



Sarasota Institute of Lifetime Learning

MINUTES OF SILL BOARD MEETING

January 11, 2005

PRESENT - Mary Testa, Margaret L. Bates, Joseph Roddy, Richard Hart, Patricia Chapman, Frances Smith-Williams, Jane W. Hopkins, James Schiffman, Dwight W. Hoover, Robert G. Bailey, Don Leidel, Carol A. Preece, John Goodman Adjuncts: Kenneth Hill, William R. Jones, Joy McIntyre, Donald Savage

ABSENT - John McGruder, Jr., Yosef Hadar, Herman Baar, Scott L. Behoteguy, William Belmont, Donald R. Blivas, June LeBell, Dale Povenmire, Thelma Sachs, Lee D. Snyder Adjuncts: Harvey Gutman, Jane Jones, Roy Turrett

Mary Testa chaired the meeting. The Minutes of the December 14, 2004 meeting were approved.

Margaret Bates said that it was too soon to evaluate the shift made in our Tuesday and Wednesday lectures. It was noted that Robert Barylski's presentation was excellent. The January 18 lecturer will be given by a specialist on Muslims in the U.S. The February 15 slot has been filled by another specialist on American relationships with Muslim world.

Don Leidel reported that he had discussed matters relating to hospitality for our Thursday and Friday speakers with John McGruder. He will be on a trip in early February and has already made various arrangements with Board members and others. He noted that he could have scheduled more seminars than we are having this season. Mary Testa pointed out that personnel involved are giving uncountable hours of time for our program.

Joe Roddy introduced an invaluable volunteer from Venice, Peter J. Huber, and he was welcomed as a new Adjunct. The Venice programs are drawing a somewhat larger audience at the Nazerene church but can accommodate many more.

By unanimous vote, William R. Jones was welcomed as a full Board member.

REGISTRAR - A report dated as of December 31, 2004 comparing ticket sales with December 2003 was discussed. Both sales figures and gifts to Friends of SILL have increased. Monday music programs are not absolutely sold out and Holley Hall can offer available seats. SILL is dealing as well as possible with our eager customers for Thursday programs and seating as many as possible in the side lobby.
TREASURER - Jim Schiffman reviewed Balance Sheet dated December 31, 2004 and a profit & loss statement for July through December 2004.

PR - Ads for program will be run in Pelican Press and Longboat Observer. Excellent articles on SILL have appeared in the Venice Gondolier. Peter Huber will explore possibilities re WEDU and possibly public radio. Frances Smith-Williams is distributing publicity information to the usual outlets regularly.

Respectfully submitted, *Jane W. Hopkins*

NEXT MEETING Feb. 8

Jane W. Hopkins, Recording Secretary

2:30



Sarasota Institute of Lifetime Learning

MINUTES OF SILL BOARD MEETING

February 8, 2005

PRESENT - John McGruder, Jr., Mary Testa, Margaret L. Bates, Joseph Roddy, Richard Hart, Patricia Chapman, Frances Smith-Williams, Jane Hopkins, James Schiffman, Dwight W. Hoover, Carol A. Preece, Thelma Sachs, William R. Jones Adjuncts: Kenneth Hill, Donald Savage, Peter Huber

ABSENT - Yosef Hadar, Robert G. Bailey, Herman Baar, William Belmont, Donald R. Blivas, June LeBell, Don Leidel, Dale Povenmire, Lee Snyder Adjuncts - Harvey Gutman, Joy McIntyre, Jane Jones, Roy Turrett John Goodman (Board)

President John McGruder, Jr. chaired the meeting. The Minutes of the January 11, 2005 meeting were approved.

A number of Board members passed on various comments about the SILL programs in Sarasota and Venice, mostly complimentary on the consistent quality of our presentations. Various small problems are met as they arise. Questions relative to having same program on Wednesdays in both venues and our space problems will be dealt with as we plan for next season. Approximately a third of the Friday audience in Venice comes from Sarasota, either those who are particularly interested in the speaker or those unable to get tickets for Sarasota. Some reservations have been expressed about the hotel we have been using for our presenters. The President has been checking out some other arrangements for next year and would appreciate input from volunteers from the Board. When titles for our lectures are chosen, it is possible that the speakers may deviate somewhat from the subject due to changing current events. Jim Schiffman noted that the music programs are well attended and received. New equipment for visual and audio has been purchased and used at Holley Hall. It should be available to any of our programs when appropriate. We must urge potential speakers to advise programmers of what they need well in advance. It was noted that Sarasota News & Books has been setting up for sales very efficiently. Patricia Chapman noted that the Seminars are well attended and apparently well appreciated.

REGISTRAR - Dick Hart reviewed the report as of 1/28/05. Distributed to those present: all absent will receive it with the Minutes. All the figures will be evaluated at the end of the Season.

TREASURER - Jim Schiffman reviewed the Balance Sheet dated Jan. 31, 2005 and the Statement of Revenues & Expenses for the 7 months ended said date. He pointed out that the Board has no policy relative to paying Board members who actually participate in program presentation. June LeBell and John Goodman are doing so in music programs at Holley Hall. After discussion, the following policy was adopted:

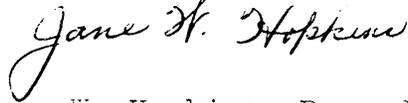
Board members can be paid an honorarium for speaking at any SILL program, Monday through Thursday, but no more than once during a Season. (Mr. Hart voted in the negative.)

SILL BOARD MINUTES
Feb. 8, 2005

FACILITIES - The statistics on attendance show that our international affairs programs draw the largest audiences. Consideration may be given to expanding the program by having two presentations on Thursdays. The President has been scouting other facilities which might be appropriate and available. It is possible that we could use the Players theater if program could conclude at 3 p.m. Also looking at possibilities at Holley Hall and the First Methodist Church. All facets of our growth and continuing success are under consideration.

Mary Testa said ads are appearing in several publications. Members responsible for keeping brochures available at libraries were asked to keep up with demand.

Respectfully submitted,



Jane W. Hopkins, Recording Secretary

NEXT MEETING
March 8, 2005
G.WIZ 2:30

Subj: SILL BOARD MINUTES-Sent as Direct E-mail
Date: 3/13/2005 10:30:00 A.M. Eastern Standard Time
From: jgoodnotes
To: rbailey1@iopener.net, MLPBates, BEHoman, wbelmont@comcast.net, donaldblivas@yahoo.com, JWCoFME, gharv@comcast.net, Yocamen@comcast.net, cmrrhart@comcast.net, hillky@supernet.com, JMH DWH, jwh2554@webtv.net, JImcanta, jlmcgruder@comcast.net, JANEAJONES, wnjones16@comcast.net, juneandlili@comcast.net, docpreece@mindspring.com, dmpov@earthlink.com, jmj2@comcast.net, thelsachs@webtv.net, DonaldS845, jschiff6@comcast.net, lsnyder@ncf.edu, metfla@juno.com, Royt2

[Since many could not open the attachment. I am re-sending these by direct E=mail. John Goodman]

MINUTES OF SILL BOARD MEETING

March 8, 2005

PRESENT: Margaret Bates, Donald Blivas, John Goodman, Richard Hart, Dwight Hoover, William Jones, Don Leidel, John McGruder, Carol Preece, Joseph Roddy, Thelma Sachs, James Schiffman, Frances Smith-Williams, Mary Testa; **ADJUNCTS:** Harvey Gutman, Kenneth Hill, Joy McIntyre.

ABSENT: Hermann Baar, Robert Bailey, Scott Behoteguy, William Belmont, Patricia Chapman, Yosef Hadar, Jane Hopkins, June LeBell, Dale Provenmire, Lee Snyder; **ADJUNCTS:** Jane Jones, Donald Savage, Roy Turrett

John McGruder presided.

MINUTES: The minutes of the meeting of February 8, 2005 were approved as presented.

PROGRAM COMMITTEE REPORTS: June LeBell was not present to report on the Monday music series but favorable comments were made. Peggy Bates said that the Tuesday and Wednesday series generally had been successful despite some variation in speaker effectiveness. She thanked Lee Snyder for giving a substitute presentation when a scheduled speaker had withdrawn. The format of debate periods needed more specific structuring. Don Leidel reported that the Thursday series was doing well. Don Blivas said that the Thursday series was so popular that consideration should be given to making both Tuesday and Thursday programs National and International Challenge Programs and restricting humanities to the Wednesday slot. John Goodman asked if there was an audience evaluation of the programs. Peggy Bates said there currently was not and that previous attempts at surveys had not been effective.

REGISTRAR'S REPORT. Richard Hart distributed a report on ticket sales as of February 25, 2005, showing that programs had sold well, particularly on Thursday, and that overall attendance was up over the previous year.

TREASURER'S REPORT: James Schiffman submitted a Balance Sheet dated February 28, 2005 and a Statement of Revenues and Expenses for the eight month period ending February 28, 2005. Mary Testa suggested that the operating expense item now designated as "Theater Expense" be renamed "Technical Services" to be more clear. No action was taken.

FACILITIES AND PRODUCTION: John McGruder reported that the Players Theater had assured him that their theater would be available to SILL in 2006, irrespective of whether the theater had renovations. The Players hoped eventually to replace their current facility with an 800 seat auditorium which in turn would alleviate SILL's problem for the Thursday session. John McGruder also had investigated using the 1st United Methodist Church in the

event that the Players Theater was not available. Joe Roddy stated that there might be difficulties in returning to the Venice Community Center, once its renovations were completed, because of their anticipated booking policies on Fridays. Richard Hart suggested that SILL in Venice remain at the Church of the Nazarene, whose facilities had worked out well. John McGruder asked that further discussion of facilities be deferred until the May meeting.

PUBLIC RELATIONS COMMITTEE: Mary Testa reported that ads for March SILL programs had been placed in the appropriate publications. Frances Smith-Williams asked who writes responses to thank contributors to SILL; Mary Testa said that she makes such replies.

NEW BUSINESS: It was reported that current Adjunct board member Roy Turrett had returned to the local area. Donald Blivas mentioned two individuals who might be of future value to SILL. Ambassador Bushnell had recommended to him Andrew Ezzell whom SILL might consider for board membership because of his involvement with the "Give Something Back Educational to Change Lives" program. John McGruder suggested that Mr. Ezzell's name be referred to Robert Bailey. Donald Blivas also suggested contacting Dr. Judy Smith at International Exchange, Eckerd, in regard to possible outreach or exchange activities.

RECEPTION: The venue for the annual reception for SILL board members and supporters was discussed. The costs of holding the reception either at TPC Prestancia or the University Club were compared. Mary Testa moved and Frances Smith-Williams seconded that the choice be TCP Prestancia. The motion passed. Mary Testa hoped to have the reception before April 24, 2005.

HOTEL ACCOMMODATIONS: James Schiffman suggested that SILL use the Hyatt Hotel for its guests. The accommodations there are nicer than those currently used and more appropriate to SILL's image, without being excessively expensive.

The meeting adjourned shortly before 3:30 p.m.

Respectfully submitted,

John I. Goodman, Acting Secretary

NEXT MEETING

9:30 a.m.

Tuesday, April 12, 2005

GWHIZ Building

Subj: **MINUTES OF SILL BOARD-APRIL 12, 2005**
 Date: 4/15/2005 2:37:55 P.M. Eastern Standard Time
 From: jgoodnotes
 To: rbailey1@iopener.net, MLPBates, BEHoman, wbelmont@comcast.net, donaldblivas@yahoo.com, JWCofME, gharv@comcast.net, cmrrhart@comcast.net, hillky@supernet.com, JMH DWH, jwh2554@webtv.net, jlmcgruder@comcast.net, JANEAJONES, wnjones16@comcast.net, juneandlili@comcast.net, docpreece@mindspring.com, dmpov@earthlink.com, jmj2@comcast.net, thelsachs@webtv.net, DonaldS845, jschiff6@comcast.net, lsnyder@ncf.edu, metfla@juno.com, Royt2, Jlmcanta

MINUTES OF SILL BOARD MEETING

April 12, 2005

PRESENT: Margaret Bates, William Belmont, Patricia Chapman, John Goodman, Richard Hart, Dwight Hoover, Jane Hopkins, William Jones, June LeBell, Don Leidel, John McGruder, Joseph Roddy, Thelma Sachs, James Schiffman, Frances Smith-Williams, Mary Testa; **ADJUNCTS:** Harvey Gutman, Kenneth Hill, Joy McIntyre, Donald Savage.

ABSENT: Herman Baar, Robert Bailey [on leave], Scott Behoteguy, Donald Blivas, Carol Preece, Dale Provenmire, Lee Snyder; **ADJUNCTS:** Jane Jones, Roy Turrett

John McGruder presided. John Goodman agreed to take minutes.

MINUTES: The minutes of the meeting of March 10, 2005 were approved as presented.

TREASURER'S REPORT: James Schiffman submitted a Balance Sheet dated March 31, 2005 and a Statement of Revenues and Expenses for the nine month period ending March 31, 2005. He also presented a comparison of the budget for year 2004 and the projected budget for year 2005 together with the actual amounts spent so far this year. He noted that this year's expenditures were consistent with projections and included increases in the areas of contributions and rent. Mr. Schiffman also presented a breakdown of the amounts spent for speaker honoraria and travel costs this year by program, excluding the Venice programs. Mary Testa said there should be a comparison study of the ratio of expenses to income for the various programs.

PROGRAM COMMITTEE REPORTS:

a. Monday program - June LeBell reported that the previous season had been successful. Next year there would be a return to a more basic format focusing on the successive stylistic periods of music. Inquiries had been sent to a number of potential speakers from which a roster of presenters would be chosen for the ten-lecture series.

b. Tuesday-Wednesday programs, Sarasota - Peggy Bates raised a number of issues to be discussed at the Program Committee meeting in May, including whether the Tuesday-Wednesday programming switch this year was successful, whether there could be better publicity, and the need to have greater emphasis on literature and art.

c. Wednesday program, Venice -- Joe Roddy said he was developing several topics for next year, including Levels of Democracy, Accommodation with China, and World Poverty and Terrorism.

d. Thursday and Friday programs, Sarasota -- Donald Leidel said that both programs had gone well this season and that the seminars were outstanding. He requested a return to eight sessions next year. He also asked that John O'Neil be recognized for his financial support to SILL

e. Friday program Venice - Joe Roddy said that the past season had gone well. Next

year's programs would return to the Venice Community Center. He mentioned that speakers appearing both in the morning in Venice and the afternoon in Sarasota had a tight travel time.

REGISTRAR'S REPORT. Richard Hart submitted a report showing attendance and revenue figures for each week of each program. There was an overall increase this season both in attendance and revenues.

OTHER REPORTS

a. John McGruder announced the resignation from the board of Yosef Hadar. He also announced that due to illness, Robert Bailey would be on leave and unable to function as chairman of the Nominating Committee. Mary Testa agreed to head the Nominating Committee at this time. The Board expressed its appreciation to Mary Testa for her willingness to serve in many capacities.

b. Frances Smith-Williams asked that changes be made to insure better publicity next year. John McGruder hoped to interest the executive editor of the Sarasota Herald Tribune in providing more coverage.

c. June LeBell reported that SILL now owned the proper technical equipment for playing CD's, DVD's, and video projection. Only slide projection could not be accommodated. The equipment was light enough to be transported to the various program venues and the purchase price saved over rental. Although the Player's Theatre had complained about a glut of extra equipment left there, it was thought not to be SILL's.

d. The matter of proper hotel accommodations for speakers in 2006 was discussed. Frances Smith-Williams agreed to investigate comparative costs among the various area hotels and to report back in May.

REGISTRAR FOR 2006. Richard Hart has informed John McGruder of his wish to step down as registrar. John McGruder said that another individual would be willing to accept the assignment providing changes were made to advance the dates of application returns. This in turn would require program directors to meet earlier deadlines for completing their roster of topics and speakers. June Le Bell moved and Patricia Craig seconded that "the deadline for program copy be advanced to October 10, 2005 and the date for mailing out of program brochures be November 7, 2005." The motion passed.

MAY MEETING. John McGruder proposed that an all-day session be planned for May 10, 2005 to accommodate the necessary meetings of the Finance and Programming Committees and the meeting of the full board. June LeBell formulated this proposal as a motion which was seconded and passed. **[See the listing below for the specific schedule.]** John McGruder agreed to inform the Board as to the location for the event.

ADJOURNMENT: The meeting adjourned at 10:50 a.m. .

Respectfully submitted,

John I. Goodman, Acting Secretary

TO: SiLL Board Members
FROM: John Goodman

Below please find Minutes and Attachment for Board meeting of May 10, 2005. Anyone not able to receive e-mail will receive a copy by regular mail. I also will bring hard copies of the minutes and bi-laws to the next meeting for anyone needing them.

Also please not the next Board Meeting Time

NEXT BOARD MEETING: AUGUST 9, 2005
AT 9:30 a.m., GWIZ

SARASOTA INSTITUTE OF LIFETIME LEARNING

MINUTES OF SILL BOARD MEETING
MAY 10, 2005

PRESENT: Margaret Bates, William Belmont, John Goodman, Richard Hart, Dwight Hoover, William Jones, John McGruder, Joseph Roddy, Frances Smith-Williams, Mary Testa. **ADJUNCTS:** Harvey Gutman, Kenneth Hill, Joy McIntyre.

ABSENT: Herman Baar, Robert Bailey [on leave], Scott Behoteguy, Donald Blivas, Patricia Chapman, Jane Hopkins, June LeBell, Donald Leidel, Dale Provenmire, Thelma Sachs, James Schiffman, Lee Snyder.

John McGruder presided. John Goodman agreed to take minutes.

MINUTES: The minutes of the meeting of April 12, 2005 were approved as presented.

TREASURER'S REPORT: Mary Testa distributed James Schiffman's treasurer's reports, including a Balance Sheet dated April 30, 2005 and a Statement of Revenues and Expenses for the ten month period ending April 30, 2005. A report also was distributed but not discussed showing costs for each program presented in the 2005 season.

BUDGET FOR FISCAL YEAR 2006. The Finance Committee submitted a budget for fiscal year 2006 which the Board Approved.[See *attachment*.] John McGruder suggested that the mailing list for renewals be examined for accuracy, permitting significant savings in postage. This will be accomplished by a mailing list confirmation page included in the 2006 Program Directory.

PROGRAM COMMITTEE. Peggy Bates summarized discussions in progress for the Program Committee. There will be no change in ticket prices for the 2006 season. The Monday Music Series will add two sessions on Musical Theater as a bonus for music series' subscribers, although these sessions will have the standard charge for tickets bought at the door. There has been discussion of increasing the arts components on the Tuesday series and of bringing the Monday and Tuesday series into a closer relationship. The Wednesday and Thursday series also will be developed in a closer relationship, perhaps using an umbrella title for the two programs "*Domestic and*

Deleted: the

International Issues.”, and with half of the Wednesday series’ programs being on international issues. There should be efforts to bring in new speakers and to avoid using the same speaker three years in a row. The Venice Wednesday afternoon programs would reschedule to begin at 2:30 p.m., to facilitate travel time for those also speaking on Wednesday mornings in Sarasota. No decisions or changes were suggested for the Seminars program.

NOMINATING COMMITTEE: Mary Testa presented the nominating Committee proposals for Board Members and Officers for terms beginning July 1, 2005. The following changes were recommended:

- Retirement from the Board:** Herman Baar, Scott Behoteguy
- Change from Full Board to Adjunct:** Thelma Sachs
- Change from Adjunct to Full Board:** Joy McIntyre, Don Savage, RoyTurrett
- New Board Appointee:** Peter Huber
- New Adjunct Appointee:** Miriam Wallace

The new Board with respective terms of retirement is as follows:

<u>FY 2006</u>	<u>FY 2007</u>	<u>FY 2008</u>
William Belmont	Margaret Bates	Robert Bailey
Dwight Hoover	John Goodman	Don Blivas
June LeBell	Jane Hopkins	Patricia Chapman
Donald Leidel	William Jones	Richard Hart
Dale Provenmire	John McGruder	Peter Huber
James Schiffman	Joy McIntyre	Joseph Roddy
Lee Snyder	Frances Smith-Williams	Donald Savage
Roy Turrett	Mary Testa	

Adjuncts: Harvey Gutman, Kenneth Hill, Jane Jones, Thelma Sachs, Miriam Wallace.

List of Officers: (* = Incumbent ; # = New Appointment)

- President *John McGruder
- Exec. Vice President *Mary Testa
- VP-Sarasota Program *Margaret Bates
- VP-Venice Programs *Joseph Roddy
- VP-Facilities& Production #William Jones
- VP-Registration #Donald Savage
- Asst VP-Registration *Patricia Chapman
- Corresponding Secretary *Frances Smith-Williams
- Recording Secretary #John Goodman
- Treasurer *James Schiffman

The Board unanimously approved the recommendations of the Nominating Committee . John Goodman asked that new appointees be sent letters of welcome and appropriate information regarding their Board service. Frances Smith-Williams will send letters in her capacity as Corresponding Secretary.

Margaret Bates asked about the need for an Assistant Treasurer. Mary Testa said most situations currently are covered since Richard Hart, James Schiffman, and MaryTesta

can all sign necessary checks. William Belmont agreed to assist the treasurer as the need might arise.

OLD BUSINESS: Frances Smith-Williams presented a report showing various area hotels and their rates. Any change from the current billeting arrangements for SILL guests would nearly double the costs. John McGruder said he will contact various hotels to seek a better rate and then will report the outcome to the Board.

NEW BUSINESS

SILL's CONTRIBUTIONS: The Board agreed that the matter of SILL's financial contributions to various area organizations be left to the careful discretion of the Executive Committee. Margaret Bates asked if SILL representatives should be present for a May 19th SCOPE conference on education for retirees. Richard Hart and Frances Smith-Williams said that they would attend as an opportunity to disseminate information about SILL.

REVISION OF BI-LAWS

John McGruder asked the Board to approve a revision of SILL's bi-laws. Most of the changes are editorial. However, there are three substantive changes proposed: (1) Article VI, Section 4. permitting a Board member filling a vacancy to join the Board immediately upon election; (2) Article VIII, Section 1, Changing Standing Committees by dropping the Long-Range Planning Committee and combining into a single committee Public Relations and Outreach; and (3) Article VIII, Section 2, adding Vice- President for Venice Programs to the Executive Committee. The proposed revisions were approved unanimously.

MEETING SCHEDULE: John McGruder asked the Board to approve a waiver for meetings in the months of June and July. The proposal was approved.

ADJOURNMENT: The Meeting adjourned at 3:14 p.m.

Respectfully submitted,

John I. Goodman
Recording Secretary-Designate
Submitted May 11, 2005

**NEXT BOARD MEETING: AUGUST 9, 2005
AT 9:30 a.m.,GWIZ**

Attachment to Minutes of the Board Meeting of August 9, 2005

SARASOTA INSTITUTE OF LIFETIME LEARNING
APPROVED BUDGET FOR FY 2008

Revenue

FOS Donations	10,000	
Advertising	4,000	
Admissions	120,000	
Great Decisions Income	1,000	
Audio Tapes	1,000	
Interest Income	<u>1,000</u>	
Total Revenue		137,000

Operating Expenses

Advertising	6,000	
Bank Charges	100	
Contributions	6,500	
Dues	200	
Entertainment	5,000	
Equipment	2,000	
Fees	61	
Great Decisions Expenses	650	
Honoraria	35,000	
Insurance	2,000	
Legal and Accounting	200	
Lodging	6,000	
Office Expense & Supplies	1,000	
Postage	6,000	
Printing	5,000	
Reception	5,000	
Rent	25,000	
Repairs & Maintenance	100	
Secretarial Expense	200	
Seminar Expense	250	
Telephone	800	
Theatre Expense	5,000	
Travel	15,000	
Web Site Maintenance	<u>1,500</u>	
Total Expense		128,561
Net Income		8,439

To All New And Current Board Members:

Minutes are sent by e-mail except for two board members so lacking, who will be mailed hard copies. Communications will be pasted directly into the e-mail and not attached so to avoid problems when trying to open. NOTICES OF THE NEXT MEETING ARE ALWAYS INCLUDED AT THE END OF THE MESSAGE. Hard copies will be available at all meetings. Thank you. John Goodman--rec. sec.

Sarasota Institute of Lifetime Learning **Minutes of BOARD MEETING of AUGUST 9, 2005**

PRESENT: Margaret Bates, John Goodman, Jane Hopkins, John McGruder, Joy McIntyre, Dale Povenmire, Joseph Roddy, Donald Savage, James Schiffman, Frances Smith-Williams, Roy Turrett.
ADJUNCTS: Harvey Gutman, Thelma Sachs.

ABSENT: Robert Bailey [on leave], William Belmont, Donald Blivas, Patricia Chapman, Richard Hart, Dwight Hoover, Peter Huber, William Jones, June LeBell, Donald Leidel, Lee Snyder, Mary Testa.

John McGruder presided:

MINUTES: The minutes of the meeting of May 10, 2005 were approved as presented.

TREASURER'S REPORT: James Schiffman submitted a Balance Sheet dated June 30, 2005 and a Statement of Revenues and Expenses for the completed FY ending June 30, 2005. He also presented a comparison of the budget for year 2005 with the actual amount spent showing that expenses for the year were \$3557 under budget, resulting in a net income of \$32,649.

EXECUTIVE COMMITTEE REPORT

John McGruder reported the following items discussed at the June Executive Committee:

1. Revision of the bi-laws and review of the budget for FY 2006.
2. Contributions of \$1000 each from SILL were sent to GWiZ, Selby Public Library, and New College
3. The suggestion that speakers be shared between the Wednesday and Thursday series will not be implemented at this time.
4. A comparison was made of the cost to benefit ratio of each series. Programs on Monday and Thursday had earned money; that on Tuesday had lost money; the Wednesday and Friday programs had broken even; the Wednesday program in Venice had lost money but the Friday series had shown a profit.
5. Ways of lowering first class mailing costs were being planned.
6. A data base of previous SILL speakers is available to program directors

7. Matters of technical equipment, office space, and Web-site were considered.
8. The Board itself was discussed, including the attendance record of several members and the need to identify new members with specific areas of expertise .

PROGRAM COMMITTEE REPORT

Monday series -No report

Tuesday series -Peggy Bates reported that working with John Goodman, Joy McIntyre, and Miriam Wallace, a more arts oriented series has been developed, with units planned around Shakespeare and Interrelationships in the Arts; a full roster of speakers should be in place by the end of August.

Wednesday series - Joseph Roddy reported confirmations of 11 programs and speakers

Thursday series - Roy Turrett said that acceptances had been slow because of people being away on vacation. Currently, there were 5 acceptances.

Friday series - Joseph Roddy reported that speakers for all five seminars had accepted.

SILL BOARD MINUTES, page 2.
August 9 , 2005

OLD BUSINESS

--HOTEL ACCOMMODATIONS - No report. It was suggested that a new facility on Fruitville Road be looked at as a possibility.

--SCOPE - No Report. Jane Hopkins said that the chief focus of the group was on Affordable Housing and other matters not relevant to SILL's objectives.

--WEB SITE UPGRADE - John McGruder said no progress had been made.

--ADVERTISING - It was suggested that SILL try to sell more advertisements. Our rates are full page: \$1000; half-page \$500; quarter-page: \$250.

NEW BUSINESS

Peggy Bates asked if film clips could be shown at various series. It was suggested that this be referred to Martha who coordinates technical matters.

Peggy Bates asked that efforts be made to get news coverage at this time in the Herald Tribune and other publications. Joy McIntyre said there needs to be a Public Relations coordinator from the Board. The possibility of asking Charles Huisking to become an Adjunct board member was mentioned.

John McGruder announced that Lee Solomon has been added as Adjunct Board Member.

John Goodman asked how Adjunct Board Members were named. John McGruder said it was done by appointment by the director of any standing committee.

James Schiffman reported writing a to a new cinema theater development near Sarasota Square Mall indicating that SILL might have future interest in using space there. Comment was made that such theaters usually were too small to be helpful to SILL. John McGruder expressed reluctance to expand too close to Venice.

Joe Roddy asked that the word "Venice" be added to SILL's brochure cover either by print or stamping and also requested that his phone number be included.

Roy Turrett raised the issue of SILL promising speakers that their books might be displayed at area book stores. Complications arose when publishers insisted on a no return policy. James Schiffman will speak with the Main Street Bookstore.

Roy Turrett introduced a recommendation that speaker's honoraria be raised. John McGruder asked that the topic be considered first by the Program Committee before involving the full board.

ADJOURNMENT: The Meeting adjourned at 10:45 a.m.

Respectfully submitted,
John I. Goodman, Recording Secretary

NEXT MEETING

9:30a.m. Tuesday, September 13, 2005
G.WIZ Building

BELOW IS A REVISED VERSION OF THE MINUTES WHICH INCLUDES A FEW LINES WHICH INADVERTENTLY WERE OMITTED FROM THE FIRST VERSION. John Goodman

[Revised copy]

Sarasota Institute of Lifetime Learning

Minutes of BOARD MEETING of September 13, 2005

PRESENT: Margaret Bates, William Belmont, Donald Blivas, John Goodman, Richard Hart, Jane Hopkins, John McGruder, Joy McIntyre, Dale Povenmire, Joseph Roddy, Donald Savage, James Schiffman, Roy Turrett. **ADJUNCTS:** Robert Delaney Harvey Gutman, Kenneth H. Hill, Thelma Sachs. **GUEST:** Elliott Aronin

ABSENT: Robert Bailey [on leave], Patricia Chapman, Dwight Hoover, Peter Huber, William Jones, June LeBell, Donald Leidel, Francis Smith-Williams, Lee Snyder, Mary Testa.

John McGruder presided.

President's Remarks: John McGruder introduced new Adjunct Board member Robert Finley Delaney and visitor Elliott Aronin.

Minutes: The minutes of the meeting of August 9, 2005 were approved with one correction, under "Program Committee Report, Friday Series," replacing the name of Joseph Roddy with that of RoyTurrett

Treasurer's Report: James Schiffman submitted a Balance Sheet dated August 31, 2005 and a Statement of Revenues and Expenses for the two months ending August 31, 2005. He also presented copies of information distributed at the August meeting, detailing costs of FY 2005 and comparing the budget with the actual expenditures

Program Committee Reports:

Monday Series - John McGruder, reporting for June LeBell, said there were five speakers confirmed thus far for the Music Series.

Tuesday Series - Margaret Bates reported that this years' series will have a new direction, focusing on Shakespeare and the Arts. Eleven speakers have been confirmed and efforts are under way to find a speaker on the subject of "Censorship in the Arts."

Wednesday Series - Joseph Roddy reported that all program speakers have been confirmed. A few, who will speak both in the mornings and afternoons, have declined to present the same topic at both sessions.

Thursday and Friday Series - Roy Turrett reported that there currently were eight confirmed speakers for each day with four additional slots on each day needing to be filled.

Great Decisions Program - William Belmont reported that all eight sessions were set.

Donald Blivas asked what the umbrella title for the Wednesday series was to be. Joseph Roddy said that both "Public and International Affairs" and "Contemporary Public Issues" were possibilities.

Other Reports :

Registrar's Report : Donald Savage NO REPORT
Facilities and Production Report: William Jones NO REPORT
Public Relations Committee: NO REPORT.

It was requested that there be clarification regarding who is chairman of this committee.

Old Business

HOTEL ACCOMMODATIONS: Donald Blivas reported that negotiating a rate with the Hyatt hotel would be contingent upon the number of nights guaranteed. Possibilities for less expensive venues included the current hotel, the Hilton on Fruitville Road, and Cay on the Bay in Bradenton. Don Blivas will coordinate options with John McGruder.

SPEAKERS' COMPENSATION RATES: Margaret Bates moved and John Goodman seconded that minimal compensation be \$500 per session for all out of town speakers and \$350 per session for in-town speakers. Miss Bates reported strong support for this policy at the recent meeting of the Program Committee. Discussion in favor was given by Joseph Roddy and Roy Turrett who argued that these were more equitable minimums; John Goodman said that the increases remained within the \$35,000 allocated in the FY 2006 budget. John McGruder argued against the proposal, stating that there was no evidence of speakers' unwillingness to accept current remuneration levels, and that the projected additional \$8,000 fee increases, while staying within the budget, needed to be considered in the light of probable increases in travel and lodging costs. John also presented a handout analysis reflecting that two of our seven programs currently operate in the red and that increased speaker fees would exacerbate the problem. William Belmont thought SILL should not give up its current flexibility. John Goodman urged that fee rates be recommended before, not after, annual budgets are established.

The Motion Passed: [In favor: 8 Opposed: 4 Abstained: 1]

WEBSITE UPDATE: John McGruder reported that the cost of a proper upgrade to SILL'S website could be as high as \$10,000. It was suggested that he consult with Brian Gordon about the possibility of a lower cost. Richard Hart asked that "year 2005 Order Form" be removed from the current website to avoid confusion.

Roy Turrett suggested that the website be designed to include a private access code for board members. John McGruder responded that this has been an objective for sometime, but that the alternatives presented thus far have been unsatisfactory.

New Business

LONG RANGE PLANNING REPORT: Lee Solomon NO REPORT Lee Solomon will present his report at the November meeting. John McGruder stated that the report is the most thorough planning document he has seen at SILL, and that it will be mailed to each board member prior to the November meeting.

POSSIBILITY OF USING NEW THEATRE SPACE AT SARASOTA SQUARE MALL

James Schiffman has spoken with the developer, indicating that SILL might be interested to do programs there in the future for rental costs of approximately \$5000. John McGruder repeated his statement made at the previous meeting that the location was not a good one, particularly for people on the islands.

ADJOURNMENT: The Meeting adjourned at 10: 33 a.m.

Respectfully submitted, _____

John I. Goodman, Recording Secretary

NEXT MEETING:

TUESDAY, OCTOBER 11, 2005

9:30a.m. at GWIZ Building

Sarasota Institute of Lifetime Learning
Minutes of BOARD MEETING of October 13, 2005 [2nd version]

Present: Margaret Bates, William Belmont, Donald Blivas, John Goodman, Richard Hart, Dwight Hoover, Jane Hopkins, Donald Leidel, Joy McIntyre, Joseph Roddy, Donald Savage, James Schiffman, Roy Turrett. **ADJUNCTS:** Kenneth H. Hill, Thelma Sachs.

Absent: Robert Bailey [on leave], Patricia Chapman, Peter Huber, William Jones, June LeBell, John McGruder, Dale Povenmire, Francis Smith-Williams, Lee Snyder, Mary Testa.

Richard Hart presided. Richard Hart reported that John McGruder has sent the brochure copy to graphics, and that the target publication date of November 15th is on schedule.

Minutes: The minutes of the meeting of September 13, 2005 were approved as presented.

Treasurer's Report: James Schiffman submitted a Balance Sheet dated September 30, 2005 and a Statement of Revenues and Expenses for the three months ending September 30, 2005, showing a loss of \$5490 mostly due to SILL's annual contributions.

Program Committee Reports: Margaret Bates reported that there were only a few steps needed to tie up the coming season's presentations. She thanked those who had assisted in the preparations, particularly Miriam Wallace, who worked with the Tuesday series. Joseph Roddy presented the full copy of the Wednesday Sarasota and Venice series. Roy Turrett mentioned that it was necessary to "un-invite" two seminar speakers to limit the total number to ten. Margaret Bates said she would organize sign-up sheets for board members who volunteer to introduce speakers. Joseph Roddy said the Wednesday series in Sarasota also needs such volunteers.

Hotel Accommodations and Guest Arrangements: Margaret Bates asked if the hotel for guest speakers has been selected. Donald Blivas reported the best that could be done at Marriott Hotels was the 2005 rate of between \$139 and \$159. Margaret Bates said the hotel needed to be in area near restaurant options for guests. William Belmont agreed to follow up on the *Cay on 41* whose rate was \$89 and to report to John McGruder, who then should quickly make a decision without requiring Board approval. Donald Savage suggested that the host hotel be offered a trade ad in our program in exchange for a favorable rate. Margaret Bates recommended using Regency Carriage to transport speakers between Tampa and Sarasota at a reasonable rate.

Other Information: Richard Hart reported that tickets go on sale November 15, 2005 and that all ticket prices will be at the same rate as the 2005 series. The upgrading of the web-site at a reasonable cost to SILL also remained an important objective. He was not aware of any plan for the Players Theatre to be sold; this year's series there were set.

The meeting adjourned shortly after 10 a.m.

Respectfully submitted,

John Goodman
Recording Secretary

NEXT MEETING: 9:30 a.m.
TUESDAY, NOVEMBER 8, 2005
G.WIZ BUILDING

Sarasota Institute of Lifetime Learning

Minutes of BOARD MEETING of November 8, 2005

Present: Robert Bailey, Margaret Bates, William Belmont, Donald Blivas, Patricia Chapman, John Goodman, Richard Hart, Dwight Hoover, Jane Hopkins, Peter Huber, William Jones, Donald Leidel, Joy McIntyre, Dale Povenmire, Joseph Roddy, Donald Savage, James Schiffman, Francis Smith-Williams, Mary Testa, Roy Turrett. **ADJUNCTS:** Harvey Gutman, Kenneth H. Hill, Thelma Sachs.

Absent: June LeBell, John McGruder, Lee Snyder

Mary Testa presided.

President's Report. Mary Testa, reporting for John McGruder, said that Adjunct Board Member Lee Solomon will send out an Evaluative Report concerning SILL which board members are asked to read in advance of discussion at the December, 2005 meeting. That meeting will be followed by a luncheon reception which all board members are urged to attend.

Minutes: The minutes of the meeting of October 11, 2005 were approved as presented.

Treasurer's Report: James Schiffman submitted a Balance Sheet dated October 31, 2005 and a Statement of Revenues and Expenses for the four months ending October 31, 2005, showing a loss of \$5402, mostly brought about by regular season contributions from SILL made to other organizations.

Registrars Report: Donald Savage reported that 25 requests for tickets had been filled so far, but the season was much too young for any meaningful report at this time.

Program Committee Reports:

--**Music Program** - No Report. It was not known if the two dates marked TBA in the brochure had been planned yet.

--**Arts and Humanities** -- Margaret Bates said a number of housekeeping matters remained to be resolved for this and the other days' programs, including meeting speakers and providing for their lunches, and having board members to introduce them.

--**Contemporary Public Issues** -- Joe Roddy said that the brochures for the Venice programs would be mailed as soon as the covers had been properly stamped to identify them for Venice programs.

--**International Challenges & Seminars** --Roy Turrett said that one of the lectures still must be given a title.

Old Business

--**Hotel selection.** Mary Testa said that John McGruder asked that the board select a hotel, basing its choice on the information provided in the current agenda. Richard Hart moved and Joseph Roddy seconded that SILL guests be billeted at the Wellesley Inn (\$89). Discussion on the motion addressed whether that facility gave out useful information to guests and whether upgraded rooms would be the ones given to SILL's guests. **The motion passed.** Margaret Bates asked that all reservations be made by one individual. Mary Testa agreed to do this. Peter Hubert suggested that a welcoming pamphlet be given to SILL guests, informing them of nearby facilities and of other aspects of Sarasota.

--**Book Sales.** William Belmont said that SILL should not assume responsibilities for promoting guests' book sales, but it should be left to their respective publishers to make arrangements. William Jones suggested that speakers be encouraged to bring a sample book copy to lectures and to inform interested buyers to get pertinent information from the internet. The Board agreed informally to this general approach to the matter.

--**Volunteers.** William Jones will serve to coordinate volunteer workers and to oversee equipment needs for the various programs.

New Business

--Phone Answering Staff. Thelma Sachs agreed to answer phones during the month of December, while Richard Hart is away. Richard Hart will assume that responsibility for other periods.

--Thursday Parking. Mary Testa reported that it will be a challenge to find sufficient parking on Thursdays because space previously available has been preempted by other interests. William Jones, John McGruder, and Mary Testa will investigate obtaining other spaces. Patricia Chapman suggested that attendees might be bused across Hi-way 41, and Donald Blivas said it might be possible to have buses for such use. Joy McIntyre suggested that Thursday subscribers be advised in writing how best to plan for parking needs.

--Policies on Free Admissions. Margaret Bates reminded the Board of the policy that College Students presenting a valid I.D. are admitted free to any program having empty seats. Also, volunteers do not pay for the specific program for which they are volunteering. Board members are admitted without charge, but their spouses are required to pay. Joseph Roddy objected to this last matter as being unfair.

The meeting adjourned at 10:20 a.m.

Respectfully submitted,

John Goodman
Recording Secretary

**NEXT MEETING: 9:30 a.m.
TUESDAY, December 13, 2005
G.WIZ BUILDING
MEETING TO BE FOLLOWED BY
A LUNCHEON RECEPTION.**

Sarasota Institute of Lifetime Learning
Minutes of BOARD MEETING of December 13, 2005

Present: Robert Bailey Margaret Bates, William Belmont, Patricia Chapman, John Goodman, Dwight Hoover, Jane Hopkins, Peter Huber, William Jones, June LeBell, Donald Leidel, John McGruder, Joy McIntyre, Dale Povenmire, Joseph Roddy, Donald Savage, James Schiffman, Frances Smith-Williams, Mary Testa, Roy Turrett.

ADJUNCTS: Robert Delaney, Kenneth H. Hill, Thelma Sachs, Lee Solomon.

Absent: Donald Blivas, Richard Hart, Lee Snyder

John McGruder presided.

Minutes: The minutes of the meeting of November 8, 2005 were approved as presented.

Treasurer's Report: James Schiffman submitted a Balance Sheet dated November 31, 2005 and a Statement of Revenues and Expenses for the five months ending November 31, 2005, showing a net gain for the year of \$80,624.58.

Registrars Report: Donald Savage presented a report of season ticket sales through December 9, 2005, which showed sales ahead by \$1401 of the amount sold by December 31, 2004. The Wednesday series was up drastically. However, the Tuesday and Tuesday/Wednesday combo sales were down drastically from the previous year.

Program Committee Reports:

--**Music Program** - June LeBell reported that she was actively seeking speakers for the two dates left open on the Monday music series.

--**Arts and Humanities** - Margaret Bates said that she was surprised how poorly the Tuesday series sales have been, since the programs planned were of high quality. She gave thanks to Miriam Wallace for her many contributions in helping to plan the series.

Mary Testa proposed that the Tuesday series be canceled because of the amount of money which SILL likely will lose this year on the program. John McGruder pointed out that rental fees to the Players Theatre would still need to be paid. Joy McIntyre presented figures to show that the Tuesday series had seldom sold well. William Belmont argued to keep the series for its educational value. Donald Blivas suggested trying to promote Tuesdays programs at the other sessions. Joe Roddy said that the Tuesday series had a loyal core audience which should not be lost. John Goodman asked that travel expenses for Tuesday speakers be monitored carefully to help reduce costs.

The proposal to cancel was not presented as a formal motion. John McGruder asked in a straw vote how many members would support such action. Only four or five board members voted in favor of this. SILL will retain the Tuesday series this year but reconsider the viability of the series in discussions this April.

--**Contemporary Public Issues** -- Joe Roddy said there was not a room large enough to accommodate Martin Walker's presentation. He moved and a second was made that SILL pay the air fare for the wife of the Chinese speaker who will appear on the series. The motion passed by a vote of 12 for and 6 abstentions. [One member not yet present at meeting when vote was taken]

--**International Challenges & Seminars** -- Roy Turrett will confer with Margaret Bates to be sure that personnel were in place to introduce the various speakers.

--Public Relations--Frances Smith-Williams reported that advertisements were in place for various area publications. John Goodman suggested that efforts be made to promote the Tuesday series including a press release on Christopher Ricks prepared by Joy McIntyre .

--Nominating Committee--Robert Bailey -- No Report

--Great Decisions--William Belmont reported that plans for the series were in place and that it would be offered in the Conference Room of Selby Public Library.

OLD BUSINESS

Parking--John McGruder reported that there were continuing challenges to make arrangements for adequate parking for the Thursday morning series. William Jones seconded the difficulty in making adequate arrangements.

NEW BUSINESS - Report: "Thinking About the Future"-- Lee Solomon reiterated many of the points of his written report. He emphasized that SILL was hard-pressed in terms of structural organization and needed to plan carefully to recruit proper new board members to carry out specific tasks. It needed to be more aggressive in audience market research and to better use e-mail and web-site as cheap and efficient ways to disseminate information. It needs to recognize its competitors and consider its ticket pricing policies.

Following Mr. Solomon's presentation, there was general discussion by the board. June LeBell offered assistance from her office at the Glenridge to organize a computer data bank of information about SILL's audience, based on audience survey cards.

It was moved and seconded that SILL accept the six recommendations found on pages 15 and 16 of Mr. Solomons's report: [*see written report for complete wording*]

1. Upgrade SILL's website and establish an e-mail program
2. Introduce a market research program to help determine the demographics, habits and needs of SILL's target customer base.
3. Address board requirements for the types of people (board members, paid staff and volunteers) needed by SILL for the future.
4. Define to new board members what is expected of them.
5. Review the workload of those on the board and determine the need for more volunteers to assist with SILL's activities.
6. Review pricing policies on the basis of today's realities.

The **motion passed** unanimously, with the understanding that implementation of Item Six will be deferred until there was thorough discussion and review.

John McGruder asked that all board members send to him in writing a statement describing their specific board duties and the number of hours spent in their tasks.

The meeting adjourned at 11:34 a.m.

Respectfully submitted,

John Goodman
Recording Secretary

**NEXT MEETING: 2:30 p.m.
TUESDAY, January 10, 2006
G.WIZ BUILDING**