

**Sarasota Institute for Lifetime Learning
January 8, 2016, Board Meeting Minutes**

Board Members: Rick Banks, Bob Barylski, Beth Cotner, Bob Deutsch, Richard Friedman, Bob Germain, Peter Huber, Irwin Livon, Jorie Lueloff, 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: June LeBell, Roy Turrett

Adjuncts Present: Patricia Chapman, Carmine Cipolla, Herman Gilbert, Bob Toplin

The meeting was called to order at 2:05 by Bob Barylski. A quorum was present. Board minutes for December 8, 2015 were approved.

Treasurer's Report: Mary Lou Spottswood reported that warehouse contract has been closed and contents have been moved to her garage. Contents will be sorted, possible digitize appropriate data. The following document was presented:

Conflict of Interest Disclosure and Confidentiality Statement

During the time that I serve on the Board of Directors for Sarasota Institute of Lifetime Learning (SILL) I realize that I may gain access to information that is considered to be confidential. Such information related to submitted proposals, criteria or decisions made with regard to the business of SILL will be held confidential.

Since confidential information is crucial to the operation of SILL, and because the corporation in some instances has the obligation to protect such information, I agree that I will not use, publish or disclose such information during or subsequent to my participation as a Board of Directors member, and that I will preserve the restricted nature of this information except to the extent that it becomes publicly available.

Additionally, as a member of the Board of Directors, I realize that I have an obligation to disclose and eliminate (if necessary) any potential or actual duality of interest or conflict of interest.

Motion: Approve this document for execution by each board member. Motion approved unanimously.

Registrar's Report: Joan MacDonnell reported that sales are ahead of last year. Year To Date Sales Report distributed and posted on website. All available seats have been sold at Lakewood Ranch. Bob Tomlin reported that a search for a larger venue is underway. Attendance at the first Music Monday was more than 800.

Program Committee: Bob Deutsch reported that there is a plan for backup speakers to fill in for last minute cancellations. He will email a weekly operating plan for speaker logistics. There are 14 new speakers this year. Peter Huber reported that the first seminar went well. The Martin Walker Feb 3rd special event topic is "Future of Europe". Capacity is 70. Invitations are being extended to community leaders.

Technology and Website: Bob Germain reported that an eblast on parking was sent at the end of December. Weekly eblasts summarizing the upcoming week are being sent every Friday morning. Craig Marion will prepare speaker bio summaries by venue/day and these will be printed and distributed at future lectures.

Marketing: Mustafa Yilmaz reported that advertising is going as planned. TV ads are in progress. A front page article on Nolan Peterson featuring his upcoming lecture appeared in the Tuesday 1/8/16 Herald Tribune.

SILL Select: Rick Banks reported a successful first week broadcast. There were 2 questions submitted from the sites. Bob Barylski has committed to one free lecture to be recorded for Manatee County education TV. Sense of board is to limit this to this one lecture.

Volunteer Coordinator: Don Savage reported that all volunteer positions have been filled. Several new volunteers need badges. There is an issue on coverage for those team leaders who have not returned prior to the start of the season.

The meeting was adjourned at 3:50 pm.

The next board meeting will held at the Roskamp/Patterson building on Friday February 12, at 2:00 pm.

Bob Germain, Secretary

**Sarasota Institute for Lifetime Learning
February 12, 2016 Board Meeting Minutes**

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

Board Members Absent: June LeBell, Jerry Luhman, Jim McGee, Frankie Smith-Williams, Roy Turrett

Adjuncts Present: Patricia Chapman, Adrienne Cipolla, Carmine Cipolla, Herman Gilbert, Susan Schayes, Bob Toplin

The meeting was called to order at 2:10 by Bob Barylski. A quorum was present. Board minutes for January 8, 2016 were approved.

Treasurer's Report: Mary Lou Spottswood reported that year to date income exceeds fiscal year budgeted expenses. Florida Department of Agriculture Conflict of Interest report requirement has been satisfied. Contents of warehouse included a large book of news articles. SILL needs a historian.

Registrar's Report: Joan MacDonnell noted that ticket pricing for next year has to be established prior to opening ticket sales. Sense of the board to leave ticket prices unchanged. Joan MacDonnell requested approval for \$1000 to buy 5 laptops to enable registrar volunteers to access the Tix system from the 5 venues. Bob Germain noted that 2 old laptops are available. Request approved by sense of board. Bob Toplin reported on venue alternatives for Lakewood Ranch lectures next year. Cornerstone Church offers increased capacity.

Program Committee: Bob Deutsch reported that the Martin Walker special event did draw many community leaders. Tickets for the Ambassador panel will be allocated on the basis of venue attendance. 700 tickets were printed. .

Technology and Website: Bob Germain noted that the SILL signup card needs to be reprinted. Mustafa Yilmaz will take care of it. The website was updated for the Feb 24th speaker change.

Marketing: Mustafa Yilmaz reported that weekly eblasts are being sent with upcoming week lecture schedule. An eblast promoting the Herald Tribune One Day University will be sent March 7th.

SILL Select: Rick Banks reported simulcast broadcast signal glitches. Plan for next year is to eliminate simulcast, sending DVDs to all sites.

Volunteer Coordinator: Don Savage reported that volunteer lunch is set for March 28th at Café Baci.

New Business: Richard Friedman requested allotting 11 free tickets per week for the Sarasota Military Academy. Approved by sense of the board.

The meeting was adjourned at 3:50 pm.

The next board meeting will held at the Roskamp/Patterson building on Friday March 11, at 2:00 pm.

Bob Germain, Secretary

**Sarasota Institute for Lifetime Learning
March 11, 2016 Board Meeting Minutes**

Board Members: Rick Banks, Bob Barylski, Beth Cotner, Bob Deutsch, Richard Friedman, Bob Germain, Peter Huber, Irwin Livon, Jorie Lueloff, Jerry Luhman, Joan MacDonnell, Jim McGee, John McGruder, Joy McIntyre, Craig Marion, 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: Patricia Chapman, Adrienne Cipolla, Carmine Cipolla, Herman Gilbert, Jeff Olesen, Susan Schayes, Bob Toplin

The meeting was called to order at 2:10 by Bob Barylski. A quorum was present. Board minutes for February 12, 2016 were approved.

Treasurer's Report: Mary Lou Spottswood reported that current net value is \$955,000. All board members were requested to submit their budget requests to expedite passage of a budget for the next fiscal year at the next board meeting.

Registrar's Report: Joan MacDonnell reported that season ticket order forms for next year will be passed out at all venues the last two weeks of the season. Starting Monday March 15, 2016, 2017 season tickets can be ordered on line. Printed tickets will be blue next year.

SILL Select: Rick Banks reported CD sales are down. Projection for next year is 5 or 6 sites. Slightly more than 4 sites are required to break even **Motion:** Eliminate simulcast, send DVDs to all sites. The motion was passed unanimously. There will be a season ending lunch for simulcast site workers.

Program Committee: Bob Deutsch reported that the Program Committee has started planning for the 2017 season. Two lectures will have a panel format with a speaker and a board member. There is a plan to include web links for speakers as requested. There will be two designated lectures in honor of deceased former board members Robert G. Bailey and Scott L. Behoutguy. **Motion:** Increase speaker honorarium from \$750 to \$1000. The motion was passed unanimously. **Motion:** Eliminate seminars and expand lectures at Lakewood Ranch to 12 evenings. The motion was passed unanimously.

Technology and Website: Bob Germain reported that the weekly emails announcing coming week events continue to be sent. The website will be updated for ordering 2017 season tickets.

Marketing: Mustafa Yilmaz reported that as the season approaches the end, there will be fewer ads, last two Sundays in the Herald Tribune. An second eblast promoting the Herald Tribune One Day University will be sent on March 25th. Jeff Oleson will join the Marketing committee and will handle the newspaper current event entries.

Volunteer Coordinator: Don Savage reported that 70 people are coming to the volunteer lunch scheduled for March 28th at Café Baci. A document describing volunteer duties will be prepared.

New Business: Mary Testa reported that the annual board dinner will be held at the Prestancia TPC Club on April 4th. Invitations have been mailed to all board members, adjuncts and guests.

The meeting was adjourned at 3:50 pm.

The next board meeting will held at the Roskamp/Patterson building on Tuesday April 12, at 9:30 am..

Bob Germain, Secretary

**Sarasota Institute for Lifetime Learning
April 12, 2016 Board Meeting Minutes**

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

Board Members Absent: Bob Deutsch, Mary Lou Spottswood, Frankie Smith-Williams, Roy Turrett

Adjuncts Present: Herman Gilbert, Bob Toplin, Jeff Olesen

The meeting was called to order at 9:30 by Bob Barylski. A quorum was present. Board minutes for March 11, 2016 were approved.

Treasurer's Report: Bob Barylski noted favorable Treasurer's report submitted by Mary Lou Spottswood. Jerry Luhman requested that the 2017 budget be approved as submitted with the addition of a \$5000 increase in funds for marketing. **Motion:** Increase advertising portion of the budget by \$5000 to be used at the discretion of the marketing director. Approved unanimously. **Motion:** Approve the budget as amended. Approved unanimously. **Motion:** Deposit \$100,000 in The Community Foundation Endowment Fund account over the course of the coming year under the guidance of the finance committee. Approved unanimously.

Registrar's Report: Joan MacDonnell referenced the Registrar report and noted that attendance has increased 3.4% 2016 over 2015. After the April report, the next report will be distributed in August..

SILL Select: Rick Banks noted that a committee of 5 will visit Boca Grande next week. Next year the DVDs will be recorded in an enhanced HD format. Susan Schayes will take over SILL Select next year. CD sales are down 20% from last year. A proposal to offer lectures on flash drives, also priced at \$10, and authorization to purchase flash drive duplication equipment was approved by sense of the board..

Program Committee: Peter Huber reported that 20 of 25 speaker slots have been filled. Baroness Margaret Jay and husband Peter Jay will each present a topic. Audience feedback has been requesting more women speakers. So far eight women speakers have been selected. The majority of next year's speakers are new.

Technology and Website: A list of Music Monday artists and Global Issues speakers will be added to the public part of the website using available historical data.

Music: June Lebell reported that 8 of 12 artist slots have been filled. The Music program has benefitted by collaborating with Artist Series Concerts, Young Concert Artists and other organizations by sharing costs and access to talent.

Nominating Committee: John McGruder announced board membership changes and presented a slate of officers for 2017. Moving from board member to adjunct: Don Savage, Frankie Smith-Williams and Roy Turrett. The board thanks them all for many years of excellent service. Replacing them on the board: Adrienne Cippola, Jeff Olesen and Bob Tomlin. The slate of officers for 2017 -- President, Robert Barylski; Vice President, Jorie Lueloff, Secretary, Bob Germain, and Treasurer, Mary Lou Spottswood -- was approved unanimously.

Marketing: Mustafa Yilmaz requested input from the board for new marketing ideas. The 2017 Marketing plan will be presented at the October board meeting.

Volunteer Coordinator: Don Savage reported that 75 people attended the volunteer lunch on March 28th. It was noted that volunteers are the backbone of the organization and once again did an outstanding job. Jerry Luhman presented a document outlining the tasks and volunteer responsibilities for Tuesday-Wednesday-Thursday lectures at First United Methodist Church.

The meeting was adjourned at 11:30 am.

The next board meeting will held at the Roskamp/Patterson building on Tuesday May 10, at 9:30 am.

Bob Germain, Secretary

**Sarasota Institute for Lifetime Learning
May 10, 2016 Board Meeting Minutes**

Board Members: Rick Banks, Bob Barylski, Bob Deutsch, Irwin Livon, Jerry Luhman, Joan MacDonnell, Craig Marion, Don Savage, Mary Testa, Chet Thompson, Mustafa Yilmaz

Board Members Absent: Beth Cotner, Richard Friedman, Bob Germain, Peter Huber, June LeBell, Jorie Lueloff, Jim McGee, John McGruder, Joy McIntyre, Bob Moist, Frankie Smith-Williams, Mary Lou Spottswood, Roy Turrett

Adjuncts Present: Patricia Chapman, Jeff Oleson, Susan Schayes

The meeting was called to order at 9:30 by Bob Barylski. A quorum was not present. The April 12 Board Meeting minutes were informally approved.

Treasurer's Report: Jerry Luhman reported that our figures have not changed much since last month.

Registrar's Report: Joan MacDonnell reported that ticket sales were in line with the previous year. Herman Gilbert will be taking over Ring Central. Joan requested that an email be sent through TIX in the near future to attendees of each of our series to promote 2017 subscriptions. The group agreed that Global Issues and Music should send our "membership" an eblast informing them about the 2017 season as was done last year.

SILL Select: Rick Banks reported that Boca Grande is planning to participate in SILL Select in 2017. Susan Schayes is developing the contract. Rick also reported that he has purchased 40 2-gigabyte flash drives to distribute audio recordings of lectures. He will wait to evaluate the popularity of this new medium before deciding whether to purchase a bulk duplication device.

Global Issues: Bob Deutsch reported that the line-up for 2017 is almost complete. We have 22 confirmation letters.

Technology/Website/Archives: Craig Marion reported that arrangements are being made to add lists of Music Monday artists and Global Issues speakers to the public section of the website along with updates for 2017.

Marketing: Mustafa Yilmaz reported that Ed Ogisa, who has considerable experience in marketing and has worked with SILL board members, has expressed interest in joining the marketing team as a volunteer. Mustafa recommended that Ed be brought onto the board as an adjunct and that a plan be developed where Mustafa can delegate responsibilities to Ed and the other members of the marketing team, Jeff Oleson and Joe Rosenthal. Mustafa will then remain marketing director but transition to a role of coordinating this team.

New Business: Irwin Livon brought up the issue of how to handle medical situations that occur during SILL events. He emphasized the importance of complying with procedures already in place at our various venues. Jerry Luhman offered to investigate insurance issues with our agent, including whether and how Florida's Good Samaritan law applies. It was noted that volunteers need to be instructed on procedures at each facility.

The board recognized with appreciation Don Savage's 12 years of service on the board as he transitions to being an adjunct.

The meeting was adjourned at 11:25 a.m.

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

[recorded by Craig Marion] Bob Germain, Secretary

**Sarasota Institute for Lifetime Learning
November 15, 2016 Board Meeting Minutes**

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

Board Members Absent: Adrienne Cipolla, Bob Deutsch, Jerry Luhman, June LeBell, Jim McGee, Bob Moist, Jeff Olesen, Bob Toplin

Adjuncts Present: Don Savage, Ed Ogiba, Lionel Olmer

The meeting was called to order at 9:40 by Bob Barylski. A quorum was present. The May Board Meeting minutes were approved.

Treasurer's Report: Mary Lou Spottswood reported income/expenses are as expected, no major variances.

Registrar's Report: Joan MacDonnell reported that ticket sales are 89% year to date versus the previous year. A computer will be available at each venue to facilitate online purchase of subscriptions. Year to date 60% of sales are via credit card.

Global Issues: Peter Huber reported that 23 speakers are scheduled. The NASA speaker name is expected to be available in January. Changes from last year are no seminars, and 12 lectures at Lakewood Ranch with a new venue, Cornerstone Church. Two of the lectures will be interview style. Bookstore 1 is prepared to handle speaker's books. Bob Deutsch will publish a weekly logistics summary. There will be 2 memorial lectures, January 25th – Robert Bailey and March 23rd – Scott Behoteguy. There are 6 female speakers scheduled. The host/moderator schedule is a work in progress.

Music: Mary Testa reported that the Music program is in place, ready to go.

Marketing: Mustafa Yilmaz reported this is an intense period for advertising. There will be a SILL presence in both the Sarasota and Venice Farmers Market. A direct mail campaign is planned, sending post cards to a rented mailing list for Lakewood Ranch and Venice at a cost of approximately \$1000. **Motion:** Approve mail campaign but do not offer free tickets. Motion was approved unanimously. There will be future discussion on methods to promote SILL.

SILL Select/SILL Volunteers/CDs: Rick Banks reported that 122 volunteers have been assigned. There are 13 backups available. All team leaders are in place. SILL Select has 5 sites under contract, 4 have paid. Studio 26 will provide at no cost a DVD recording of one Music Monday program to be used to promote the series. Lecture recordings will be available on both CDs and flash drives, either for \$10. Full lecture sets will also be offered.

Technology/Website/Archives: Bob Germain reported that 5 computers were purchased and set up for Registrar's use at each venue. The website went live with the 2017 season on October 2nd. Contractor Larry Creter did an outstanding job publishing the booklet and enhancing the included photos.

The meeting was adjourned at 11:15 a.m.

The next board meeting will be at Café Baci on Monday, Dec. 12th at 10:00 am

Bob Germain, Secretary

**Sarasota Institute for Lifetime Learning
December 12, 2016 Board Meeting Minutes**

Board Members: Bob Barylski, Beth Cotner, Bob Deutsch, Richard Friedman, Peter Huber, Jerry Luhman, Jorie Lueloff, Joan MacDonnell, Craig Marion, Jim McGee, Joy McIntyre, Jeff Oleson, Mary Lou Spottswood, Mary Testa, Chet Thompson, Mustafa Yilmaz

Board Members Absent: Rick Banks, Adrienne Cipolla, Bob Germain, Irwin Livon, June LeBell, John McGruder, Bob Moist, Bob Toplin

Adjuncts Present: Ed Ogiba, Lionel Olmer, Don Savage

The meeting was called to order at 10:15 by Bob Barylski. A quorum was not present. The November Board Meeting minutes were informally approved.

Treasurer's Report: Mary Lou Spottswood reported that we are within budget. Our cash balance as of December 5 is \$1,098,985. We have committed to spending \$312,000 on the 2017 season and have collected \$208,000 towards that figure. The remaining \$104,000 will be covered by future ticket sales.

Venice Presbyterian has raised their fee \$50/session.

New Business: Long-range planning was discussed. Bob Barylski noted that this should be a priority item addressed in the spring. Mary Lou Spottswood requested that long-range planning ideas be forwarded to her by email.

Registrar's Report: Joan MacDonnell reported that ticket sales to date were a bit less than last year, but that this was not unexpected. She noted the volume of work that needed to be done in the first week in Sarasota, requested additional volunteers (especially on Monday), and expressed concern over the slowness of the computer system at Church of the Palms. Jerry Luhman volunteered to set up a hotspot to bypass the slow computer system. Joan further requested that people come early for registration. There was a discussion of how this request should be disseminated through an e-blast, and Mustafa Yilmaz said he would add it his January 2 e-blast.

Global Issues: Peter Huber has created a chart showing hosts/moderators/drivers for each speaker. It is available on the website. Board members were encouraged to contact arrangers to attend meals. Tom Meyers will do a quantitative evaluation of participation. Two new volunteers, one for Sarasota and one for Venice), will collect and assemble comments. Bob Deutsch requested that someone pick up overall coordination of book sales in mid-late January.

Music Bob Barylski reported that June LeBell is now at home and recuperating from her recent operation. June sends her best to the SILL team and thanks them for their support. She is looking forward to launching Musical Conversations 2017. She and Ed are working with the new personnel at Venice Presbyterian.

Marketing: Mustafa Yilmaz reported that all ads have been submitted. Some are already appearing. New activities have also been begun including direct mailings in Venice and Lakewood Ranch and a Farmer's Market booth in Venice. Ed Ogiba reported that 14 new email addresses were collected in Venice.

Mustafa noted that since the effectiveness of print media is diminishing, we need to plan to use social media. He requested that a Facebook page be created before our first lectures in January and asked for volunteers to help with this. Jerry Luhman suggested hiring a millennial. Jim McGee said that this could be arranged for free by giving someone classroom credit. Ed Ogiba volunteered to help.

Volunteers and SILL Select: Bob Barylski stated that Rick Banks reports that we have 127 active and assigned volunteers and a waiting list of another 25 people who would like to be SILL volunteers. Susan

Schayes reported that we have six locations for SILL Select. Bob also noted that Rick and Susan will be testing sound systems at FUMC this week.

Technology/Website/Archives: Nothing new to report.

The meeting was adjourned at 11:15 a.m.

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

[recorded by Craig Marion] Bob Germain, Secretary