

Sarasota Institute of Lifetime Learning
Minutes of BOARD MEETING of January 10, 2006

Present: Margaret Bates, Patricia Chapman, John Goodman, Richard Hart, Peter Huber, William Jones, John McGruder, Joy McIntyre, Joseph Roddy, Donald Savage, James Schiffman, Frances Smith-Williams, Mary Testa.

ADJUNCTS: Harvey Gutman, Kenneth H. Hill

Absent: Robert Bailey, William Belmont, Donald Blivas, Dwight Hoover, Jane Hopkins, June LeBell, Donald Leidel, Dale Povenmire, Lee Snyder, Roy Turrett.

John McGruder presided. The meeting began at 2:30 p.m. at the G.Wiz Center

Minutes: Minutes of the meeting of December 13,2005 were approved as presented.

Treasurer's Report: James Schiffman submitted a Balance Sheet dated December 31, 2005 and a Statement of Revenues and Expenses for the six months ending December 31, 2005. In general, SILL's financial position has improved over that of last year at this time. John McGruder, responding to a question about revenue for ad sales, said that two of the ads in the current brochure were trade ads and the other three revenue producing.

Registrars Report: Donald Savage presented a report showing that total ticket sales were up 5% over last season. Although ticket sales for the Tuesday series have been very poor, the Wednesday series, in particular, had made striking gains. Also, requests for tickets for the Thursday series exceeded supply by nearly 200. However, it was remarked that well over 300 previous subscribers had not renewed this season.

Program Committee Reports:

Monday Series - No report. It was not known if the two open programs had been filled.

Tuesday Series - Margaret Bates reported that the first two programs had been excellent despite the poor sales figures. However, there have been equipment problems.

Wednesday and Thursday Sarasota Series - Joe Roddy and Peter Huber reported that both programs had started well.

Friday Seminars - There had been adequate seating capacity for the number attending.

Venice Programs - Joe Roddy and Peter Huber reported that the first week's attendance was particularly strong and attribute it to a combination of factors: returning to the Venice Community Center; the paid advertising in the Herald-Tribune and Venice Gondolier; and two prominently placed articles about the Venice SILL program, one in the H-T and one in the Gondolier, the latter written by Dale Povenmire.

As a general comment, John McGruder said that we should monitor whether speakers were doing afternoon presentations elsewhere at SILL's expense and, if that is the case, see that afternoon presenters shared travel and lodging costs.

Other Committee Reports

Public Relations - Mary Testa said that SILL had effective ads in all significant publications. Joy McIntyre asked why the daily lectures were not being picked up in the Herald calendar. Peter Huber suggested that the Herald be contacted each week with a reminder. Margaret Bates suggested doing more spots on radio and TV. John McGruder said that we should look for new board members with background in advertising and publicity.

Nominating Committee - No report

Great Decisions - No report. John McGruder explained to recent board members the relationship of the

Great Decisions program to SILL. Peggy Bates suggested the program be included in SILL's brochure, but John McGruder said that would raise printing costs.

OLD BUSINESS

Job Descriptions - John McGruder said only 10 out of 23 board members and 3 adjuncts had submitted job descriptions to him. He asked that these be completed by next month.

Volunteers - William Jones reported that some programs needed more volunteer help. Although more than 40 people responding to the questionnaires indicated their willingness to be volunteers, follow-up was necessary and it was questioned whether interest to serve on the board should be kept as an item on the questionnaire. William Jones said we needed volunteers who had specific skills. Mary Testa asked how many sessions the questionnaires would be distributed. John McGruder said that ticket buyers at the door should be canvassed each week and that a broader survey would be given to all attendees at the final sessions.

SILL Directory - Mary Testa will provide an updated board directory soon.

Hotel Reservations - At Mary Testa's request, it was agreed that individual program directors would assume responsibility for making hotel reservations for their speakers by phoning the hotel directly.

Equipment Needs - Margaret Bates mentioned her concern that there be adequate technical assistance for several programs at the Players Theatre, including operation of a DVD player and Power Point. William Jones suggested paying an assistant if necessary.

NEW BUSINESS

Venue for Tuesday Program

In response to a report from John Goodman that it might be possible to use space at the Bayfront Community Center next season at a cost of less than \$100 per session for the Tuesday series, John McGruder asked authorization from the Board to spend up to \$200 to reserve such space at this time for next season, even if at a later date SILL wound up forfeiting the amount. In a straw vote, the Board authorized the expenditure.

Kenneth Hill asked if posters for other organizations' events could be displayed at SILL lecture **sites**. John McGruder responded that that was against current policy.

ADJOURNMENT: The meeting adjourned at 3:34 p.m.

John Goodman
Recording Secretary

**NEXT MEETING: 2:30 p.m.
TUESDAY, February 14, 2006
G.WIZ BUILDING**

Sarasota Institute of Lifetime Learning

Minutes of BOARD MEETING of February 14, 2006

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

ADJUNCTS: Harvey Gutman, Thelma Sachs, Lee Solomon

Absent: Donald Blivas, William Jones, June LeBell, Joy McIntyre, Dale Povenmire, Lee Snyder .

John McGruder presided. The meeting began at 2:30 p.m. at the G.Wiz Center

Minutes: Minutes of the meeting of January 10, 2006 were approved as presented.

Treasurer's Report: James Schiffman submitted a Balance Sheet dated January 31, 2006, and a Statement of Revenues and Expenses for the six months ending January 31, 2006, showing a slight net gain over the previous month.

Program Committee Reports:

Monday Series - No report. John McGruder reported that June LeBell is developing next year's series around the concept "behind the musical scene", with speakers addressing different aspects of music making.

Tuesday Series - Margaret Bates reported the series has been of a high quality thus far, despite low attendance figures. She hoped to develop with her committee new ideas for next year. She was open to the need for change of venue.

Wednesday - Joe Roddy reported good attendance in Venice. The matter of arranging for facilitators on certain dates was resolved. There was concern about sound distortion at some of the Venice lectures. Peter Huber suggested consulting Martha Tuttle or getting an outside technician.

Thursday Sarasota Series/ Seminars - Roy Turrett reported that Joseph Nye has supplied a title for his March 16th lecture.

Registrar's Report - Donald Savage distributed a Ticket Sales Report and Revenue Report, each dated January 31, 2006, showing ticket sales up by 6.64% over the previous year and revenue up by 9.133%. He also distributed a report showing attendance figures for all presentations through February 10, 2006.

Public Relations Committee - No report.

Old Business

Facilitators for Sarasota/Venice - Margaret Bates will cover the problem of finding facilitators for the March 15th program.

Hotel Site - John McGruder reported that Dale Povenmire had a most negative reaction to the Wellesley Inn, including room quality, lobby ambiance and lack of information. Dale Povenmire is willing to investigate other possibilities for hotels in the 2007 season. At least guests currently should be billeted in refurbished rooms. James Schiffman cited the recent problem of a guest being billeted at the Hilton Gardens at a much higher charge because no room was available at the Wellesley Inn. Early reservations are essential.

Data Base update - Donald Savage reported 500 new names entered in the data base.

Web -Site updating - John McGruder asked for authorization to obtain a formal agreement from the host company *Gravity Free* to establish an interactive web-site for SILL. Richard Hart moved to authorize that John McGruder obtain a proposal from *Gravity Free*, providing that no more than \$20,000 be spent. The

motion passed.

NEW BUSINESS

Mileage Reimbursement. James Schiffman reported that mileage reimbursement was calculated at 40 cents per mile. Although Margaret Bates suggested that SILL use a local university rate of 29 cents per mile, the 40 cent policy remains the current one. James Schiffman asked board members to use the Reimbursement Request Form.

Pierian Springs Academy - John McGruder reported that he had been approached by Pierian Springs Academy about the possibility of sharing office space and some programs in future seasons. No response from the board was forthcoming.

Revised 2007 Program

John McGruder presented a proposal to revamp the series schedule in 2007, which he asked be resolved by the March meeting. He proposed that Tuesday mornings at the Players Theatre be Domestic Policy Series, to be repeated Tuesday afternoon in Venice; Wednesday and Thursday mornings would both be International Policy Series in Sarasota; Wednesday afternoons in Venice would repeat either Wednesday or Thursday mornings in Sarasota; and seminars would be offered either Thursday or Friday afternoons. The current Arts and Humanities series would be moved to the Community Center, which can seat up to 150. In a straw vote, the Board eliminated Monday afternoon as a possible time for the Arts and Humanities series, limiting options to Wednesday afternoon or Friday morning. The advantages to SILL in this new configuration could be that between 800-900 tickets might be sold for the International Issues lectures instead of the current 600. Also, the cost for the Arts and Humanities Series would be much reduced at the new venue..

There was extensive discussion of possible configurations between Sarasota and Venice programs and of which programs might have shared speakers and topics. Margaret Bates suggested changing the title "Domestic Policy" to "Public Policy". Donald Leidel said there was a large pool of outstanding speakers available for International Issues and presented a possible program of 24 topics. John McGruder suggested that if two international days were used, those subscribing to the Thursday series for the past three years be given priority to renew on Thursday. [In response to a query from Richard Hart, John McGruder agreed to deal with the paper trail for such an arrangement if he were to become registrar.]

John McGruder reminded several board members that they were delinquent in submitting their works load and job description statements as requested at the December meeting.

ADJOURNMENT: The meeting adjourned at 3:45 p.m.

John Goodman
Recording Secretary

NEXT MEETING: 2:30 p.m.
TUESDAY, March 14, 2006
G.WIZ BUILDING

Sarasota Institute of Lifetime Learning
Minutes of BOARD MEETING of March 14, 2006

Present: Margaret Bates, Donald Blivas, Patricia Chapman, John Goodman, Richard Hart, Jane Hopkins, Dwight Hoover, Peter Huber, William Jones, Joy McIntyre, John McGruder, Joseph Roddy, Donald Savage, James Schiffman, Mary Testa, RoyTurrett.

ADJUNCTS: Kenneth Hill, Thelma Sachs.

Absent: Robert Bailey, William Belmont, June LeBell, Donald Leidel, Dale Povenmire, Frances Smith-Williams

John McGruder presided. The meeting began at 2:30 p.m. at the G.Wiz Center

Minutes: Minutes of the meeting of February 14, 2006 were approved as presented.

Treasurer's Report: James Schiffman submitted a Balance Sheet dated February 28, 2006, and a Statement of Revenues and Expenses for the six months ending February 28, 2006. He also presented a Budget Report showing that SIII's expenses to date were \$1925 over the established budget level. .

Program Committee Reports:

Monday Series - Mary Testa, reporting for June LeBell, said that seven potential speakers had already been approached for the 2007 series. Board members asked that June LeBell present a fuller explanation of her plans to the board next month.

Tuesday Series - Margaret Bates reiterated that the series has been of a high quality despite low attendance figures. The cancellation of today's speaker had been covered with a last minute replacement.

Wednesday - Joe Roddy reported good attendance in Venice. Two last minute canceled speakers had created a challenge to find replacements.

Thursday Sarasota Series/ Seminars - Roy Turrett reported there would be a sale this Thursday and Friday of speaker Joseph Nye's book.

Registrar's Report - Donald Savage distributed a Ticket Sales Report and Revenue Report, each dated February 28, 2006, showing general revenues for the year to be up over 2005 but sale of day tickets down from the previous year.

Facilities & Production Committee - William Jones reported no general problems either with equipment or parking. John Goodman commented that there had been difficulties with the audiovisual playback for some of the Tuesday morning programs.

Donald Blivas proposed a motion that Martha Tuttle be renewed as audiovisual coordinator for the 2007 season at a salary rate of \$25 per hour (a five dollar increase.) The motion passed.

Nominating Committee - Richard Hart introduced visitor Joseph Harrill to the board. Richard Hart has discussed board membership with him and several individuals. He also asked that any current board member considering leaving the board inform him .

Publicity - Venice - Peter Huber reported that \$2600 had been spent on advertising of this season's Venice programs.

Sarasota - Mary Testa reported that in December ads had been placed in the Sarasota Herald Tribune and other local publications . Listings of lectures in the Herald's daily calendar had occurred some weeks but not others. There has been no response from the Herald Tribune to the request that presentations be reviewed.

Old Business

Web site - John McGruder reported that no specific proposal had yet been received from "Gravity Free" for web-site design. He and committee members Mary Testa and Donald Savage would review the proposal, John McGruder said that he had been authorized by the board last month to spend up to \$20,000 if a proposal were found to be acceptable.

Receptions - Mary Testa reported that invitations have been sent for a board members' reception and a volunteer luncheon, both planned for April. Replies were starting to come back. She asked for names of appropriate additional guests.

Revised 2007 Program -Margaret Bates submitted a report from the Program Committee dated March 13, 2006, which proposed that certain changes from this year's schedule be implemented next year. John McGruder asked each member, in turn, to state his or her response. There emerged a predominance of support for John McGruder's original proposal as recorded in the minutes of the meeting of February 14, 2006.

The matter of the configuration of the programs in Venice in the light of the McGruder proposal, was the subject of detailed debate, including whether there should be two or three Venice programs, the sufficiency of staffing in Venice, and proper program balance.

Donald Savage presented the following motion:

"That the 2007 SILL program schedule be as follows:

Monday morning - Music, Sarasota

Tuesday morning - Domestic Issues, Sarasota (also called Contemporary Issues)

Tuesday afternoon - Domestic Issues, Venice

Wednesday morning - International Issues I, Sarasota

Thursday mornings - International Issues II, Sarasota

Friday mornings - Arts and Humanities, Sarasota (moved to Community Center)

Friday mornings - International Issues II, Venice

Seminar schedules are pending but might be Thursday afternoons in Sarasota".

The motion passed with one vote in the negative.

Richard Hart regretted that SILL had not moved to expand its market in Venice next year.

New Business - John Goodman mentioned that all board members had the right to rise to a point of order and asked that a modicum of parliamentary procedure be observed as a general courtesy. .

Adjournment - The meeting adjourned shortly before 4 p.m.

John Goodman
Recording Secretary

**NEXT MEETING: 9:30 am / G WIZ building
Tuesday, April 11, 2006**

Sarasota Institute of Lifetime Learning
Minutes of the BOARD MEETING of April 11, 2006

Present: Margaret Bates, Donald Blivas, Patricia Chapman, Richard Hart, Dwight Hoover, Peter Huber, William Jones, Donald Leidel, Joy McIntyre, John McGruder, Dale Povenmire, Donald Savage, Frances Smith-Williams, RoyTurrett.

Adjuncts: Thelma Sachs. **Guests:** Joe Harrill, Dick Joseph, Ed Schmith.

Absent: Robert Bailey, William Belmont, John Goodman, Jane Hopkins, June LeBell, Joseph Roddy, James Schiffman, Mary Testa.

John McGruder presided. The meeting began at 9:30 a.m. at the G.Wiz Center

Minutes: Minutes of the meeting of March 14, 2006 were approved as presented.

Treasurer's Report: No report was submitted, due to the absence of the Treasurer, James Schiffman.

Program Committee Reports:

Monday Series - John McGruder presented the report from June LeBell. The 2007 series title is "Behind the Musical Scenes--a Look into the Making of Music and Musicians." A ten week series, beginning January 8, is proposed. Speakers have been selected for seven of the ten dates, including Anthony Feinstein, Fred Plotkin, Jennifer Rose, Jay Handelman, Jeffrey Swann, Judith Alstadter, and Robert Sherman. June is in touch with Leif Bjaland regarding a return engagement.

Tuesday Series - Margaret Bates reported that the Arts & Humanities series will move to Friday in a new location. She also remarked that a broader humanities theme was under consideration for next year.

Venice--Petert Huber reported that the Venice series next year will take place on Tuesday at 3 p.m. and on Friday at 10 a.m. The earlier Friday schedule will allow more time for speakers to get to the Friday afternoon seminars in Sarasota. Also, on at least one occasion when the Venice Community Center will not be available, the Venice Little Theatre will be substituted. The January 23rd lecture will move to a different room in the Center.

Wednesday -Thursday- Friday, Sarasota - Roy Turrett said that next year the Seminars might not be held on Fridays. It is yet to be decided how Wed./Thurs./Fri. will be implemented. It was suggested that attention be given to the content and titles of the lectures, to ensure that the double-series tickets remain attractive. Margaret Bates said that arrangements for a Program Committee Meeting would be made immediately after this Board Meeting.

Registrar's Report - Donald Savage said that the final figures on attendance and income would not differ substantially from the report submitted today. Wednesday's enormous increase in ticket income (up 142.62%) was offset by significant declines on Tuesday and the Tues/Wed combo ticket. Overall Sarasota totals show an increase of 2.71%. Figures in Venice on Wednesday showed an impressive increase (127.27%) for a total gain in Venice of 36.68%. The Seminars also experienced an upsurge of 61.49%. Total ticket sales in all venues were up 10.55%. Cash receipts, however, showed a marked downward trend. Total revenues were above projections, in part due to increased giving from Friends of Sill.

The interpretation of these figures was discussed at length. The President commented that walk-ins were vital to supplement income and that attendance figures would have been down overall if the extra dates for the Music Series and Seminars were excluded. Potential patrons might have been discouraged by perceptions of sold-out series, as well as parking problems at the Players Theatre. Margaret Bates

mentioned that the Wednesday series on some days was in competition with the Town Hall lectures.

Patricia Chapman remarked that Donald Savage and Mary Testa had worked "day and night" on registrations. A round of applause followed. William Jones also was commended for efficient facilities management.

Tapes - It was reported that 70% of tape sales were for the Martin Walker lecture. A discussion followed about establishing a master tape library. Frances Smith-Williams volunteered to look into the location for and completeness of the various tape collections.

Nominating Committee Report - Richard Hart introduced three guests (names above) and indicated their respective areas of expertise.

Old Business - John McGruder presented a summary of the proposal from *Gravity Free* to design and set up SILL's website. Attention was called to the impressive list of *Gravity Free* customers. Concerns expressed by Donald Blivas and Mary Testa regarding the proposal were discussed. Donald Savage remarked that this past year 1 in 10 patrons downloaded their application from the website. John McGruder said that a website of this nature is consistent with that which other similar organizations are doing. He pointed out that the Board has authorized spending up to \$20,000 for this purpose. No one on the Board wished to amend the decision. John McGruder volunteered to be Webmaster for this coming season.

New Business - The President called for volunteers to create a list of organizations which would receive regular electronic updates of SILL's events and speakers, including libraries, Senior Friendship Center, Sarasota News and Books, and others establishments.

John McGruder said that he would process the series' evaluation forms.

Dwight Hoover raised a point about Joseph Nye's lecture in Sarasota. A motion was made by Roy Turrett to create a CD of the Venice lecture of Joseph Nye and to make it available to this year's Thursday Sarasota patrons, with a note of explanation included in a scheduled mailing. The motion passed with two opposing votes.

Adjournment - The meeting was adjourned shortly after 10:30 a.m.

Submitted by Joy McIntyre, substituting for the Recording Secretary

NEXT MEETING: 9:30 a.m. / G WIZ Building / Tuesday, May 9, 2006

RAC for 2006

Sarasota Institute of Lifetime Learning

Minutes of the BOARD MEETING of May 9, 2006

Present: Robert Bailey, Margaret Bates, John Goodman, Richard Hart, Donald Leidel, Joy McIntyre, John McGruder, Dale Povenmire, Donald Savage, James Schiffman, Frances Smith-Williams, Mary Testa..

Adjuncts: Harvey Gutman, Thelma Sachs. **Board Nominee::** Joseph Harrill.

Absent: William Belmont, Donald Blivas, Patricia Chapman, Jane Hopkins, Dwight Hoover, Peter Huber, William Jones, June LeBell., Roy Turrett

John McGruder presided. The meeting began at 9:30 a.m. at the G.Wiz Center

Minutes: Minutes of the meeting of April 11, 2006 were approved as presented.

Treasurer's Report: James Schiffman submitted a Balance Sheet dated April 30, 2006, and a Statement of Revenues and Expenses for the ten months ending April 30, 2006. He also presented a comparison between revenues and expenses in 2005 and 2006 showing that the 2006 season ended with a surplus of only \$26,172, less by over \$12,000 than the surplus at the end of 2005. It was anticipated that expenses for 2007 would rise significantly, including \$14,500 for the new web site.

Program Committee Reports:

Arts and Humanities - Margaret Bates reported that the Program Committee had met concerning the Thursday and Friday series and soon would deal with the Tuesday, Wednesday, and new Friday programs. She said that SILL's expanded programs next year were "do"-able with proper assistance, both from board members and volunteers. She mentioned that Janet Norwood will become adjunct for Public Policy programs.

International Challenges and Seminars - Donald Leidel said that there now were more than 100 potential speakers for these programs. It will be up to the Program Committee to decide which speakers to repeat from previous years .

Nominating Committee

Richard Hart presented the names of Richard Joseph, R. Joseph Harrill, and Edwin Schmith for consideration as new board members. Motions were made placing each of these names in nomination. The motions passed unanimously.

Richard Hart presented the names of Board Members and Officers of SILL, effective July 1, 2006. He said that James Schiffman will continue as treasurer until a replacement is trained. He noted changes, including Peter Huber now becoming VP for Venice Programs; and Mary Testa vacating and Richard Hart assuming the office of Executive Vice President .

Old Business

Web-site. John McGruder reported that *Gravity Free* will start work on the new web-site in six weeks and the site should be up by Labor Day. Specifics on the 2007 programs should be posted by the time the new brochure is ready in mid-November. He asked for board assistance from those with marketing expertise to develop an e-mail program for promoting events. He will consult with Joseph Harrill regarding this. Richard Hart asked that web-site posting of 2007 information be earlier than the publication date of the brochure.

Notification of Thursday subscribers - John McGruder restated his plan for early notification of those who have been Thursday morning subscribers during the past three years, so they might have priority to retain their subscriptions. Richard Hart and Mary Testa expressed concerns that others might object to some subscribers being given early consideration. John McGruder asserted that this plan was fair and had been discussed at prior meetings. Donald Leidel said that Wednesday and Thursday offerings should be made as different as possible in order to attract patrons to attend both sessions.

Tickets Prices - In response to a question from John Goodman, John McGruder said that the matter of ticket prices for season 2007 would be considered at the June meeting.

Miscellaneous

John McGruder reported that the total rental fee for the new Friday morning Arts and Humanities series at the Community Center would be \$800. John Goodman asked that a check be made regarding the adequacy of the Center's A-V equipment.

John McGruder said that copies of the Nye lecture now were available on CD.

New Business

SILL Archive - Margaret Bates said that she could not serve as archivist for the Institute but suggested involving Sarasota County in maintaining SILL archives.. It was important to SILL to keep lists of previous speakers, various documents, and a library of recordings of presentations. Mary Testa said there now exist records and information concerning SILL kept as computer data by former board member, Constance Meadows. Thelma Sachs said that Martha Tuttle has complete recordings of presentations of the last three years.

Contributions from SILL - A motion was presented that SILL make the following contributions in appreciation of services provided: (a) New College - \$1,000 (b) Sarasota County Libraries - \$1,000, (c) G. Wiz - \$1500. The motion passed.

Internal Audit - Mary Testa presented herself and Donald Savage as volunteers to make an internal audit of SILL's finances, in the light of James Schiffman's pending resignation as treasurer. James Schiffman said that an external audit was not legally required.

Insurance Liability - Robert Bailey suggested that there be consideration of whether SILL's liability insurance is adequate. James Schiffman responded that the organization currently carries sufficient liability insurance.

Summer Meetings - John McGruder, responding to John Goodman's query, said there would be SILL board meetings this June and September but not in July. A decision regarding an August meeting will be made at the June meeting.

ADJOURNMENT - The meeting adjourned at 10:35 a.m.

John Goodman
Recording Secretary

NEXT MEETING:

9:30 am / G WIZ building
Tuesday, June 13, 2006

Sarasota Institute of Lifetime Learning

Minutes of the BOARD MEETING of June 13, 2006

Present: Margaret Bates, Donald Blivas, John Goodman, Richard Hart, Jane Hopkins, June LeBell, Donald Leidel, John McGruder, Dale Povenmire, Donald Savage, James Schiffman, Frances Smith-Williams, Mary Testa, Roy Turrett,

Adjuncts: Thelma Sachs.

Board Nominee: Joseph Harrill.

Absent: Robert Bailey, William Belmont, Patricia Chapman, Dwight Hoover, Peter Huber, William Jones, Joy McIntyre

John McGruder presided. The meeting began at 9:30 a.m. at the G.Wiz Center

Minutes: Minutes of the meeting of May 9, 2006 were approved as presented.

Treasurer's Report: James Schiffman submitted a Balance Sheet dated May 31, 2006, and a Statement of Revenues and Expenses for the eleven months ending May 31, 2006. He also presented a chart comparing (1) the budget of 2006, (2) actual expenditures for 2006, and (3) the projected budget for FY 2007.

Budget - 2007 - James Schiffman presented the proposed budget for FY 2007 noting areas of anticipated increases, particularly for rents, lodgings and website.

Ticket Prices - Donald Leidel moved that prices for series and individual tickets in 2007 remain the same as in 2006. The motion passed: For: 9; Against 2; Abs: 1

Combination Tickets: Margaret Bates moved that there be no combination series tickets offered in season 2007. The motion passed unanimously.

Approval of Budget for 2007. The budget proposal for FY 2007 presented by Finance Committee chairman, James Schiffman, was accepted."

Registrar's Report - Donald Savage's report remained unchanged from the previous month, except for noting new donations from Friends of Sill.

Program Committee Reports:

Arts and Humanities - Margaret Bates reported that planning for the new Friday morning series was just starting. The series probably would be retitled to reflect an emphasis on culture and history. Possible topics for next season included that of Religion and Theology.

Contemporary Issues - Dale Povenmire reported that to date five speakers have accepted for next year. There was a possibility that some Tuesday speakers might also appear on the Wednesday series.

International Challenges and Seminars - Roy Turret reported that so far twelve speakers have accepted. There will be a good balance between Wednesday and Thursday speakers. His committee is developing a data base of Foreign Policy speakers.. Seminars probably will be held both on Wednesdays and Thursdays. Donald Leidel emphasized the need next year for board volunteers to serve as Control Officers, each to oversee presentations by 4 speakers. Mary Testa asked that this be planned now. John McGruder said that program directors should send their needs to him, and he will put the matter in order by the September meeting.

Music Series - June LeBell reported that next year's theme would be "A Look Behind the Scenes." All ten sessions were planned. It was suggested that an attempt be made to get feature article coverage on this series.

OLD BUSINESS

Web-site - John McGruder reported that approval for a final website structure would be arranged with Gravity Free this afternoon [June 11, 2006]. The website should be up and running by the first week of September.

Board Member Photographs and Biographies - The matter of whether photographs and biographies of some or all of the board's members should be included in the website was debated. It was resolved that board members should send their biographies to June LeBell who would prepare an article about board members which would be accompanied by a group picture to be taken this coming September.

NEW BUSINESS

Sarasota Mayor - John McGruder mentioned that he hoped to have the current mayor of Sarasota give brief remarks at the opening lecture of the new year, which will be on Wednesday, January 3rd, 2007.

Friends of Sill - Donald Blivas moved that levels for donors to SILL be established with defined categories and perquisites : In *Category 1* (\$50-\$124) donors will receive listing in the series program; in *Category 2*: (\$125 - \$499) donors additionally will receive an invitation to SILL's annual reception; in *Category 3* (\$500 or more) donors yet additionally will receive a season pass. The motion passed.

Sarasota Arts Council - Donald Blivas moved that SILL join the Sarasota Arts Council.

The motion passed.

Hotels - Donald Leidel asked that plans for hotel accommodations be made immediately. The Board suggested a top rate of \$125 per night. John McGruder said that he and Dale Povenmire will attempt to complete arrangements by June 30th. The question of whether one person or each individual program director would make the specific bookings for speakers was not resolved.

Public Relations Plan - Joseph Harrill said that he had distributed to board members, by e-mail attachment, an outline of planned marketing strategies and a questionnaire. Richard Hart cautioned that Public Relations planning not infringe on prerogatives of the Program Planning Committee. John McGruder suggested that this report and other electronically sent reports be pasted directly into the e-mail because some attachments cannot be opened on some computers.

Meetings : John McGruder announced there will be no board meetings in July and August.

ADJOURNMENT - The meeting adjourned at 11:20 a.m.

John Goodman
Recording Secretary

NEXT MEETING: 9:30 am / G WIZ building
Tuesday, September 11, 2006

Sarasota Institute of Lifetime Learning

Minutes of the BOARD MEETING of September 12, 2006

Present: Margaret Bates, William Belmont, Joseph Harrill, June LeBell, Donald Leidel, John McGruder, Dale Povenmire, Donald Savage, Frances Smith-Williams, Roy Turrett

Adjuncts: Thelma Sachs.

Absent: Robert Bailey, Donald Blivas, Patricia Chapman, Richard Hart, Dwight Hoover, Jane Hopkins, Peter Huber, William Jones, Richard Joseph, Joy McIntyre, Ed Schmith, Mary Testa

John McGruder presided. The meeting began at 9:30 a.m. at the G.Wiz Center. John McGruder mentioned the passing of Adjunct Harvey Gutman and asked Dale Povenmire to introduce new Adjunct Jim Martin.

Minutes: Minutes of the meeting of June 13, 2006 were approved as presented.

Treasurer's Report: James Schiffman submitted a Balance Sheet dated June 30, 2006, and a Statement of Revenues and Expenses for the eleven months ending June 30, 2006. He also presented charts comparing (1) the budget of 2006 with actual expenditures for 2006, and (2) actual expenditures for 2005 and 2006. In brief, 2006 net income was approximately \$20,000 compared to over \$32,000 in 2005. Just under \$200,000 remains in cash assets.

Registrar's Report - Donald Savage's report remained unchanged from the previous month.

Program Committee Reports:

Music Series - June LeBell reported that next year's program is complete.

Contemporary Issues - Dale Povenmire reported that to date 10 of 12 speakers are set.

International Challenges and Seminars – Roy Turret reported no problems. A few dates remain uncommitted, and a number of titles or not set. Five speakers will present separate talks for the two series in Sarasota and most, if not all, will repeat one of their two lectures in Venice. There will be at least on seminars on Wednesdays, the remainder will be on Thursdays.

Arts and Humanities - Margaret Bates reported that six of the 12 speakers are set with two more very close to being done as well. She reported some concern about the Bayfront Community Center and its limited capacity for 175 people. She also discussed some of the topics for the new season. John McGruder requested that others might have some suggestions to broaden appeal and June LeBell volunteered to help.

Donald Leidel again raised the issue of Control Officers, or someone to serve the various administrative needs for each speaker. Margaret Bates agreed to bring to the October meeting a calendar for Board member to commit to assisting with specifically identified requirements for each speaker.

Public Relations Committee Report: Joe Harrill reported that he was bringing in a new Adjunct, Sylvia Kornelsen. Kim Cool, with the Venice Gondolier has expressed interest in doing a major article on SILL in January. Joe Harrill also expressed optimism at sending out a large number of press releases in the coming year. Articles would include short releases such as "A History of SILL in Venice," to releases on every speaker. A brief discussion ensued about advertisers and corporate sponsors, an area which has been largely neglected in recent years.

Board of Directors Update: John McGruder reported three resignations. James Schiffman's anticipated resignation was tendered effective September 11, but he agreed to perform the duties until his replacement is available, presumably within the next two months. John Goodman also resigned citing personal reasons. The position of Secretary is open and although John McGruder said he would contact

Joy McIntyre to inquire about her willingness to accept the duties, he call for volunteers to contact him directly. Bill Belmont also resigned, citing health and personal reasons. His responsibility for the Great Decisions program is open for Board members to consider. Bill outlined the duties and mentioned that a current Great Decisions participant might be persuaded to take the role of leader. John McGruder offered that if a non-Board member agreed to take the responsibility, the Board would entertain the possibility that they could join the Board.

OLD BUSINESS

Contracts Update – John McGruder reported final arrangements had been concluded with the LaQuinta Inn, Bayfront Community Center, Holley Hall, Players Theatre and the Venice Community Center. Hotel arrangements came it at the Board approved rate, all others were below the increases anticipated from higher property taxes and/or insurance rates. Jim Martin expressed some difficulties securing confirmations of hotel reservations and John McGruder encouraged programmers to ensure all speakers had reservations even in the event that some might be cancelled.

Web-site - John McGruder reported that the website was progressing nicely, but that there were some delays, none of which will preclude a launch prior to the release of the 2007 brochure. June LeBell reminded Board members that she was still missing a few bios that she would consolidate into a group article.

NEW BUSINESS

Brochure Requirements – John McGruder reviewed the names for the various series. By unanimous vote, the series will be titled: Music Mondays, Contemporary Issues, International Issues, and Arts and Humanities. The last may be revisited prior to the brochure going to print. Program distribution will be discussed at the October meeting, particularly the need to distribute to Selby and Gulf Gate Libraries, tasks previously performed by Jim Schiffman. Also by unanimous vote, the front page of the brochure will identify pages for the Sarasota and Venice lectures.

Venice Ticket Prices/Options – John McGruder reported that a concern had been raised about Venice ticket prices, most important the loss of the Combination ticket option. A brief discussion concluded there was not enough interest in revisiting this issue to warrant further discussion.

In Season Meeting Time and Date – John McGruder led a discussion based on the new Tuesday afternoon program in Venice, which conflicts with the normal Board in-season meeting schedule. By unanimous vote the date for in-season meetings was moved to Wednesday afternoon. The time remains the same, 2:30 P.M.

Invitations to Selected Local Officials – Roy Turret suggested that for some invited speakers it would be appropriate to invite local officials, e.g., on Homeland Security, the regional FEMA Director, head of the FBI, Chief of Police, etc. Considerable discussion ensued culminating in the view that inviting officials was certainly an opportunity that should be pursued, but that a formal system for doing so was probably unnecessary at this time. Programmers were authorized to invite a limited number of guests, seeking other Board member input as necessary. Where a more formal, or written invitation was warranted, coordination with the appropriate Board Officer was recommended.

WEDU Grant Application – Dale Povenmire raised the idea of applying to be recognized as a public service organization. Applications are due October 31 and are available on-line. June LeBell agreed to look into this and coordinate with John McGruder and Public Relations, Joe Harrill.

Arts Day/Book Fair – June LeBell asked whether we participated in Arts Day. Normally we do, but for unexplained reasons we do not have a table planned for this year's event. June LeBell offered that we should be able to share a booth with other music groups and that she would confirm and follow-up for SILL. The point was made that we should be present at the November Book Fair. June LeBell will look into this as well. We will know at the October meeting whether our brochure will be available in time to hand out at the fair, or whether we would need to produce a separate flyer.

Name Tags – Don Savage reported he would be securing name tags for the new board members and that others should notify him if they needed replacements.

Limousine Service – Margaret Bates reported the limousine service she has used on occasion in the past is no longer able to meet our requirements. Rental cars and Blue Sky Limosine Services were offered as alternatives.

ADJOURNMENT - The meeting adjourned at 10:45 a.m.

John McGruder
President and Acting Recording Secretary

NEXT MEETING: 9:30 am / G WIZ building
Tuesday, October 10, 2006

Sarasota Institute of Lifetime Learning

Minutes of Board Meeting, October 10, 2006

Present: Margaret Bates, Joseph Harrill, Richard Hart, Dwight Hoover, William Jones, John McGruder, Joy McIntyre, Dale Povenmire, Donald Savage, Frances Smith-Williams, Roy Turrett.

Absent: Robert Bailey, Donald Blivas, Patricia Chapman, Jan Hopkins, Peter Huber, Richard Joseph, Ed Schmith, Mary Testa

Adjunct Members present: Jim Martin, Kenneth Hill

John McGruder, presiding: The meeting began at 9:30 a.m

Minutes of the meeting of September 12, 2006 were approved.

Treasurer's Report: Due to the resignation of James Schiffman and the absence of transitional treasurer Mary Testa, no Treasurer's Report was filed.

Program Committee Reports:

- Music Series – the music program is reported to be in place.
- Contemporary Issues – Dale Povenmire reported that arrangements are in good shape.
- International Issues and Seminars - Roy Turrett reported he is working on the one TBD yet to be resolved.
- Arts and Humanities – Margaret Bates reported all is in place.

Brochure: John McGruder indicated that he was pleased that everything has come together in a timing fashion, enabling the brochure to be printed and distributed earlier this year. The brochure will be mailed November 2nd.

The pre-sale letter to previous series ticket holders will go out in the next few days. Peggy requested that, in order to avoid confusion, directions to the Bayfront Center include the words "opposite Holley Hall." Bill Jones will contact Martha Tuttle to confirm her availability for next season. Venice will not offer tapes of the lectures.

Public Relations Update: Joe Harrill reported that the website and brochure look good. He sent out a press release for the Venice Gondolier "Discover Venice" Insert. Lakehouse West will again advertise. Peggy suggested we submit our schedule to Sarasota Magazine for the January issue.

Board of Directors update: Joy McIntyre's name was placed in nomination for Recording Secretary by Dick Hart and confirmed by unanimous vote. John McGruder asked if any members of the Board would be willing to take over Great Decisions following Bill Belmont's resignation. As no volunteers were forthcoming, Dick Hart moved that since Great Decisions is not a part of SILL's regular programming, that we release our affiliation with that organization. The motion passed unanimously.

Old Business

- Gravity Free Update—John McGruder announced that the website will go on line October 11, without ticket purchasing capability. This function will be activated on November 4, following consultation with Don Savage. A great deal of work went into getting materials together for the website and the result seems quite satisfactory.
- Program Calendar Requirements – Peggy Bates explained the concept of Control Officers to check on Speaker arrivals, pick-ups, luncheon plans, and transportation to and from airports as needed. These officers need either to perform these functions themselves or delegate to someone else. Peggy will cover the Friday a.m. Series herself. John McGruder commented that he Board Members should be given preference as Moderators. Peggy circulated a list of lecture dates with space for Members (and/or Recruiters) to volunteer, either as Moderators or Control Officers.
- Reading Festival (Nov. 4) and Arts Day (Jan. 14)— Nov. 4th: Frankie volunteered herself and Thelma to represent SILL. We will seek additional volunteers for Jan. 14th. Brochures need to be made available for both dates.
- WEDU Grant Application – no update.

New Business

- Brochure Distribution – Brochures will be available Nov. 2nd at GWIZ. The following Members volunteered to help with distribution. Dick Hart will coordinate.
 - Hoover – Selby Library
 - Smith-Williams – Manatee and Longboat key
 - Hart – Gulf Gate and Fruitville
 - Bates – USF and New College
 - Turrett – Lakewood Ranch
- FOS Decision Made – on the question raised by Don Savage, the Executive Board determined that a \$1000 donation receives a complete series ticket, as well as other benefits, and a \$500 donation receives lunch with the speaker, in addition to the other benefits. [see website for details]
- Board Member Issues – Bill Jones confirmed that Board Members may attend all lectures free of charge, with the exception of Friday Seminars. Roy Turrett suggested that “hands on” people be added to the Board. John McGruder reported that volunteers had helped load email addresses. Peggy suggested that more adjunct members be added to the Board and Roy reiterated that they need to have defined tasks. John McGruder remarked that prospective Board Members should also have web expertise.

The Meeting adjourned at 10:41 a.m.

Respectfully submitted, Joy McIntyre, Recording Secretary

Next Meeting: GWIZ building: November 14, 2006, 9:30 a.m.

Sarasota Institute of Lifetime Learning
Minutes of Board Meeting, November 14, 2006

Present: Margaret Bates, Robert Bailey, Don Blivas, Pat Chapman, Richard Hart, Jane Hopkins, Dwight Hoover, Peter Huber, William Jones, Richard Joseph, Don Savage, Ed Schmith, Frances Smith-Williams, Mary Testa and Roy Turrett.

Absent: Joe Harrill, June LeBell, Don Leidel, John McGruder, Dale Provenmire.

Adjunct Members present: Kenneth Hill.

Richard Hart, presiding: the meeting began at 9:32 a.m.

In his introductory remarks, Dick Hart explained that the website can now be accessed by Board Members using any password until Nov. 21st. It was further explained that a password of your choice should be e-mailed to John McGruder for activation.

The Minutes of the meeting from October 10, 2006 were approved as written.

Treasurer's Report:

Mary Testa, treasurer ad-interim, presented a general survey of revenues, expenditures and assets without computations for depreciation. As of October 31, 2006, current assets were \$173,353.77; revenues were \$56,566.22 and total expenditures \$22,772.86, resulting in a balance of \$33,793.36.

Mary also reported on changes in federal tax laws affecting non-profit organizations. Form 990 will be more detailed. Reimbursements will require receipts. Electronic filing will be required. The provision requiring Board Members to report their income raised questions yet to be clarified.

Program Committee Reports:

Peggy Bates reported that speaker selection had been concluded. She indicated that the list of host assignments (action officers, moderators, etc.) was not yet complete. The list was re-circulated. It was mentioned that several other organizations in town are now offering programs similar to SILL.

Registrar's Report:

Don Savage reported that the pre-registration for the International Series resulted in 251 returns with orders for 76 Wednesday tickets and 427 Thursday tickets. Many people, however, have complained that they did not receive their forms for the pre-registration. He presented a table showing ticket sales through November 10, 2006 versus sales through November 10, 2005. Overall, season ticket sales plus Friends of SILL contributions to that date are \$82,748 versus \$47,210 in 2005. It was noted, however, that the pre-registration and an early distribution of the program brochure were likely responsible for most of the large gain. Thursday was already sold out and the new Wednesday series was selling well, while other series appeared to be doing less well.

Facilities and Production Report:

Bill Jones has been in touch with the administration of the Bayfront Center and reported they were very cooperative. The entrance for SILL patrons will be on the north side. PA systems are in available, other media requirements will be dealt with on a case by case basis.

The Players Theater lobby has been refurbished. The old Unity church parking lot will not be officially available to our audiences, with the result that parking will be difficult on heavily subscribed days. In addition to the spaces available in the Players' lot, street parking on adjacent streets, e.g. Florida St., east of Coconut can be utilized. There is a total of about 180 parking spaces in near proximity to the Players' Theatre east of US 41. Utilization of additional parking spaces in the city lots west of US 41 is the alternative.

Nominating Committee Report:

Dick Hart placed Richard Joseph's name in nomination for the position of Treasurer. The motion was seconded and passed unanimously.

Public Relations Committee Report:

Ed Schmith reported that data from the previous year has been reviewed and projections made regarding anticipated empty seats. \$6000 has been budgeted for marketing. Initiatives are being considered that will raise awareness of SILL's programs, utilizing local newspapers. Talks to community groups, e.g. condo associations, are encouraged. A mailing, offering one free admission to new residents of the most receptive zip codes, is planned. Also under consideration is a two-for-one newspaper coupon.

It was also reported that Lakeridge Falls is seeking a speaker to talk about SILL. John McGruder was suggested as the ideal person to represent the organization.

Old Business:

Dick Hart reported that brochure distribution had been accomplished.

Regarding the website, Don Savage stated that few tickets have been actually ordered online. Apparently, waiving the \$3 service charge proved an insufficient incentive. The public access page contains a place to donate. Upkeep charges do not eliminate the need for information input done by the Board itself. The Board Member access link will include the Minutes, Treasurer's report, etc. A password is required, see note above.

Peter Huber brought up the matter of speaker biography sheets for each of the series, Tuesday through Friday, reporting that arrangements had been made to accomplish this, with Peter doing a lion's share himself. Peggy Bates will cover the Arts & Humanities series.

Mary Testa circulated an updated SILL Directory for corrections.

New Business:

Bill Jones reported the passing of Ambassador Herman Eilts, Middle East negotiator and outstanding lecturer for SILL. Don Savage mentioned the passing of Herman Baar and indicated that SILL had received a response from his son Roger. Anyone wishing to send his/her own condolences may request the address from the Recording Secretary.

Mary Testa brought up the matter of a December Social following the December Board Meeting. Members reacted favorably, recalling the success of last year's event.

Frankie Smith-Williams stated that she and Thelma Sachs would cover Arts Day in January.

The meeting was adjourned by Peggy Bates (for Dick Hart) at 10:49 a.m.

Respectfully submitted, Joy McIntyre, Recording Secretary

Next Meeting: GWIZ Building, December 12, 2006, 9:30 a.m.

Sarasota Institute of Lifetime Learning

Minutes of Board Meeting, December 12, 2006

Board Members Present: Robert Bailey, Margaret Bates, Patricia Chapman, Joseph Harrill, Richard Hart, Jane Hopkins, Dwight Hoover, Peter Huber, William Jones, Richard Joseph, Don Leidel, Dale Povenmire, Don Savage, Edwin Schmith, Mary Testa, Roy Turrett

Absent: Don Blivas, June LeBell, John McGruder, and Frankie Smith-Williams

Adjunct Members Present: Jim Martin, Thelma Sachs, and Lee Solomon

The meeting began at 9:33 a.m., Dick Hart, presiding.

Minutes of the meeting of Nov. 14, 2006 were approved.

Treasurer's Report:

Richard Joseph presented a Balance Sheet as of Nov. 30, 2006 indicating total Liabilities & Equity of \$295,447.31. The Profit & Loss Report, October through November 2006, showed net income of \$95,904.36.

The Treasurer initiated a discussion of the current policy on CD investments, presenting an analysis of possible alternative instruments. The question of 501(c)(3) status being used for tax efficiency was raised. Richard Hart commented that the CD reserve was intended to be a reserve to support real estate initiatives that would accommodate SILL's needs in the future.

A committee consisting of Testa, Savage and Schmith was selected to work with the Treasurer on the matter of appropriate investment instruments.

Registrar's Report:

Don Savage reported income of \$114,501 received by Dec. 9, 2006, compared with \$99,048 at the same time last year, an increase of 15.6%.

The Music Series is showing a decline of 28.52% during the comparable period. The Tuesday Series (Wed. last year) has dropped 56.08%. The new Wednesday Series is doing better than expected. Thursday is sold out, with a waiting list. Nevertheless, the dollar decline for this series is recorded at 1.67%. The Arts & Humanities Series is showing a 34.88% decline on the smallest number of total tickets sold. It is impossible to know how to assign last year's 67 Tues/Wed combo tickets for purposes of this analysis. It must be considered that the time period reported is not an exact comparison, due to the earlier registration start this year. The Seminars have sold well and six are over subscribed.

Venice figures are particularly strong with the Tuesday Series showing an increase of 184.62% and Friday coming in at plus 121.95%. Income from the Venice programs and the Friends of SILL contributed to the overall gain.

An Income Summary for the 2006 season showed three series made a profit and three were in deficit; the largest was Arts & Humanities at minus \$14,115.

Roy Turrett asked if patrons attending Wednesday and Thursday programs could be tracked.

Program Committee Reports:

Music Series –no report

International Issues & Seminars –Roy Turrett indicated no report necessary.

Venice –Peter Huber commented that much needed storage space was now available. The Venice *Gondolier* will do a feature article on the program. Small monthly ads are also planned. Blue Sky limo

has agreed to provide transportation between Sarasota and Venice, and to regional airports. Costs range from \$75-\$125 for the longer distances.

Arts and Humanities –Peggy Bates commented on the possible reasons for the subscription decline, among them the change in venue and competition from similar programs. Lee Solomon spoke in favor of long-range analysis and planning for the non-political series. Ed Schmith suggested the use of “focus groups” to assess audience opinion.

Robert Bailey indicated that a straw poll of thirteen Board Members recommended that the Arts & Humanities Series be cancelled, and made a motion to that effect. The motion was seconded. Peggy Bates responded, saying cancellation would not be a good move and certainly some costs would accrue. Subsequently, Board Members spoke both in support of and in opposition to the motion.

Arguments against the motion included mention of the quality of the programming, an announced series being a commitment, and the greater embarrassment of canceling. It was further suggested that ways might be found to increase attendance. Market trends, as well as organizational objectives need to be considered. Certainly, reasons for the decline in subscriptions need to be examined.

Comments in favor of the motion mentioned that patrons indicated the series was not interesting. “The market has spoken.” The loss of \$14,000 from last year and projections for this year also need to be considered. The motion came to a vote and was defeated.

Peggy Bates explained the Action Sheet, which was again circulated. She concluded with a comment on the timeliness of the lecture on February 2nd, *The Politics of Dress: Lady Mary Wortley Montagu meets Orhan Pamuk in Istanbul*. Mr. Pamuk has just received the Nobel Prize for Literature.

Facilities & Production—Bill Jones reiterated that parking lot space remains tight. He reported that he burned 110 CDs. He has no objection to continuing this service. Audio tapes/CDs produced \$1800 in income.

Public Relations Committee—Ed Schmith reported press releases have been issued announcing the new season. Information was also provided to local newsprint calendars, the Internet and news organizations. Feature articles for January need to be arranged in September. About 1500 letters to new Sarasota residents, 55 and older, have gone out offering one free lecture admission upon presentation of the letter at the door.

In accordance with the policy already in effect in Venice, a motion was made and passed that series pass holders in Sarasota can bring *two* guests to the Monday, Tuesday or Friday series *during the month of January*. The series holder’s ticket will be punched.

Catalog distribution is on-going. A form to assist with the tracking of distribution was described. The form will request information on how many catalogs were distributed, where, by whom and the date. Marketing monies will be used to develop focus groups.

Old Business—Mary Testa distributed copies of the updated Sill Directory. Copies will be mailed to those not present.

New Business--Don Leidel stated that John McGruder would do the welcoming honors during the opening week.

The meeting adjourned at 10:58 a.m.

Next Meeting: GWIZ building: Wednesday, January 10, 2006, 2:30 p.m.

Amended minutes: 10/15/09

Respectfully submitted, Joy McIntyre, Recording Secretary