, Richard Hart

Margaret L. Bates chaired the meeting. Scott Behoteguy has communicated with new members, Thomas MacDonald and Thelma Sachs, both of whom are looking forward to assuming active roles in publicity work for SILL.

Minutes

MINUTES - An amendment to the June 4, 1996/on 1997 Budget Allocations for Honoraria & Travel was submitted by the Program Committee. The memorandum dated September 30, 1996 is appended to these Minutes.

It was noted that the services of Van Wezel Hall referred to in the Minutes of the September 10, 1996 meeting were in the form of a motion which was unanimously approved. With this correction, the Minutes of said meeting were approved.

FRANCES BOURNE - A memorial service for Fran Bourne was held at the Venice Jacaranda Frances T. Bourne Library on September 23, 1996. Scott Behoteguy represented SILL at the services. It was recommended that SILL make a donation in her memory in support of one of her major interests, the Academic Olympics Program of the Sarasota County High Schools. It was voted unanimously to make a donation of \$100 to this program through The Education Foundation of Sarasota County.

FINANCIAL REPORT - Mary Testa submitted a report dated September 30, 1996. The Board expressed its satisfaction with the new format. The report will be filed for audit.

REGISTRAR'S REPORT - Johanna Hagedoorn presented the following report on advance ticket sales for the Foreign Affairs Forum which will be presented Thursdays from October 10 through November 14, 1996:

Total Deposits		\$ 545.00
Program Tickets: 41 @ \$10	\$ 410	
Friends of SILL Donations	135	
	<u>\$ 545</u>	

VENICE FALL PROGRAM - George Moersch reviewed the programs being presented in the Venice Public Library, co-sponsored by the Friends of Venice Library. The dates and programs are appended to these Minutes.

SILL WINTER PROGRAMS - Herman Baar and Scott Behoteguy reviewed the coming season's programs to date. For the Board's information, the entire list is also appended to these Minutes. The Moderators are busily engaged in filling any gaps.

EVALUATION FORM - Jane Jones presented a proposed evaluation form to be distributed during the winter season. It was suggested that the form could be color coded as the tickets are. The sample form is attached these Minutes.

FACILITIES & ARRANGEMENTS - Richard Hartman said arrangements have been made with Martha Tuttle to take care of sound and video this season. He also stated that there was a possibility that Gulfgate may be facing drastic changes and we have only a one year contract. It was the sense of the meeting that the Facilities and Arrangements Committee should address itself at the earliest possible moment to contingency planning for future years.

MAILING LIST - Richard Hartman stated that he had taken care of the mailing list for sixteen years and wished to be relieved of this responsibility. It was strongly felt that this should be handled by a Board member, not a commercial operation. Perhaps there should be two lists with one maintained for public relations purposes as well as the regular distribution to former and potential audiences.

CORRESPONDING SECRETARY - Amanda Burt stated that other responsibilities would make it impossible for her to continue as Corresponding Secretary. Jane Jones offered to check the mail until January.

Roberta Hartman said she had sent flowers to Rose Shulman.

PERSONNEL BACKGROUND - In response to the request for personal background material, Margaret Bates circulated her vitae. Dr. Petrie is anxious to have all Board submit their background/interest notes as soon as possible.

MISSION STATEMENT - Dr. Petrie read a draft of a Mission statement which might be included in SILL Bylaws.

PROPOSAL TO CHANGE SILL BYLAWS DATED June 4, 1996

Present ARTICLE III will be replaced by ARTICLE II - MEMBERSHIP
Present ARTICLE II will be replaced by ARTICLE I - PRINCIPAL OFFICE

New: ARTICLE I - MISSION

The Sarasota Institute of Lifetime Learning seeks to provide a learning stimulus for the residents of Sarasota County. It strives to maintain and improve their intellectual curiosity and awareness of developments and transformations in today's cultures and governments. It offers series of lectures in fall and winter on a wide variety of disciplines and, indeed, seeks to make its lecturers available on a local basis through television and by contact with local schools. Prices to users are held to an absolute minimum.

Next Meeting:
Tues. Nov. 5, 1996

Respectfully submitted,

Jane W. Hopkins
Jane W. Hopkins, Recording Secretary



Sarasota Institute of Lifetime Learning

MINUTES OF SILL BOARD MEETING - NOVEMBER 5, 1996

PRESENT - Robert G. Bailey, Margaret L. Bates, Herman Baar, Richard Hartman, Mildred W. Skelly, Johanna P. Hagedoorn, Jane W. Hopkins, Mary Testa, Clifford Wells, Scott L. Behoteguy, Donald R. Blivas, Patricia Chapman, E. David Dykstra, Miriam Ferkes, Oliver Hart, Richard Hart, Roberta S. Hartman, Jane A. Jones, Kerry Kirschner, Thomas J. Macdonald, Jr., George W. Petrie III, Alfred Puhan, Harry A. Rosenberg, Alvin G. Skelly

ABSENT - George W. Moersch, Joan Hopkins, Amanda M. Burt, John Dwinell, Frank W. Knowlton, Jr., Thelma Sachs, Rose Shulman

The President introduced Thomas J. Macdonald, Jr. to the Board.

The President reported that all arrangements have been made for the Friends of SILL Inaugural 1997 Season Fundraising Evening Lecture to be presented Monday, January 6, 1997 at 8 P.M. in Van Wezel Hall. The lecture, Financial Headlines of the Future, will be presented by Robert H. Stoval, a well known investment professional, a regular panelist on "Wall Street Week", which airs on WEDU each Friday evening. If we can fill the Hall, FOS hopes to realize \$8,000 to \$10,000. A large publicity mailing is already out.

✓ The public service announcement/^{which} will be shown on Channel ⁴⁰6 presently is being reviewed by Mr. Kirschner and the President.

SEASON LECTURE GUIDE - Herman Baar said the Program Guide is in production and will be ready for distribution by November 20. The cost of production will be covered by an unprecedented number of sponsors. Richard Hartman said he had completed a review of the mailing list. The question was raised if SILL should have a separate mailing list of community leaders and organizations for public relations and publicity purposes. Mr. Hartman is most anxious to be relieved of responsibility for the mailing list.

✓ PLAN 2000 - Dr. Petrie has agreed to chair a committee to discuss future planning. Scott Behoteguy will assist.

CORRESPONDING SECRETARY - Jane Jones is only temporarily filling this position. An invitation from a local organization named THINK has been received urging the participation of SILL in its program. Robert Bailey will look into the matter.

MINUTES - The Minutes of the October 1, 1996 meeting were approved.

TREASURER'S REPORT - The Treasurer submitted a comprehensive report dated October 31, 1996. After discussion and on a motion duly made, the Treasurer was authorized to issue checks up to \$1,000 with a single signature.

FERKES
TESTA
KIRSCHNER
JONES

TREASURER'S REPORT (CONT.) - The Treasurer presented the following report on SILL insurance policies:

<u>Area</u>	<u>Current</u>	<u>Projected</u>	<u>Savings</u>
Liability	2,070.60	506.00	1,564.60
Crime	191.76	0	191.76
Equipment	387.60	206.00	181.60
Auto (pers & leased)	<u>250.00</u>	<u>250.00</u>	<u> </u>
TOTAL	2,899.96	962.00	1,937.96

Liability - Result of recent audit revealed we were billed for an annual audience of 50,000 instead of 15,000. Our actual number for 1996 was 12,465.

Crime - Auditor stated she seldom saw this in any policy. Deletion of this portion of the policy will dispense with the need for two signatures on our checks.

Equipment = Currently insured for 32 items ranging from \$29 to \$3,399 With a \$250 deductible. Recommendation: that we insure those items costing \$1,000 or more, reducing this element of our insurance policy to \$206.

Annual cost of policy, which is \$2,899.96 reduced to \$962, with a savings of \$1,937.96.

On motion duly made, the recommendation that SILL insure only those items valued at \$1,000 or more in value was accepted.

The Treasurer was commended for this report.

The Treasurer reported that it was possible that SILL might have to furnish reports of our speakers Social Security numbers, honoraria and expenses. The complexities and problems of this matter were discussed and were tabled for the timebeing.

Friends of SILL are sending out an appeal letter the middle of this month. Mr. Blivas has kindly offered to host a reception for FOS on January 15. Invitations for this event will go out mid December. There was some discussion of mailing costs and it was moved that we should use First Class Bulk.

REGISTRAR'S REPORT - Johanna P. Hagedoorn submitted the following Report - Foreign Affairs Forum - Great Decisions, Fall, 1996

Total Deposits		\$ 725.00
Program Tickets: 53 @\$10	\$530.00	
FOS Donations	<u>\$195.00</u>	
TOTAL	\$725.00	

FOREIGN AFFAIRS FORUM - For the ^{second} first time a Fall Program brochure was sent out to our full list. It advertised the Winter season program as well. It was suggested that this procedure be reviewed and put on the agenda for our next meeting. The Foreign Affairs Council publishes a soft cover book with articles on each of the subjects. In the past copies have been ordered in advance at a discount for sale to participants. After discussion, it was decided not to order the books in advance but buy as needed.

SARASOTA LECTURE SERIES - Jane Jones (and Scott Behoteguy) researched various courses, lectures and activities available to the general public in the Sarasota area which may provide competition for SILL presentations. A list of 19 was circulated *& will be updated periodically*

THEATER ARRANGEMENTS - Al Skelly and Jim Hart will make a check of our equipment, etc. at the Gulf Gate Theater presently. The President and Al Skelly have met with the Manager. Cobb Theater says they have a long term lease and intend to honor our lease which expires after this season. It is strongly felt that we must explore other possibilities. There is the new cinema complex being built but we have no current information about capacities, availability, costs, etc. Mr. Blivas offered to help explore this matter.

SILL BYLAWS - Dr. Petrie submitted proposed Amendments to the Bylaws to become effective 4/1/97 which are enclosed with these Minutes. These will be presented for approval at our next meeting.

BIOGRAPHIES - Margaret Bates is preparing short biographies of our speakers to be distributed at our Winter lectures. She is also looking forward to receiving short sketches of background and interests from all Board members.

Respectfully submitted,

Jane W. Hopkins

Jane W. Hopkins, Recording Secretary

NEXT MEETING: December 3, 1996
9:30 A.M. Selby Meeting Room



Sarasota Institute of Lifetime Learning

MINUTES OF SILL BOARD MEETING DECEMBER 3, 1996

PRESENT - Robert G. Bailey, Margaret L. Bates, Herman Baar, George W. Moersch, Mildred W. Skelly, Johanna P. Hagedoorn, Jane W. Hopkins, Mary Testa, Clifford Wells, Scott L. Behoteguy, Donald R. Blivas, Patricia Chapman, E. David Dykstra, Oliver Hart, Richard Hart, Jane A. Jones, Frank W. Knowlton, Jr., Thomas J. Macdonald, Jr. George W. Petrie III, Alfred Puhan, Harry A. Rosenberg, Thelma Sachs, Alvin G. Skelly

ABSENT - Richard E. Hartman, Joan Hopkins, Amanda M. Burt, John Dwinell, Miriam Ferkes, Roberta S. Hartman, K. Kirschner, Rose Shulman

The President introduced Thelma Sachs to the Board.

The President that the Plan 2000 committee met and outlined a number of matters under consideration such as a mission statement, competition for activities, siting of lectures, physical and/or electronic presentations, feedback from lectures, content and makeup thereof.

Posters were distributed for the January 6, 1997 Robert Stoval lecture at Van Wezel. All involved are working hard to make this venture a success.

As reported earlier, THINK invited SILL to participate in its program which will take place from March 31 through April 16. Robert Bailey and Thomas Macdonald have the matter under consideration.

The President has been consulting with Cobb Theater officers. He also has looked at the site and theater design for the new cinema complex being built at the corner of Main Street. There will be 20 theaters with 290 seating capacity in each. *the 2 largest*
his efforts

Kerry Kirschner is continuing/to get SILL a public service announcement on ABC.

Friends of SILL appeal letter has been sent out. Donald Blivas is arranging a FOS reception at Lakehouse West on January 15, 1997.

1997 SILL BOARD MEETING DATES - SELBY LIBRARY MEETING ROOM

Friday	3 Jan.	9:30 A.M.
Monday	3 Feb.	9:30 A.M.
Monday	3 Mar.	<u>9:00 A.M.</u>
Tuesday	1 Apr.	9:30 A.M.
Tuesday	6 May	9:30 A.M.
Tuesday	3 June	9:30 A.M.

MINUTES - The Minutes of the November 5, 1996 meeting were approved.

TREASURER'S REPORT - Mary Testa presented the financial report dated November 30, 1996.

Following up on the subject tabled at the previous meeting, the Treasurer reported that it would be necessary to send 1099 forms by the end of January 1997 to any and all speakers who had received remuneration from SILL in 1996 in excess of \$600, and, accordingly, SILL must obtain from these speakers their Social Security numbers and addresses to permit the timely preparation of these 1099 forms.

This led to a lengthy discussion of the subject, the gist of which was that (a) SILL has never paid any speakers as much as \$600 in honoraria and therefore, has never prepared 1099s; (b) current IRS regulations, newly focusing on non-profit organizations such as SILL, apparently interpret remuneration to include expenses (travel, hotels, etc.) as well as honoraria, and that total payments by SILL, whether to the individual or on his behalf (i.e. airline tickets, motels, etc.) must be included in the 1099s; (c) an explanation of this revised interpretation should be communicated to the various speakers - over the signature of the Treasurer - in any letter requesting SS numbers; and (d) the subsequent 1099s to speakers should show the breakdown between honoraria payments and expenses paid by SILL. This breakdown was deemed necessary because it was felt that many speakers would be unaware of expenses they had not themselves vouchered.

There was a strong feeling among the four International Challenges Moderators that such a breakdown was the minimum service SILL should provide to our speakers who have never been advised of this new interpretation. The discussion also revealed that these procedures are due to the general tightening up vis-a-vis non-profits by the IRS and that SILL should not risk being the target of an IRS audit for not being pristine pure in its accounting and record keeping.

FOS REPORT - To date 188 tickets have been sold for the Stoval lecture.

FACILITATION & ARRANGEMENT REPORT - Jim Hart reported that a "run through" would be done on December 16 and asked for volunteer help to move equipment on December 30.

PUBLICITY COMMITTEE - Mr. Macdonald reported that we are just beginning to see results and is doing everything possible to get our message out in all the local media.

Dr. Petrie made a motion that the Board authorize an expenditure of up to \$5000 for increased publicity. The motion passed.

The new telephone line is operative and we are receiving calls.

The Publicity Committee welcomes any ideas relative to participating in the THINK educational program.

The President noted that four of our speakers will be signing their books at Barnes & Noble.

Scott Behoteguy recommended SILL participation in Sarasota's Arts Day.

CORRESPONDING SECRETARY - George W. Petrie III was unanimously elected to fill this office for the balance of the current program year.

REGISTRARS' REPORT - Mildred Skelly and Johanna Hagedoorn

Advance Sales November 20 - November 30, 1996

Total Deposits			\$11,797.00
Season Tickets	167 @ \$50.00	\$ 8,350.00	
Series Tickets	43 @ \$30.00	1,290.00	
Venice Tickets	8 @ \$15.00	<u>120.00</u>	
Total Tickets		\$ 9,760.00	
Donations FOS		2,036.00	
Postage received from Canada		<u>1.00</u>	
		\$11,797.00	

Analysis of the Series Tickets:

Tuesdays: Society in Turmoil	4
Wednesdays: Music and Art	4
Thursdays: International Challenges	35

DISTRIBUTION OF 1997 GUIDE - Harry Rosenberg requested that all Board members participate in the distribution of the Guides and that they keep records for future evaluation.

AMENDMENTS TO SILL BYLAWS - Proposed to become effective 4/1/97
The amendments presented by George Petrie III are attached and made a part of these Minutes. It was unanimously voted to accept these amendments.

FALL PROGRAM REVIEW - Dick Hart reported that 53 people had signed up for the program Great Decisions. (30 to 35 generally in attendance) \$530 was paid in plus \$195 for FOS. The cost of the Fall Program brochure which also publicized the Winter season was \$400 for printing 2500 plus mailing and postage, a total of \$865. Mr. Hart said that the participants, as usual, enjoyed the programs. SILL has presented this program for many years. It was suggested that the Program Committee again review this Great Decisions series and make a recommendation to the Board.

Scott Behoteguy noted that he had read an obituary of Ross Borden, a long time member of the SILL Board and former Vice President.

Frank Knowlton, Jr. reported the death of Tneador B. Shellcross, Assistant Manager at Gulf Gate and chief projection operator. His services on behalf of SILL were much appreciated and a gift of \$50 to Hospice was voted in his memory.

Respectfully submitted,

Jane W. Hopkins
Jane W. Hopkins, Recording Secretary

Next Meeting: Friday, Jan. 3
9:30 A.M. Selby Meeting Room