

**Sarasota Institute for Lifetime Learning
January 10, 2014 Board Meeting Minutes**

Board Members: Rick Banks, Bob Barylski, Pat Chapman, Beth Cotner, Gene DePoris, Bob Germain, Peter Huber, Irwin Livon, Jorie Lueloff, Mac Nicoll, Joan MacDonnell, John McGruder, Joy McIntyre, Alica Rossini, Don Savage, Frankie Smith-Williams, Mary Lou Spottswood, Chet Thompson

Board Members Absent: Don Blivas, June LeBell,, Larry Rossini, Mary Testa, Roy Turrett, Mustafa Yilmaz

Adjuncts Present: Bob Deutsch, Dwight Hoover, Lou Ann Koch, Jim McGee, Bob Moist, Jeff Olesen, Harvey Wolfson

The meeting was called to order at 2:00 by Irwin Livon. A quorum was present. The December Board meeting minutes were approved.

Treasurer's Report: Mary Lou Spottwood reported that \$245,000 has been transferred from Sun Trust Bank to Bank United to secure a better interest rate. Current balance is \$754,000.

Registrar's Report: Joan MacDonnell reported season tickets for Wednesday are sold out. Tuesday is within 50 of being sold out. Joan MacDonnell proposed an investigation of online ticketing. A committee to do this and report back to the February board meeting was appointed. Chair: Mac Nicoll. Members: Bob Germain, Joan MacDonnell, John McGruder.

Facilities (Sarasota): Alicia Rossini reported Sarasota Tuesday had 132 walk ins for Pickering lecture, 52 on Wednesday. Sarasota now has all but one of the volunteers needed. Music Monday bio sheets are being prepared by Craig Marion and will be sent to Alicia Rossini today.

Facilities (Venice): Bob Moist reported that Music Monday was sold out. Danny Swain has been hired as a replacement for Dick Smith to handle audio visual at Unitarian Universalist church He also does the job at the Venice Community Center.

Marketing: Irwin Livon reported for Mustafa Yilmaz that the advertising program is going as planned. The focus on Venice has resulted in increased attendance.

Technology and Website: Bob Germain reported that the Host/Moderator schedule has been posted on the website. Mary Lou Spotswood has exported transaction detail for last fiscal year and year to date for this fiscal year. This has been posted on the website.

Programming Committee: Peter Huber reported a close call for the first lecture. Dr. Pickering's travel was delayed, he arrived for the lecture just in time. Dr. Milani was recruited as a backup and will be paid the standard honorarium. Harvey Rishikof had to cancel due to a death in the family. He will be replaced by Dr Alan Friedman. The topics will remain the same. Dr Friedman is bringing 200 books. SILL will guarantee the sale of 50 books, buying those not sold. Bob Barylski is collecting suggestions on seminar logistics. A process change is planned. Instead of a long lecture followed by Q and A, the seminar will be split into a series of short lectures and questions. The process for board members attending seminars was restated. Contact Joan MacDonnell. Sit on sideline chairs and do not participate in the Q and A sessions. Rick Banks asked that moderators mention the sale of CDs. Sense of the board that board members be allowed to order an occasional CD for themselves at no cost.

Music: Irwin Livon reported for June LeBell that the program is all set for the year. Negotiations for Holley Hall backup room for overflow are still ongoing.

SILL Select(Simulcast): Gene DePoris reported that the 4 sites participating in the simulcast did not receive the signal.

New Business: John McGruder reported on the most serious problem of parking next year at Players. The loss of the 100-150 space off street parking due to the land sale will affect SILL more than the Players Theater performances. Alternatives are being considered. Parking at the municipal lot and hiring off duty police for pedestrian crossing of 41 is one alternative.

The meeting was adjourned at 4:00 pm.

The next Board Meeting will be held at the Arts Council Building Friday February 14th at 2:00 pm.

Bob Germain

**Sarasota Institute for Lifetime Learning
February 14, 2014 Board Meeting Minutes**

Board Members: Rick Banks, Bob Barylski, Don Blivas, Pat Chapman, Beth Cotner, Gene DePoris, Bob Germain, Peter Huber, June LeBell, Irwin Livon, Jorie Lueloff, Mac Nicoll, Joan MacDonnell, John McGruder, Joy McIntyre, Alica Rossini, Larry Rossini, Don Savage, Mary Lou Spottswood, Mary Testa, Chet Thompson, Roy Turrett, Mustafa Yilmaz

Board Members Absent: Frankie Smith-Williams

Adjuncts Present: Lou Ann Koch, Jim McGee, Craig Marion, Bob Moist, Jeff Olesen

The meeting was called to order at 2:00 by Irwin Livon. A quorum was present. The January Board meeting minutes were approved. Irwin Livon asked the board members to keep the Board Away listing up to date by sending emails to Bob Germain rgg4@comcast.net

SILL Select(Simulcast): Gene DePoris announced that Rick Banks is now the SILL Select committee chairman. Rick Banks reported that the 4 sites participating in the simulcast were visited by board members and surveyed. All responded favorably to the quality and content of the broadcasts. The Fountains was mentioned as a possible future site to be followed up on.

Treasurer's Report: Mary Lou Spottswood reported that the Treasurer's report has been distributed and posted on the website. There is nothing unusual to report

Registrar's Report: Joan MacDonnell reported that the Registrar's report has been distributed and posted on the website. Attendance is up in both Sarasota and Venice.

Facilities (Sarasota): Alicia Rossini reported that people had to be turned away at several recent lectures, 35 on at Players on 1/22 and 35 at Holley Hall on 1/27. There was discussion of safety issues at Holley Hall. A volunteer party was proposed for the week of March 31. **Motion** by Peter Huber: Approve the party. Passed unanimously.

Facilities (Venice): Bob Moist reported a need for more hearing aids in Venice. No action was taken. There have been overflow crowds at Music Monday events every week. There are only 14 people signed up for the one seminar in Venice. Board members are encouraged to attend. The Church of the Nazarene is being considered as a future venue. Problems are an inferior piano and possibility of maintenance repairs not being completed before the start of the 2015 season.

Marketing: Mustafa Yilmaz reported that the advertising program is going as planned. There have been ad spots on WUSF. There is a possible sponsor for the year end board dinner.

Technology and Website: Bob Germain reported that two remaining lectures will use maps. PowerPoint map slides have been sent to Rick Banks/Players and are on a flash drive for Venice. Transaction detail through the end of January has been provided by Mary Lou Spottswood and uploaded to the website..

Programming Committee: Peter Huber reported 3 close calls with speaker's travel due to winter weather. Recruiters were urged to stay in close touch with their speakers. Bob Barylski is prepared to step in as a backup if needed. There will be a Bill Jones memorial lecture in the 2015 season and a memorial in the 2015 program book. Peter Huber has gathered all of the testimonials to Bill Jones and sent them to his wife. Ground rules for next season's speaker selection include an intention to keep the 60% repeat, 40% new speaker mix and go to a roughly 20/80 split between domestic issues and international affairs.

Music: June LeBell reported that the season is going well. One program required a last minute replacement. Most of the 2015 season artists have been identified with almost half scheduled for a specific date. June will host an interview program on WSMR starting October 5th, 4-5 pm. She requested a letter from the board approving of tie in with SILL.

The end of year board reception will be held at Prestancia on April 9th. Mary Testa is making arrangements.

Open Business: John McGruder reported that venue options have been narrowed down to Players, Holley Hall and First United Methodist Church. Because of parking issues at both Players and the church, it is likely to adversely affect attendance at either venue. Costs are roughly equal between Players and the church. **Motion** by John McGruder: Move Global Issues lecture series from Players to First United Methodist Church for the 2015 season. Passed with 1 abstention.

New Business:

Online Ticketing: Mac Nicoll reported that his committee recommends going to on line ticketing. Costs are about \$5 for credit card processing and fees and \$3 for mailing. There was discussion on ticket pricing and whether to pass any costs on to the customer. Sense of the board was to not raise season ticket prices. There was discussion about the benefits of making single ticket price a round number. **Motion** by Mary Lou Spottswood: Raise single ticket price to \$10. Passed unanimously. **Motion** by Beth Cotner: Use Tix as online ticketing vendor. Passed unanimously. **Motion** by Chet Thompson: SILL will absorb all online ticketing costs. Passed with 5 opposed.

Lunch: John McGruder proposed a lunch with Mickey Edwards as speaker and prominent Sarasota city and county politicians. No cost to the guests, 8 or 9 tables of 8 with a SILL board member at each table. Cost to SILL \$25 per person. **Motion** by Bob Barylski: Approve \$2500 to fund the lunch. Passed with 12 in favor, 3 opposed, 3 abstentions.

The meeting was adjourned at 4:40 pm.

The next Board Meeting will be held at the Arts Council Building Friday March 14th at 2:00 pm.

Bob Germain

Sarasota Institute for Lifetime Learning
March 14, 2014 Board Meeting Minutes

Board Members: Rick Banks, Bob Barylski, Don Blivas, Pat Chapman, Beth Cotner, Gene DePoris, Bob Germain, Peter Huber, Irwin Livon, Jorie Lueloff, Mac Nicoll, Joan MacDonnell, John McGruder, Joy McIntyre, Alica Rossini, Larry Rossini, Mary Lou Spottswood, Frankie Smith-Williams Mary Testa, Chet Thompson, Mustafa Yilmaz

Board Members Absent: June LeBell, Don Savage, Roy Turrett

Adjuncts Present: Bob Deutsch, Lou Ann Koch, Jim McGee, Craig Marion, Bob Moist, Jeff Olesen, Harvey Wolfson

The meeting was called to order at 2:05 by Irwin Livon. A quorum was present. The February Board meeting minutes were approved.

Irwin Livon commented on audience reactions to the announcements made this past week regarding the move next year from Players to First Methodist Church. An article in the March 6th edition of the Herald-Tribune quoted Michelle Pingel on the reasons for our move, without mentioning the SILL name. Next week, prior to the beginning of each lecture, the audience will be fully informed about parking around First Methodist and will have an opportunity to ask questions.

Treasurer's Report: Mary Lou Spottswood reported that SILL has \$747,048 in the bank. We are on budget regarding expenses and ahead of budget on income. Budget requests should be submitted by all committee chairmen by April 1st to allow time to prepare next year's budget.

Registrar's Report: Joan McDonnell explained that Early Registration forms will be distributed in the next two weeks. On Monday March 17, the Tix system will go live with credit card sales for next season's series. Daily sales will be cash only.

Facilities (Sarasota): Alicia Rossini reported that plans are being made for moving our equipment out of Players and into storage, in anticipation of the move to First Methodist Church. Signs for walk in customers will be made noting the new \$10 price. Mustafa Yilmaz will draft text for website FAQ about move to new location. The volunteer lunch will be held at Café Baci on April 1st at 11:30 am.

Facilities (Venice): Bob Moist recommended raising Danny's salary to \$65 per hour. Some discussion ensued regarding pricing for these services in Sarasota and using a bonus instead of an hourly rate increase. It was remarked that adequate time remains to reach a decision before the new season. 40 hearing devices are now working. 50 hearing buds at a cost of \$500 were purchased. A sound test was conducted at the Venice Community Center. Use of the pair of high fidelity speakers instead of the ceiling speakers improved the sound quality.

Marketing: Mustafa Yilmaz reported that with the season winding down, focus is on plans for next year. Some ads will be expanded from this year's ¼ page to half or full page. BMO bank will not be sponsoring board dinner. Chet Thompson recommended that the marketing budget should be increased.

Technology and Website: Bob Germain reported that website will be ready to link to the new ticketing system on March 17th.

Programming Committee: Peter Huber reported that 3 subcommittees had been formed to define next year's topics and recruit 8 speakers each. Next committee meeting is on April 7th. There will be no Seminar in Venice next year. Poor attendance in the last 2 years indicates a lack of demand. Bob Barylski will give a free lecture at Plymouth Harbor on April 1st, an outreach to cement SILL's relationship with Plymouth Harbor.

SILL Select(Simulcast): Rick Banks reported that the last 8 simulcasts have gone almost flawlessly. The program will be profitable, a net of \$3000 is expected. The committee will have a lunch for the key simulcast venue volunteers and solicit their comments. Attendance at the venues has been 35-70 people. Mustafa Yilmaz will take on marketing for SILL Select next year. CDs ordered in the last week can be picked up at Players.

Music: No report.

Open Business: John McGruder suggested that an eblast be sent announcing Sarasota pre lecture discussion on parking. **Motion** by John McGruder: SILL will give Players Theatre a donation of \$10,000 in recognition of our long successful relationship. Passed with 1 abstention. There is a good list of 52 attendees for the Mickey Edwards luncheon in spite of competition from other events on the same day.

Rick Banks reported that there will be a meeting at First Methodist Church with Studio 26 to survey the logistics for next year's simulcast. The church has 2 screens which are smaller than the large screen used at Players. Alicia Rossini noted that the church has a lobby large enough to accommodate the space needed for same day ticket sales. Equipment now at Players will be moved to the Orange Ave storage facility.

Larry Rossini requested that committee chairmen should send him names of their volunteers and any requests for volunteers for next season.

The meeting was adjourned at 3:20 pm.

The next Board Meeting will be held at the Arts Council Building Tuesday April 8th at 9:30 am.

Bob Germain

**Sarasota Institute for Lifetime Learning
April 8, 2014 Board Meeting Minutes**

Board Members: Rick Banks, Bob Barylski, Pat Chapman, Beth Cotner, Bob Germain, Peter Huber, Irwin Livon, June LeBell, Jorie Lueloff, Mac Nicoll, Joan MacDonnell, Joy McIntyre, Alica Rossini, Larry Rossini, Don Savage, Mary Lou Spottswood, Frankie Smith-Williams Mary Testa, Chet Thompson, Mustafa Yilmaz

Board Members Absent: Don Blivas, John McGruder, Roy Turrett

Adjuncts Present: Jim McGee, Craig Marion, Bob Moist, Jeff Olesen, Harvey Wolfson

The meeting was called to order at 9:30 by Irwin Livon. A quorum was present. The March Board meeting minutes were approved.

Irwin Livon reported that Gene Deporis has resigned from the board due to work commitments. The \$10,000 donation to Players Theatre previously approved by the board was presented to Michelle Pingle. SILL is now a member of the Sarasota Chamber of Commerce and will benefit from additional exposure and publicity. The Mickey Edwards lunch had 58 attend out of 67 acceptances. The cost was within budget.

Music: June LeBell reported that Music Monday in Sarasota is sold out and there are already 70 on a waiting list. Negotiations for a larger venue are in the final stages. The lineup for the 2015 season is almost set and is expected to attract an even larger audience than last year.

Treasurer's Report: Mary Lou Spottswood reported that SILL has \$821,000 in the bank with \$112,000 committed for next season's expenses. The storage facility on Orange Ave is raising the rent by \$10 per month. It was the sense of the board to accept this and remain at this convenient location.

Registrar's Report: Joan McDonnell reported that ticket sales are more than double those at this time last year with 80% as credit card sales. This is largely attributed to the early music sellout. At the new Global Issues venue, Sarasota Thursday attendance could reach 600.

Facilities (Sarasota): Alicia Rossini reported that the volunteer lunch was a great success. There were 61 attendees, only 6 no shows. All of the volunteers are eager to come back for next season. Total attendance for all venues was well over 32,000.

Facilities (Venice): Bob Moist reported that Venice attendance was up over last year. Flyers announcing the single ticket price increase to \$10 were made available in the lobby. The increased price advantage of a season subscription may lead to more season ticket sales for a venue that has been traditionally mostly single ticket sales. Venue costs will be reduced by approximately \$1600 by the elimination of the Venice seminar space and cutting back on the number of hours charged by the Venice Community Center. Relations with the staff of the Community center are excellent. The sound technician Danny Swain has done an excellent job and was given a raise from \$50 to \$60 per hour for next season.

Marketing: Mustafa Yilmaz reported plans for next year include finding ways to improve attendance and a plan to market SILL Select to additional venues. Group EFO, the vendor who created ads for SILL is going out of business as its owner Ed Ogiba moves to a new job. Larry Creter, the graphic artist who did the work, will be contracted to do the job. A planning meeting with all parties is scheduled for April 16th. There have been meetings to discuss the formation of an alliance of Life Long Learning organizations in the area. Benefits could be more exposure to tourists and possible access to grants.

Technology and Website: Bob Germain reported that there were concerns expressed by board members about the security of sensitive SILL information. Access to financial information, speaker evaluations and SILL archives now

requires a second more robust password. Unexpected access to the incoming Contact Us email from a Google search has been blocked.

Programming Committee: Peter Huber reported that 13 speakers for next season have been recruited with topic and date set. Many of the rest of the slots have identified candidates with negotiations underway. Bob Barylski gave complimentary lectures at Plymouth Harbor and Lakewood Ranch. Plymouth Harbor is starting new construction in January making parking for seminars very difficult. Plans are to find another venue in the next couple of weeks. A number of sites are being considered. By popular demand of our audiences, maps will be shown at all appropriate lectures even when not explicitly requested by the speaker. Chet Thompson presented a proposal to start SILL Global Issues lectures at Lakewood Ranch. Cost would be about \$1250 per lecture largely covered by \$10 admission fee.

Motion by Peter Huber: Board will authorize he and Bob Barylski to investigate holding 4 lectures at a Lakewood Ranch venue, likely but not limited to Thursday afternoons. Approved unanimously.

SILL Select(Simulcast): Rick Banks reported that Studio 26 will prepare a free Music Monday sales DVD with the hope of being able to resume Music simulcasts. There is a lunch planned for representatives of all the simulcast venues. SILL Select made a profit of \$3000. CD box set sales increased from 14 to 21. 850 individual CDs were made.

Transition Committee: Alicia Rossini reported on the April 4th meeting at the new venue. Logistics look good. Studio 26 will provide a quote for next season in the new venue. Rick Banks reported that the audio/visual test went well with good visibility for PowerPoint slides and maps. A laser pointer can be used on either of the side screens. The church has a hearing loop for the main area but not in the balcony. There is a concern about the lack of a backup for the church audio/visual technician.

The meeting was adjourned at 11:20 am.

The next Board Meeting will be held at the Arts Council Building Tuesday May 13th at 9:30 am.

Bob Germain

**Sarasota Institute for Lifetime Learning
May 13, 2014 Board Meeting Minutes**

Board Members: Bob Barylski, Beth Cotner, Bob Germain, Irwin Livon, June LeBell, , Joan MacDonnell, John McGruder, Joy McIntyre, Mary Lou Spottswood, Frankie Smith-Williams Mary Testa, Chet Thompson, Roy Turrett

Board Members Absent: Rick Banks, Pat Chapman, Peter Huber, Jorie Lueloff, Alica Rossini, Larry Rossini, Don Savage, Mustafa Yilmaz

Adjuncts Present: Bob Deutsch, Jim McGee, Craig Marion

The meeting was called to order at 9:30 by Irwin Livon. A quorum was present. The April Board meeting minutes were approved.

Irwin Livon reported that Mac Nicoll has resigned from the board, he is moving out of state.

Treasurer's Report: Mary Lou Spottswood reported that SILL has \$819,000 in the bank with \$134,000 committed for next season's expenses. **Motion** by Mary Lou Spottswood: Approve FY2015 budget as presented to the board by email. Motion approved unanimously. The board approved a resolution to change the SunTrust bank account primary from former Treasurer Mac Nicoll to Mary Lou Spottswood. Bob Germain has been appointed Assistant Treasurer, working with financial reports received from Tix and Sun Trust merchant account.

Registrar's Report: Joan McDonnell reported that ticket sales and donation are up over those at this time last year. Monday Music sold out, 145 tickets on wait list.

Facilities (Sarasota): no report.

Facilities (Venice): no report.

Marketing: no report.

Technology and Website: Bob Germain reported that booklet cover design is in progress and the music cover has been approved. The SILL logo has been updated with minor modifications. It was pointed out that the logo may need to be re-registered before using the circle-R registration symbol. **Motion** by Bob Germain: Approve changes to SILL logo. Motion approved unanimously

Programming Committee: Bob Barylski reported that 23 of 24 speaker slots have been filled. In addition to 8 seminars, there will be 4 lectures at Lakewood Ranch. Chet Thompson reported that the 4 lectures would be made by the Thursday speakers who were not giving seminars. Event time will be 7-9pm. Venue alternatives were presented with a resolution expected by early summer.

SILL Select(Simulcast): no report.

Music: June LeBell noted the long waiting list and the need to move to a larger venue for the 2015 season. Church of the Palms is well suited for the needs of the program. The church capacity is 1000 with excellent parking, good audio-visuals, good acoustics and an excellent piano. A small increase in cost over Holley Hall will be more than offset by increased attendance. There is a plan to notify the 460 paid subscribers about the venue change with email, letters and posting on the website. There was discussion about the pros and cons of making this move at this late date.

Motion by June LeBell: Music Mondays moves to Church of the Palms for the 2015 season in order to accommodate the close to 600 people we already know are planning to buy subscriptions to the series. Motion passed – 12 approved, 1 opposed.

Bob Barylski reported on the downtown parking situation in Sarasota. There are at least two major construction projects that will be creating noise and vying for parking spaces. John McGruder reported that there were bus service options which would cost \$250.

Nominating Committee: Mary Testa presented the board candidates to fill 4 slots vacated by Don Blivas, Pat Chapman, Gene DePoris and Mac Nicoll. Nominated were Bob Deutsch – Program Committee chair backup; Bob Moist – Facilities Venice; Craig Marion – Technology and Website backup, co-producer of the program book. One board position is still open. **Motion** by Mary Testa: Accept nomination slate as presented. Motion approved unanimously. Irwin Livon presented the 2015 list of adjuncts: Don Blivas, Pat Chapman, Adrienne and Carmine Cipolla, Richard Friedman, Jim McGee, Jeff Oleson, Lionel Olmer, Lee Solomon.

The meeting was adjourned at 11:10 am.

The next Board Meeting will be held at the Arts Council Building Tuesday October 14th at 9:30 am.

Bob Germain

**Sarasota Institute for Lifetime Learning
October 14, 2014 Board Meeting Minutes**

Board Members: Rick Banks, Bob Barylski, Bob Deutsch, June LeBell, Irwin Livon, Joan MacDonnell, Craig Marion, Joy McIntyre, Alicia Rossini, Larry Rossini, Don Savage, Frankie Smith-Williams, Mary Lou Spottswood, Mary Testa, Chet Thompson, Mustafa Yilmaz

Board Members Absent: Beth Cotner, Bob Germain, Peter Huber, Jorie Lueloff, John McGruder, Bob Moist, Roy Turrett

Adjuncts Present: Don Blivas, Jim McGee, Jeff Olesen, Lee Solomon

The meeting was called to order at 9:35 by Irwin Livon. A quorum was present. The May Board Meeting minutes were approved.

Irwin Livon discussed transitions to the three new venues. All appear to be in order. He further reported that Alicia and Larry Rossini have resigned from the board. They are moving to Oregon. Board members expressed appreciation for their many contributions and wished them well.

Treasurer's Report: Mary Lou Spottswood reported that SILL's cash balance on September 30, 2014 was \$870,537, of which \$278,000 is advance ticket sales for next season. The year ending June 30, 2014 was financially a great success resulting in net income of \$75,305 compared to a budget of \$66,500.

Mary Lou Spottswood recounted an incident involving insurance that occurred over the summer, but that has been resolved with with no consequences. She also noted that SILL currently has two post office boxes. She will be closing the Sarasota Box (Box 3649) and having the mail forwarded to the other box (Box 219, 8499 S. Tamiami Trail). This change will need to be reflected on the website and subsequent printed materials. The corporate address is Mary Lou Spottswood's home address.

Registrar's Report: Joan MacDonnell reported that ticket sales have been through the roof, up in all categories (with one small exception). She noted that Music Monday sales have already reached 650 towards a January goal of 700. She asked for a volunteer to handle phone and email inquiries. Mary Testa volunteered. Joan MacDonnell will serve as backup until another volunteer can be found to manage the phone tree function.

Facilities (Sarasota): Rick Banks, co-chair of the transition team, reported that there will be an orientation meeting at First United on Oct. 29 and one to be scheduled at St. Armands Key Lutheran Church. June LeBell also is planning a meeting at Church of the Palms.

Facilities (Venice): no report.

Technology and Website: Craig Marion reported that the website is up and the booklet is at the printer. The booklets are set to mail the week of 10/27.

Marketing: Mustafa Yilmaz reported that the thrust of marketing efforts is to expand exposure and advertising, and to publicize the new venues and Lakewood Ranch. All previous media outlets will be retained, however the Venice Gondolier will be scaled back. Added outlets have been arranged. ABC Channel 7 will be showing 28 spots. The Jewish News, West Coast Woman, the Observer, and Living on the Sun Coast (Lakewood Ranch) will carry ads, while advertising in the Venice Gondolier Sun will be reduced. The total additional cost for this advertising will be two thousand dollars.

Mustafa Yilmaz requested approval to print a one-page, two-sided flyer that would show all programs similar to the centerfold pages in the booklet. The cost of such a flyer would be much less than the booklet, and the flyer could be made available to the public at additional venues. Discussion followed, and he was given approval to finalize the flyer and print a first run. The quantity to be printed will be at his discretion. Mustafa requested help with the distribution of the flyer.

Program Committee: Peter Huber submitted his report separately by email. Chet Thompson reported that Lakewood Ranch is scheduled for four lectures, one in January, two in February, and one in March. A coordinator and volunteers have been recruited.

Music: June LeBell reported that 11 of the 12 presenters for the 2016 music program are under discussion or have been booked. June proposed that, if Lakewood Ranch works out, music do one or more programs there next year, possibly accompanied by a recital (for which musicians would be paid separately).

SILL Select: Rick Banks reported that the SILL Select committee either talked to or mailed out simulcast information to 45 locations within Sarasota and Manatee counties. To date, we have received either commitments or signed contracts with six locations for Global Issues (3 live and 3 DVD). Music Mondays was also offered, but no interest was expressed. Music Mondays will not be simulcast. A contract has been signed with Studio 26. As done last year, there will be a test simulcast sometime in the first two weeks of December with SILL representatives attending the showing at each site. Two readers – one male and one female – are needed.

New Business: Mustafa Yilmaz reported that a group of area lifelong learning organizations has been getting together and is considering forming an alliance. The group includes the USF Lifelong Learning group, Pierian Springs, ACE, Longboat Key Education Center, and SILL, represented by Mustafa Yilmaz. The group is considering formally organizing into a 501C3 organization, and the question arose: does SILL want to be a founding member? The group discussed this, and the board consensus was that there would be no benefit to SILL.

June LeBell raised the question of whether, if a donation is received by SILL earmarked for a specific purpose, such as Music Mondays, would there be any problem in accepting it. The consensus was that there would not be a problem.

June LeBell suggested that SILL set up a Facebook page. She offered to construct it. Long-range, it would be turned over to a committee to maintain.

The meeting was adjourned at 11:20 a.m.

The next board meeting will held at the Roskamp/Patterson Bldg. on Tuesday, Nov. 11, at 9:30 a.m.

Bob Germain [notes taken by Craig Marion and Joy McIntyre]

**Sarasota Institute of Lifetime Learning
November 11, 2014 Board Meeting Minutes**

Board Members: Rick Banks, Bob Barylski, Beth Cotner, Bob Deutsch, Bob Germain, Peter Huber, Irwin Livon, Joan MacDonnell, Craig Marion, Joy McIntyre, Bob Moist, Don Savage, Frankie Smith-Williams, Mary Lou Spottswood, Mary Testa, Chet Thompson, Mustafa Yilmaz

Board Members Absent: June LeBell, Jorie Lueloff, John McGruder, Roy Turrett

Adjuncts Present: Don Blivas, Lee Solomon

The meeting was called to order at 9:30 by Irwin Livon. A quorum was present. The October Board Meeting minutes were approved.

Chet Thompson introduced Teresa Morris, new lead volunteer for Lakewood Ranch program.

Irwin Livon asked for board members to take over the roles vacated by Larry and Alicia Rossini. Chet Thompson accepted the Volunteer Coordinator position and Bob Deutsch accepted the role of speaker books coordinator working with the book store and handling distribution and sales.

Treasurer's Report: Mary Lou Spottswood referenced P & L report sent by email and reported that SILL's cash balance on October 30, 2014 was \$886,000. Rent for Church of the Palms has not yet been billed. She noted that a new insurance company must be found. The old one will not continue to insure SILL. .

Registrar's Report: Joan MacDonnell reported that ticket sales continue to exceed last year. She noted that Music Monday sales are approaching the goal of 700. She noted that only 9 seats are left for the popular Martin Walker seminar.

Marketing: Mustafa Yilmaz showed the one page flyer he created summarizing SILL's offerings in Sarasota and Venice. It was very favorably received. 10,000 have been printed and distribution has been made to a number of Sarasota and Venice venues. Advertising plans were outlined; ads will be placed in Herald Tribune Ticket. A Lakewood Ranch magazine will publish an article about SILL and lectures at LWR. Bob Barylski suggested that prices be added for the next printing.

Facilities (Sarasota): No report.

Facilities (Venice): Bob Moist reported that all is ready for upcoming season. Don Oakley has distributed the 3000 booklets that were delivered to Venice.

Technology and Website: Bob Germain reported that all 12,500 booklets have been distributed. About 2000 were mailed. An additional 750 were collected from the printer bringing the total to 13,250

Program Committee: Peter Huber reported that an organizational meeting was held at the new seminar venue St Armands Lutheran church. He noted the availability of nearby Plymouth Harbor for speaker lunches. There are ten new speakers. Ten speakers will use PowerPoint. Presentations must be Windows compatible. This year maps will be provided for appropriate lectures

Music: Irwin Livon reported for June LeBell that a coordination meeting was held at the new Sarasota music venue Church of the Palms. All is ready to go

SILL Select: Rick Banks reported that there will be a live Simulcast test on December 11th, 10:30-11:30. Three sites will test live, three will receive a DVD. Five venues have signed contracts. Sarasota venues will record CDs for reproduction and sale. Last year 836 were produced, about 85% were sold.

Old Business: Rick Banks reported that there was a transition committee meeting at First Church. There is one reserved parking place for moderator/speaker. The church has a hearing loop system also a small number of hearing assist devices. Peter Huber reported that there are three parking garages nearby – Palm Ave, 2nd St between Central and Lemon and Plaza at Five Points between Main and 1st Ave. A document with map and parking details will be created. This document will be distributed and placed on the SILL website.

Chet Thompson reported that the Lakewood Ranch venue was organized and ready to go.

Don Savage reported that the host/moderator schedule has been completed

The meeting was adjourned at 11:20 a.m.

The next board meeting will held at Café Baci on Tuesday, December 9, at 10:00 a.m.

Bob Germain

**Sarasota Institute of Lifetime Learning
December 9, 2014 Board Meeting Minutes**

Board Members: Rick Banks, Bob Barylski, Beth Cotner, Bob Deutsch, Bob Germain, Peter Huber, Irwin Livon, Jorie Lueloff, Joan MacDonnell, Craig Marion, John McGruder, Joy McIntyre, Don Savage, Frankie Smith-Williams, Mary Lou Spottswood, Mary Testa, Mustafa Yilmaz

Board Members Absent: June LeBell, Bob Moist, Chet Thompson, Roy Turrett

Adjuncts Present: Pat Chapman, Jim McGee, Jeff Olesen

The meeting was called to order at 10:15 by Irwin Livon. A quorum was present. The November Board Meeting minutes were approved. Thank you to Mary Testa for making board lunch arrangements.

Treasurer's Report: Mary Lou Spottswood referenced P & L report sent by email and reported that SILL's cash balance on November 30, 2014 was \$886,000. The cost of online ticketing is over budget due to sales exceeding the original estimate. A new insurance company has been found, at a lower cost.

Registrar's Report: Joan MacDonnell reported that ticket sales continue to exceed last year. She noted that part of the extra cost for ticketing is the unexpected percent of credit card use. She noted that the ticket refund policy will be to return tickets for a full refund prior to second lecture. No partial refunds will be made.

Facilities (Sarasota)/Volunteer Coordinator: Irwin Livon reported for Chet Thompson. Lakewood Ranch program is on track. Mustafa Yilmaz has organized tremendous media support. An eblast was sent to those in the SILL database with LWR zip codes. Volunteers and day leaders for all days close to being resolved. An eblast was sent to all volunteers. There will be a meeting of day leaders the week of December 13th.

Facilities (Venice): Irwin Livon reported for Bob Moist. All volunteers have been contacted and all will be returning in 2015. Booklets and flyers have been distributed to Venice area Realtors including those who specialize in seasonal rentals. All of the venues have been visited.

Marketing: Mustafa Yilmaz reported that the advertising program is going as planned. The bulk of the advertising will be in January. A stick-on ad was placed in the LWR Observer. Online data entry for ads in newspaper community columns is ongoing.

Technology and Website: Bob Germain reported that two eblasts have been sent, one to those with a Lakewood Ranch zip code and one to the volunteer list.

Program Committee: Peter Huber proposed that a schedule be sent a week or so before the beginning of each month that recaps all the special things going on associated with a speaker's appearance, namely power point, book sales, speaker evaluations and when a speaker has requested a map be shown during the talk. The survey task force has prepared the online survey hosted by Constant Contact. Survey will start in February. Bob Deutsch reported that plans for selling books and handling speaker evaluations are in place.

Music: Irwin Livon reported for June LeBell that seven artists have been lined up for the 2016 season.

SILL Select: Rick Banks reported that all six venues have signed contracts. Five have paid. There are three live sites, three will receive a DVD. The December 11th simulcast test will be made with the three live sites. A DVD of the live test will be sent to the three DVD sites.

The meeting was adjourned at 11:00 a.m.

The next board meeting will held at the Roskamp/Patterson on Friday, January 9, at 2:00 p.m.

Bob Germain