

**Sarasota Institute of Lifetime Learning  
January 9, 2015 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, Bob Moist, Joy McIntyre, Don Savage, Frankie Smith-Williams, Mary Lou Spottswood, Mary Testa, Chet Thompson, Mustafa Yilmaz

**Board Members Absent:** June LeBell, John McGruder, Roy Turrett

**Adjuncts Present:** Pat Chapman, Adrienne Cippola, Carmine Cippola, Jim McGee, Jeff Olesen, Lee Solomon

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

**New Business:** Three areas were identified as needing additional staff help or backup: registrar, treasurer, and marketing. The three board members in charge of these areas, Joan MacDonnell, Mary Lou Spottswood, and Mustafa Yilmaz, described what was needed and agreed to create and email position descriptions for each of these positions to the board. Irwin Livon pointed out that there are currently openings for adjuncts on the board that could be used to bring in new staff, if appropriate.

**Treasurer's Report:** Mary Lou Spottswood referenced P & L report sent by email.

**Registrar:** Joan MacDonnell reported that season tickets were distributed, ran out of tickets for some venues.

**Facilities (Sarasota)/Volunteer Coordinator:** Chet Thompson reported that we have almost 100 volunteers and all of the days are staffed. All team leaders are in place. Attendance at the first Lakewood Ranch lecture was 125, almost capacity. Twenty-two new badges for volunteers are needed. Bob Deutsch reported good relations with the book store handling the lecturer's books.

**Facilities (Venice):** Bob Moist reported that all it is going well. He has more volunteers than he can use at this time.

**Marketing:** Mustafa Yilmaz reported that we are placing weekly ads in the Herald-Tribune. There was an ad in University Parkway University Review. Two thirds of the community calendar ads have been entered. Audience survey to be entered in Constant Contact. ABC Channel 7 ad placed, cost \$1500.

**Technology and Website:** Bob Germain reported that two email eblasts had been sent, a second set of First Church parking instructions and advertising Lakewood Ranch program to residents in the LWR zip codes.

**Program Committee:** Peter Huber invited all those who are host/moderators to the first seminar next Thursday. Seminar attendees can park in the spaces marked Church Only. The host/moderator schedule has been posted on the website. The ideal number of speaker lunch attendees is four, the maximum number is six.

**SILL Select:** Rick Banks reported that the simulcast to the 3 real time sites was good quality. Sea Place experienced connection problems with Comcast and was sent a DVD. Attendance was good – Plymouth Harbor 80, Kobernick 43, Sea Place 40. The transition team has had excellent support from First Church.

The meeting was adjourned at 3:00 p.m.

The next board meeting will held at the Roskamp/Patterson building on Friday, February 13, at 2:00 p.m.

Bob Germain

**Sarasota Institute of Lifetime Learning  
February 13, 2015 Board Meeting Minutes**

**Board Members:** Rick Banks, Bob Barylski, Bob Deutsch, Bob Germain, Peter Huber, Irwin Livon, Jorie Lueloff, Joan MacDonnell, Craig Marion, Joy McIntyre, Bob Moist, Mary Lou Spottswood, Mary Testa, Mustafa Yilmaz

**Board Members Absent:** , Beth Cotner, June LeBell, John McGruder, Don Savage, Frankie Smith-Williams, Chet Thompson, Roy Turrett

**Adjuncts Present:** Pat Chapman, Adrienne Cippola, Carmine Cippola, Jim McGee, 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.

**Treasurer's Report:** Mary Lou Spottswood referenced P & L report sent by email, posted on the SILL website.

**Registrar:** Joan MacDonnell reported that season ticket sales for music were up by 107% and Global Issue sales up 4%. The Global Issue attendance percent is higher due to increased number of daily ticket sales. There were some issues this year with people losing or not receiving season tickets. Next year, venue and lecture day printed on the tickets. **Motion:** Keep season ticket prices for next year the same as this year. Motion passed unanimously. **Motion:** Next year, customers will be charged \$3.00 per order if they request mailing. Motion passed unanimously. This year SILL absorbed the \$3 mailing fee.

**Facilities (Sarasota):** Rick Banks reported attendance at the first Lakewood Ranch lecture was 125, 118 at the second lecture. There were serious sound issues at both lectures and very unhappy audiences. Rick has tested the portable sound system that SILL owns, result is not good enough. There is an offer from Studio 26 to provide sound equipment and training for the last two lectures, the total cost would be \$400. Rick was authorized to investigate the purchase of a new suitable sound system. Peter Huber noted that there are also sound system issues at St Armands church, the seminar site.

**Facilities (Venice):** Bob Moist reported that there were sound/internet problems at the Unitarian Universalist church in Venice. The church has promised to resolve the issues before the next Music Monday event that requires internet linked audio visuals.

**Author's Books:** Bob Deutsch reported that the book program is on track.

**Technology and Website:** Bob Germain reported that two email eblasts had been sent and the website has been updated responding to the 3 speaker changes. Tom Meyer's analysis of January speaker evaluations has been posted on the website.

**Marketing:** Mustafa Yilmaz reported that he was able to change the newspaper ad for one replacement speaker. To date, there have been 470 online surveys filled out. The survey will be available until the end of February.

**Program Committee:** Peter Huber reported that the committee had been able to react to two last minute speaker cancellations due to weather. Thanks to all who were involved in the effort. A third speaker had to cancel, Allan Friedman has accepted a new position. He suggested a replacement, Lance Hoffman, who has been recruited. George Biddle made an extraordinary effort to overcome the weather problems. The sense of the board is to consider remuneration for these circumstances on a case by case basis. Motion: Pay Mr. Biddle \$1000 and donate \$1000 to the International Rescue Committee. Motion passed unanimously. The first Global Issues committee meeting to plan 2016 is scheduled for March 2. The committee is looking to build a list of potential last minute replacement lecturers.

**SILL Select:** Rick Banks reported that at the end of the first half of the season there has been only one problem, a venue had internet connection issues. Attendance has been good – Koberick 27, Sea Place 23, Freedom Plaza 45, Sarasota bay Club 48, Plymouth Harbor 48, Aging In Place 90. A season end surplus of \$6000 is expected. First Church has given outstanding support to SILL. They will distribute purchased cds a week after the end of the season. Sales of cds is down. Manufactured to date: this year 240, last year 350.

**New Business:** Mary Testa reported the the end of season board dinner will be held at Prestancia 5:00 on March 31.

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

The next board meeting will held at the Roskamp/Patterson building on Friday, March 13, at 2:00 p.m.

Bob Germain

**Sarasota Institute of Lifetime Learning  
March 13, 2015 Board Meeting Minutes**

**Board Members:** Rick Banks, Bob Barylski, Beth Cotner, Bob Germain, Peter Huber, Irwin Livon, June LeBell, Jorie Lueloff, Joan MacDonnell, Craig Marion, John McGruder, Joy McIntyre, Bob Moist, Don Savage, Mary Lou Spottswood, Mary Testa, Chet Thompson, Mustafa Yilmaz

**Board Members Absent:** Bob Deutsch, Frankie Smith-Williams, Roy Turrett

**Adjuncts Present:** Pat Chapman, Adrienne Cippola, Carmine Cippola,

The meeting was called to order at 2:00 by Irwin Livon. A quorum was present. The February Board Meeting minutes were approved. Irwin Livon noted that the leases for First United Methodist Church, Church of the Palms and Venice Community Center will be renewed.

Three new Adjuncts were introduced: Herman Gilbert (did not attend), Gerald Luhman and Bob Toplin.

**Treasurer's Report:** Mary Lou Spottswood referenced P & L report sent by email, posted on the SILL website. Budget input is being solicited. The new budget will be presented at the April meeting

**Registrar:** Joan MacDonnell reported that season ticket sales for music were almost double last year. Global Issues Sarasota attendance is about the same for Tuesday and Wednesday, up 15% on Thursday. Venice Tuesday is up 9%, Friday up 14%. The Order form for 2016 has been completed. The only change is that users will pay the \$3 mailing fee if they elect to have their tickets mailed. There is a need for more hearing devices at First Methodist Church. **Motion:** Purchase 10 hearing devices @ \$100 each, a gift to the church. Motion passed unanimously.

**Facilities (Lakewood Ranch):** Chet Thompson reported attendance at first 3 lectures were 125,118,117 in spite of severe sound problems at the first two lectures. The new sound system purchased by SILL was used at the third lecture and worked well. SILL is offering a free makeup session on April 2<sup>nd</sup>. An e-blast will be sent out. Six sessions are scheduled for 2016. The same venue will be used.

**Facilities (Venice):** Bob Moist reported that all lectures will be at the Venice Community Center next year. The venue rental contract is ready for signing.

**Author's Books:** Bob Deutsch emailed a report indicating that the book program is on track. Christine Deutsch will take over the author's book job for the 2016 season

**Marketing:** Mustafa Yilmaz reported that \$22,000 was spent for advertising. Data from the survey will be used to spread the advertising budget among the media outlets. The number of spot ads on ABC7 will be increased. 75% of the responders have visited the SILL website..

**Technology and Website:** Bob Germain reported that two email eblasts had been sent and the website has been updated responding to the 3 speaker changes. The Order form will be posted on the website during the last week in March.

**Music Monday:** June LeBell reported all but 2 artists have been booked for 2016 and one is very close.

**Motion:** Move venue for Venice Music Monday to Venice Presbyterian Church. Motion passed unanimously.

**Program Committee:** Peter Huber referenced a report sent by email. The committee has selected all 24 topics for 2016. Media was added as a new topic. There will be a bonus free lecture, interviews with several former ambassadors. Nine speakers have committed. The topic for the first week for both speakers will be China.

**SILL Select/Lecture CDs:** Rick Banks reported that attendance has been stable at the venues. There will be a thank you lunch for the workers at the venues and Studio 26 people. Kobernick House will not renew for next season. A replacement will be sought. Over 400 cds were produced At the end of the season, purchased cds will be available for pickup at First Methodist Church in Sarasota and the Venice Theatre in Venice.

The meeting was adjourned at 3:10 p.m.

The next board meeting will held at the Roskamp/Patterson building on Tuesday, April 14, at 9:30 a.m.

Bob Germain

**Sarasota Institute for Lifetime Learning  
April 14, 2015, Board Meeting Minutes**

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

**Board Members Absent:** Bob Germain, June LeBell, Irwin Livon, Chet Thompson

**Adjuncts Present:** Patricia Chapman, Richard Friedman, Herman Gilbert, Jerry Luhman, Jim McGee

The meeting was called to order at 9:30 by Bob Barylski. A quorum was present.

**Treasurer's Report:** Mary Lou Spottswood reported that SILL's cash balance on April 10 was \$873,198. Operating expenses for 2016 are projected at about \$300,000, so about \$500,000 of this is excess funds. The Finance Committee will meet to decide where best to invest this excess for a better return. Suggestions in this regard from board members would be appreciated.

SILL's surplus for this year is estimated to be around \$110,000. Next year's project budget shows an anticipated surplus of \$96,000.

**Motion** by Mary Lou Spottswood: Approve FY2016 budget, as presented to the board by email. Motion approved unanimously.

**Nominating Committee Report:** Mary Testa proposed that the three open positions on the board be filled by Richard Friedman, Jerry Luhman, and Jim McGee. The board approved the recommendation unanimously. The slate of officers for 2016 -- President, Robert Barylski; Vice President, John McGruder, Secretary, Bob Germain, and Treasurer, Mary Lou Spottswood -- was also approved unanimously.

The board further unanimously approved changes of signors on bank accounts at Suntrust Bank, Bank United, and any other financial institutions approved by the finance committee. The new signors will be Bob Barylski, President; John McGruder, Vice President; Bob Germain, Secretary; Mary Lou Spottswood, Treasurer; and Jerry Luhman, Assistant Treasurer.

**Registrar's Report:** Joan MacDonnell reported that the total increase in attendance for all events in 2015 was more than 21%. Music Monday more than doubled its attendance in Sarasota.

**Facilities (Sarasota):** Rick Banks reported that the problem with the sound system in the first third of First Church will be addressed and remedied by the church.

**Facilities (Venice):** Bob Moist reported that in 2016 all lectures will be held at the Venice Community Center. In 2015 and previously, one lecture was held at the Venice Theatre. Audio issues continue to be addressed.

All volunteers have re-volunteered for 2016.

Venice's Music Monday change of venue, from the Unitarian Universalist Church of Venice to the Venice Presbyterian Church, is not yet official but is moving forward.

**Technology and Website:** Craig Marion stated that there was nothing new to report.

**Marketing:** Mustafa Yilmaz reported that a schedule of marketing activities is being prepared for the first board meeting in October. He commented that it would be helpful to have a more comprehensive list of emails of attendees, and there was discussion as to how this might be accomplished.

**Program Committee:** Peter Huber reported that recruiting for 2016 speakers is going very well. There are still some scheduling complexities at Lakewood Ranch, however, and the committee is looking into flipping the original plan (to hold LWR lectures on weeks 1 & 3 and seminars on weeks 2 & 4) to accommodate them. The committee is also looking into holding a discussion with three ambassadors, moderated by Jorie Lueloff, as a last event of the season.

If a speaker requests a DVD of his talk, it will be delivered from the stock of DVDs returned to Rick Banks by simulcast locations. As a matter of policy, SILL GI supplies the following to its audience: live lecture, opportunity to purchase a CD, and simulcast to subscribing institutions. Any further information is up to the audience to obtain.

Bob Barylski has volunteered to be the SILL spokesman and contact person with FUMC. All FUMC issues should be channeled through him.

The committee requested that Bob Germain and Craig Marion investigate freshening the Website homepage. It was suggested that we contact the Ringling College of Art and Design and look into having (one or more) design student(s) becoming involved.

Next year, each recruiter will be responsible for filling the moderator, driving, and hosting assignments for each two-day speaker engagement.

**SILL Select:** Rick Banks reported that the end-of-season luncheon was successful. Next year, five of the six sites will probably continue. Kobernick House will not.

The meeting was adjourned at 11:30.

The next board meeting will held on Tuesday, October 13, 2015 at 9:30 a.m. at the Roskamp/Patterson Bldg.

[Recorded by Craig Marion]

Bob Germain, Secretary

**Sarasota Institute for Lifetime Learning  
October 13, 2015, Board Meeting Minutes**

**Board Members:** Bob Barylski, Bob Deutsch, Bob Germain, June LeBell, Joan MacDonnell, Craig Marion, Don Savage, Mary Lou Spottswood, Chet Thompson

**Board Members Absent:** Rick Banks, Beth Cotner, Peter Huber, Jorie Lueloff, Irwin Livon, John McGruder, Bob Moist, Joy McIntyre, Frankie Smith-Williams, Mary Testa, Mustafa Yilmaz

**Adjuncts Present:** Jerry Luhman

The meeting was called to order at 9:30 by Bob Barylski. A quorum was not present.

**Treasurer's Report:** Mary Lou Spottswood reported that SILL's surplus for this year is \$110,000. SILL's cash balance is \$942,000, including \$131,000 in advance ticket sales.

**Registrar's Report:** Joan MacDonnell reported the two recent eblasts sparked a large number of new orders, now 89% year to date compared to last year. Donations year to date are down,70% of last year.

**Technology and Website:** Booklets galley proof approved on October 12<sup>th</sup>, scheduled to be printed and ready for mailing on October 28<sup>th</sup>. Website was updated with new season information on October 1<sup>st</sup>.

**Program Committee:** Bob Deutsch reported that there are 14 new speakers this year on a variety of topics. New this year is the Ambassadors Panel moderated by Jorie Leuloff on 3/30/16. There will be no admission charge. There will be a special meeting with Martin Walker with 75 invitees. There is a backup plan of local speakers available if a scheduled speaker is forced to cancel. Plans are in place for handling and selling speaker's books.

**Music:** June LeBell reported that all artists have signed their contracts. Among them are 14 Grammy award winners.

Don Savage has agreed to be Volunteer Coordinator.

The meeting was adjourned at 11:30.

The next board meeting will held on Tuesday, November 10, 2015 at 9:30 a.m. at the Roskamp/Patterson Bldg.

Bob Germain, Secretary

**Sarasota Institute for Lifetime Learning  
November 10, 2015, Board Meeting Minutes**

**Board Members:** Bob Barylski, Beth Cotner, Bob Deutsch, Bob Germain, Peter Huber, June LeBell, Jerry Luhman, Joan MacDonnell, John McGruder, Joy McIntyre, Craig Marion, Bob Moist, Don Savage, Frankie Smith-Williams, Mary Lou Spottswood, Mary Testa, Chet Thompson, Mustafa Yilmaz

**Board Members Absent:** Rick Banks, Richard Friedman, Jorie Lueloff, Irwin Livon, Jim McGee, Roy Turrett

**Adjuncts Present:** Patricia Chapman, Herman Gilbert

The meeting was called to order at 9:35 by Bob Barylski. A quorum was present. Board minutes for April 14, 2015 were approved.

**Treasurer's Report:** Mary Lou Spottswood reported that there has been no activity for the current fiscal year yet. **Motion:** Invest \$600,000 with the Community Foundation of Sarasota County. Motion approved unanimously. **Motion:** Invest in Main Corporation Endowment Fund. Motion approved unanimously.

The board of directors agreed to have the President (Bob Barylski) execute a contract with The Community Foundation of Sarasota County, Inc. (CFSC) for the purpose of managing and investing the excess funds of SILL. The board also authorized the Treasurer (Mary Lou Spottswood) to be the contact person with CFSC and the President (Bob Barylski) and the Vice President (John McGruder) to be the authorized individuals. A deposit of \$600,000 will be made to the fund. Withdrawals from the fund will require a board resolution naming the amount to be withdrawn, the use of the funds and the names and positions of at least 2 officers whose signatures would be required to authorize the withdrawals.

**Registrar's Report:** Joan MacDonnell reported that sales year to date are about equal to last year. Plan is to send another marketing eblast in December. Volunteers are needed to distribute tickets during the first week

**Program Committee:** Bob Deutsch reported that there will be two special events: A reception for Martin Walker on February 3, 2016 and the Ambassadors Panel on March 30, 2016. Peter Huber is working on the host/moderator schedule. A full printed schedule will be available at the December board meeting. Board members wishing to come to speaker lunches/dinners should contact the appropriate recruiter. There are 14 new speakers. Tom Meyers will compile speaker evaluation statistics. Ten speakers will have books for sale.

**Music:** June LeBell reported that there will be a technical meeting with the staff of Venice Presbyterian Church on November 19<sup>th</sup>. Church of the Palms has offered a coffee hour. This will be tried for a few performances. A possible plan to share artists with Artist Series Concerts is being investigated. **Motion:** Comp 40 seats for members of the 7<sup>th</sup> Army Symphony Orchestra. Motion approved unanimously.

**Technology and Website:** Booklets have been mailed. A link to a downloadable pdf copy of the booklet is now on the front page of the website. June LeBell noted that there is a plan for a Sarasota ticketing service for arts groups perhaps starting with the 2017 season.

**Marketing:** Mustafa Yilmaz reported that SRQ Media Group, Jewish Federation and St Petersburg Conference on World Affairs will send an email advertising SILL to their mailing lists. There will be two email blasts reminding people about Sarasota parking options sent before the end of the year. SILL will be entered in the Herald Tribune Community Calendar

**Volunteer Coordinator:** Don Savage reported that all volunteer needs have been met except for the need of a second team leader in Sarasota. A copy of team leader duties is available.

Mary Testa noted that the annual board lunch will be at Café Baci.  
The meeting was adjourned at 11:15.

The next board meeting will held on Tuesday, December 8, 2015 at 10:00 am at Café Baci.

Bob Germain, Secretary



**Sarasota Institute for Lifetime Learning  
December 8, 2015, Board Meeting Minutes**

**Board Members:** Rick Banks, Bob Barylski, Bob Deutsch, Bob Germain, Peter Huber, Jerry Luhman, Joan MacDonnell, John McGruder, Joy McIntyre, Craig Marion, Jim McGee, Bob Moist, Don Savage, Frankie Smith-Williams, Mary Lou Spottswood, Mary Testa, Chet Thompson, Mustafa Yilmaz

**Board Members Absent:** Beth Cotner, Richard Friedman, June LeBell, Jorie Lueloff, Irwin Livon, Roy Turrett

**Adjuncts Present:** Patricia Chapman, Herman Gilbert

The meeting was called to order at 10:00 by Bob Barylski. A quorum was present. Board minutes for November 10, 2015 were approved.

**Treasurer's Report:** Mary Lou Spottswood reported that there has been no significant expense activity for the current fiscal year. \$600,000 has been turned over to the Community Foundation of Sarasota County for investment Main Corporation Endowment Fund.

**Registrar's Report:** Joan MacDonnell reported that sales year to date are about equal to last year. Lakewood Ranch subscriptions are sold out.

**Program Committee:** Bob Deutsch reported that the 2016 Global Issues program is set. The Herald-Tribune will do an op-ed page with George Biddle. SILL will be highlighted. Tickets for the Ambassadors Panel special event will be distributed in proportion to season ticket sales. The guest list will be developed for the February 3<sup>rd</sup> Martin Walker special event. It will include Friends of SILL who donated \$500 or more. Peter Huber reported that the Host/Moderator schedule has been completed and distributed to 16 people.

**Music:** Bob Barylski reporting for June LeBell noted that there were meetings with both venues and all is ready to go.

**Technology and Website:** Bob Germain reported that reports and host/moderator schedule have been posted on the website. Several eblasts have been sent.

**Marketing:** Mustafa Yilmaz reported that advertising is going as planned. TV ads are in progress, twice as many as last year. SILL schedule has been inserted in the community calendars of the Herald-Tribune and Observer. There will be an eblast about parking at First Church sent in late December. A weekly eblast "This Week at SILL" is planned.

**SILL Select:** Rick Banks reported that a site has been added to bring the total to six, three live, three DVD. There will be a live test on Thursday December 10<sup>th</sup> about half an hour starting at 10:00 am. Speaker problems at First Church have been addressed. A new Adjunct, Susan Shayes was introduced. She will be working with Rick on SILL Select

**Volunteer Coordinator:** Don Savage reported that almost all volunteers back from last year. SILL has received 6-8 volunteer emails but there are no openings at this time..

The meeting was adjourned at 11:30 am

The next board meeting will held at the Roskamp/Patterson building on Friday January 8, at 2:00 pm.

Bob Germain, Secretary