

**Sarasota Institute for Lifetime Learning
January 11, 2019 Board Meeting Minutes**

Board Members: Ed Alley, Bob Barylski, Adrienne Cipolla, Beth Cotner, Bob Deutsch, Bob Germain, Peter Huber, Irwin Livon, Jorie Lueloff, Jerry Luhman, Craig Marion, John McGruder, Joy McIntyre, Bob Moist, Jeff Olesen, Mary Lou Spottswood, Mary Testa, Bob Toplin

Board Members Absent: Rick Banks, Richard Friedman, Marshall Greenwald, Joan MacDonnell, Jim McGee

Adjuncts Present: Mike Boorstein, Nancy Cabral, Carmine Cipolla, Bob DeFillippi, Susan Hook, Teresa Morris, Susan Schayes

The meeting was called to order at 3:00 pm by Jorie Lueloff. A quorum was present. The December Board Meeting minutes were approved.

Two new Adjuncts were appointed – Nancy Cabral and Carmen Stoeckmann.

Treasurer's Report: Mary Lou Spottswood reported that there was no significant variance to budget in our operations so far this year. It was noted that all board members, especially new board members, must sign a conflict of interest statement if they had not already done so. This is needed to maintain our 501c3 tax designation and the ability to solicit donations. Mary Lou Spottswood requested board approval to change the authorized contacts on the SILL account at The Community Foundation of Sarasota County to be Mary Lou Spottswood, Marshall Greenwald, and Beth Cotner. Approved unanimously.

Registrar's Report: Jerry Luhman reported that as of January 15th, sales are only 2% below last year. The first week for both Music Monday and Global Issues was well attended. Teresa Morris reported that there are 265 subscribers for Lakewood Ranch. An eblast will be sent asking subscribers to arrive early, prior to releasing seats to daily ticket buyers.

Global Issues: Bob Deutsch reported that first week's lectures were well received. A Moving Parts email was sent out. A test case of captioning at the Wednesday Sarasota lecture received a positive response. **Motion:** Extend captioning for all 12 Wednesday lectures. Approved unanimously. Feedback was received asking moderators to shorten introductory remarks and cut off speeches at the Q & A. A request was received from OLLI at Duke University to see a lecture DVD. **Motion:** Authorize sending a DVD to be selected to OLLI, to be returned. Approved unanimously.

Music: Ed Alley reported a first week attendance of about 1100 people at the two Music Monday venues. Advertising and articles about SILL has helped. Harpist Emmanuel Ceysson was forced to cancel and will be replaced by Katherine Soichi, Sarasota Orchestra harpist on February 4th. **Motion:** Approve creation of one Music Monday DVD. Requested by Susan Schayes. Approved unanimously.

Venice Operations: Bob Moist reported that the venue volunteers were well prepared, helped by pre-season meetings.

Marketing: Jeff Olesen reported that advertising is going well with print ads in the Herald Tribune and Observer. There were two articles featuring a SILL speaker and an article in the Observer featuring Ed Alley. SILL volunteers were at the Farmers Market on two occasions. Work continues on Facebook page. Su Byron has done a good job with publicity.

Technology/Website/Archives: Bob Germain reported that a First Church parking eblast has been sent. The website has been updated to show the February 4th Music Monday artist change and the March 20th Global issues speaker change.

SILL Select: Susan Schayes reported that all six venues will return for 2019. Shipment this week will be slightly delayed to allow fixing of an audio problem.

Volunteers/CDs: Bob DeFillippi reported that Nancy Cabrel is handling CD/flash drive production.

Longboat Key: Mike Boorstein reported that the flyer with the LBK schedule has been distributed. Volunteers have been found for the first 4 weeks, more are still needed and will be staffed by Temple Beth Israel. An operation procedure is being drafted. There will be an ad in The Observer.

New Business:

Teresa Morris noted that renovations at Cornerstone Church are causing logistical problems that are being addressed. Susan Shays noted that there are parking issues at First Church, unauthorized parking behind the church.

John McGruder was asked to reconvene a newly constituted long range planning committee.

Old Business: Bob Barylski reported that the contract with First Church been amended to include providing rd providing 3 hours of security presence for 3 lectures for 12 weeks at \$20/hr, total cost \$2200.

The meeting was adjourned at 4:40 pm.

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

Bob Germain, Secretary

**Sarasota Institute for Lifetime Learning
February 8, 2019 Board Meeting Minutes**

Board Members: Rick Banks, Bob Barylski, Adrienne Cipolla, Beth Cotner, Bob Deutsch, Bob Germain, Marshall Greenwald, Peter Huber, Jorie Lueloff, Jerry Luhman, Craig Marion, Jim McGee, Joy McIntyre, Bob Moist, Mary Lou Spottswood, Mary Testa, Bob Toplin

Board Members Absent: Ed Alley, Richard Friedman, Irwin Livon, Joan MacDonnell, John McGruder, Jeff Olesen

Adjuncts Present: Mike Boorstein, Carmine Cipolla, Bob DeFillippi, Susan Hook, Teresa Morris, Carmen Stoeckmann

The meeting was called to order at 2:00 pm by Jorie Lueloff. A quorum was present. The January Board Meeting minutes were approved.

A new Adjunct was appointed – Craig Kennedy

Treasurer's Report: Mary Lou Spottswood reported that there are budget overruns caused by board approval of special expenditures. Cash flow is positive.

Registrar's Report: Jerry Luhman reported that procedures for the first two weeks of the season will be updated to deal with problems encountered this year. **Motion:** Season tickets will be offered for the Longboat Key venue in 2020. Approved unanimously. **Motion:** For 2020, ticket prices will remain unchanged - season \$85 and single ticket \$10. Approved unanimously. **Motion:** Offer Flex ticket usable at all Global Issues and Music venues except Lakewood Ranch, \$100 for 12 tickets. Approved by a vote of 10 yes and 5 no. The board approved first Monday season start dates 1/6/2020, 1/4/2021 and 1/10/2022.

Global Issues: Bob Deutsch reported that all is going well at the halfway point in the season. Moderators are asked to shorten introductory remarks and cut off speeches at the Q & A. An organizational meeting of the Program Committee to set topics for the 2020 season is scheduled. Board members are encouraged to send suggested topics.

Music: Report distributed via email. Ed Alley plans to present a complete list of artists for to 2020 season at the March board meeting.

Venice Operations: Bob Moist reported that the Venice Community Center venue will not be available on 3/6/20 and 3/13/20. Negotiations are in progress with Emmanuel Lutheran Church for these dates. Next year, negotiations for the Venice Community Center will start in October to ensure accommodation of the full season. With an average attendance of 400, the space contracted for is adequate. Tables have been moved to the lobby allowing additional chairs in the contracted space.

Marketing: Report distributed via email. The supply of brochures has run out. Tri-folded copies of the season schedule flyer have been placed in the Sarasota downtown library.

Technology/Website/Archives: Bob Germain reported no activity in past month.

Volunteers: Bob DeFillippi reported 12 new volunteers added to Sarasota. Badges have been ordered and delivered to the new Adjuncts. A list of volunteers not yet assigned is being maintained. Additional help is needed to organize the volunteer lunch.

CD/Flash: Rick Banks reported year to date production of 131 cd/flash drives down from 230 last year.

SILL Select: Rick Banks has taken over the duties of SILL Select but is looking for someone to take over the duties.

Longboat Key: Mike Boorstein reported that attendance is growing, averaging 42 per week. The volunteer plan is coming together..

New Business:

Bob Deutsch reported the possibility of having the Sarasota Tuesday lecture at Church of the Palms. This must be resolved in the next couple of weeks to accommodate ticket printing.

The meeting was adjourned at 4:50 pm.

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

Bob Germain, Secretary

**Sarasota Institute for Lifetime Learning
March 8, 2019 Board Meeting Minutes**

Board Members: Ed Alley, Bob Barylski, Adrienne Cipolla, Beth Cotner, Bob Deutsch, Bob Germain, Marshall Greenwald, Peter Huber, Irwin Livon, Jorie Lueloff, Jerry Luhman, Craig Marion, John McGruder, Joy McIntyre, Bob Moist, Mary Lou Spottswood, Bob Toplin

Board Members Absent: Rick Banks, Richard Friedman, Joan MacDonnell, Jim McGee, Jeff Olesen, Mary Testa

Adjuncts Present: Nancy Cabral, Carmine Cipolla, Judy Carson, Bob DeFillippi, Susan Hook, Teresa Morris, Carmen Stoeckmann

The meeting was called to order at 2:00 pm by Jorie Lueloff. A quorum was present. The February Board Meeting minutes were approved.

Two new Adjuncts were appointed – Tom Campo and Gordon Garrett

Treasurer's Report: Mary Lou Spottswood reported that there were no new issues. All check requests should now be sent to Marshall Greenwald. Everyone who has a budget line item shown in budget email should respond promptly, budget for 2019-20 to be presented at the April board meeting.

Registrar's Report: Jerry Luhman reported that work is proceeding on design of flex season passes. The maximum number will be 100. It was agreed that order forms would be available March 18 at the venues.

Global Issues: Bob Deutsch reported that all is going well. The 12 members of the Program Committee will meet next Wednesday to select issues for 2020 season.

Music: Ed Alley reported that attendance is holding up year to date. A video was made of the Olga Kern interview from which a 3 minute promotional video will be made. Ten artists have been selected for the 2020 season. Slides will be shown highlighting some of next year's artists. The Melodica Men will appear at one of the Music Monday sessions

Venice Operations: Bob Moist reported that the Venice Community Center venue will be providing special security for HRH Prince Turki Al-Faisal. The need for obtaining early commitment from our venues to ensure space will be available.

Marketing: Beth Cotner reported for Jeff Oleson. Ed Alley was interviewed on ABC-TV by Linda Carson on Feb 28th, links added to Facebook page. Advertising is going well with weekly print ads in color with photos in the Sarasota and Venice editions of the Herald Tribune and the Longboat Observer. Su Byron continues to do a good job with press releases. Gordon Garrett will take over Marketing next year.

Technology/Website/Archives: Bob Germain reported no activity in past month.

Volunteers: Bob DeFillippi reported that Susan Hook and Carmen Stoeckmann are pulling together the planning for the Volunteer lunch to be held April 8th at Café Baci. 98 invitations have been issued.

CD/Flash: Nancy Cabrel reported year to date production of 476 cd/flash drives down from last year due to contract restrictions of some Music Monday artists. This year more flash drives than cds were ordered.

SILL Select: Susan Hooks has taken over the duties of SILL Select. All is going well.

Longboat Key: Mike Boorstein reported that attendance is growing, averaging 42 per week. The volunteer plan is coming together..

Long Range Planning:

John McGruder reported that there have been two meetings of the Long Range Planning Committee, looking at the vision for the next five years. Items discussed included protection of core values, providing redundancy for core tasks and improvement of patron experience. Closed caption and flex ticket experiences in 2020 will be evaluated. The board approved a bylaws review/update committee.

The meeting was adjourned at 3:15 pm.

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

Bob Germain, Secretary

**Sarasota Institute for Lifetime Learning
April 9, 2019 Board Meeting Minutes**

Board Members: Ed Alley, Bob Barylski, Beth Cotner, Bob Deutsch, Richard Friedman, Bob Germain, Marshall Greenwald, Peter Huber, Jorie Lueloff, Jerry Luhman, Craig Marion, John McGruder, Joy McIntyre, Bob Moist, Mary Lou Spottswood, Mary Testa,

Board Members Absent: Rick Banks, Adrienne Cipolla, Irwin Livon, Joan MacDonnell, Jim McGee, Jeff Olesen, Bob Toplin

Adjuncts Present: Mike Boorstein, Nancy Cabral, Bob DeFillippi, Susan Hook, Teresa Morris, Carmen Stoeckmann

The meeting was called to order at 2:00 pm by Jorie Lueloff. A quorum was present. The March Board Meeting minutes were approved.

Nominating Committee Report: Peter Huber presented the committee report. Proposed officer slate: Beth Cotner President, Bob Deutsch Vice President, Marshall Greenwald Treasurer and Bob Germain Secretary. Nominate Bob DeFillippi to the board. Board members whose terms expire in 2019 are to be reappointed to 3 year terms ending in 2022. Nominating Committee chairman: Mary Testa. **Motion:** Approve slate of nominees and term updates. Motion passed unanimously. Adjuncts reappointed by President Jorie Lueloff: Mike Boorstein, Nancy Cabrel, Tom Campo, Judy Carson, Carmine Cipolla, Gordon Garrett, Susan Hook, Craig Kennedy, Teresa Morris, Ed Ogiba, Bill Smullen and Carmen Stoeckman.

Treasurer's Report: Mary Lou Spottswood presented the 2019-20 budget. **Motion:** Approve the 2019-20 budget as presented. Motion passed unanimously. Treasurer will move \$164,000 from SunTrust account to Community Foundation account. The board of directors agreed to change the authorized contact person from Gerald Luhman to Marshall Greenwald, Treasurer. The following officers are authorized to receive fund information from the Community Foundation of Sarasota County: Beth Cotner, President; Robert Germain, Secretary; Mary Lou Spottswood, Assistant Treasurer. All expenses are not in, a final report for the fiscal year 2018-19 will be issued at the end of June.

Registrar's Report: Jerry Luhman reported that attendance was up 3 ½% but season ticket sales were down 13.8%. 2020 tickets went on sale on March 15th. All 100 authorized flex season passes have been sold. A "sold out" message was posted on the website April 9th. Mail orders sent prior to April 9th will be accepted. Sample 2020 tickets were passed around.

Global Issues: Bob Deutsch reported a lot of positive feedback on this season's lectures. Wednesday attendance was the weakest. There are plans to promote Wednesday in 2020 including a full season with on scree captioning for the hard of hearing. 15 speakers have committed for 2020. Speaker evaluations fell into three categories – excellent, high 90s; fair, 80-90, low, 80. Jeff Oleson has been appointed Vice Chair of the Program committee.

Music: Ed Alley reported that attendance for the year was 12743, almost exactly the same as last year. All 12 artists have committed for the 2020 season. A working relationship with Artist Series Concerts to share costs will continue for the 2020 season.

Venice Operations: Bob Moist reported that the Venice Community Center venue contract for 2020 will require that two lectures be held at another venue. The March 6th and 13th lectures will be held at Emmanuel Lutheran Church. An October meeting is planned to obtain early commitment from the venues for the 2022 season.

Marketing: Jeff Oleson's report noted plans to work with incoming Marketing Director Gordon Garrett. The Herald Tribune ran an article reporting on the lecture by HRH Turki al Faisal on March 14th. The rescheduling of the March 14th Alyssa Ayres lecture at Temple Beth Israel required one additional ad in the Observer.

Technology/Website/Archives: Bob Germain reported that cd sales will be added to the evaluations summaries. The March evaluations will be posted on the website this week.

Volunteers: Bob DeFillippi reported that the Volunteer lunch was very well received. All volunteers received a prize. Bob requested that advance notice of any departing volunteers would help ensure a timely replacement.

CD/Flash: Nancy Cabrel reported total production of 829 cd/flash drives, a 20% increase from last year. The

percent of flash drive requests continues to grow, 48% this year. A profit of \$6000 is projected. Offering lecture recording sales and download via the internet is being considered.

SILL Select: Susan Hooks reported that flash drives will be considered as an alternative media to send to the SILL Select venue.

Lakewood Ranch Operations: Teresa Morris reported that the venue contract for 2020 has been signed. A sellout for the 2020 season is expected.

Longboat Key: Mike Boorstein reported that due to late arrival of the DVD, the March 14th Alyssa Ayres lecture at Temple Beth Israel has been rescheduled with free admission. Average attendance for the year was 43 with a high of 74 and a low of 20. A core group of volunteers has been established.

Long Range Planning:

John McGruder reported that with the addition of parking spaces that can be utilized by SILL, parking should not be a problem. The declining attendance in Sarasota was noted. Possible future cooperation with new Player's venue in Lakewood Ranch projected for 2022 and proposed Sarasota Orchestra venue in Payne Park was discussed.

The meeting was adjourned at 11:40 am.

The next board meeting will held at the Roskamp/Patterson Bldg on Tuesday, October 8 at 9:30 am.

Bob Germain, Secretary

**Sarasota Institute for Lifetime Learning
November 12, 2019 Board Meeting Minutes**

Board Members: Ed Alley, Bob Barylski, Beth Cotner, Bob DeFillippi, Gordon Garrett, Bob Germain, Marshall Greenwald, Susan Hook, Peter Huber, Jorie Lueloff, Jerry Luhman, Craig Marion, Jim McGee, Joy McIntyre, Bob Moist, Teresa Morris, Jeff Olesen, Mary Lou Spottswood, Mary Testa

Board Members Absent: Adrienne Cipolla, Bob Deutsch, Richard Friedman, Irwin Livon, John McGruder

Adjuncts Present: Mike Boorstein, Nancy Cabral

The meeting was called to order at 9:30 am by Beth Cotner. A quorum was present. The April Board Meeting minutes were approved.

Nominating Committee Report: Mary Testa presented the committee report. Proposed new board members (term ending): Susan Hook (20), Gordon Garrett (21), Teresa Morris (22). **Motion:** Approve slate of nominees. Motion passed unanimously.

Treasurer's Report: Marshall Greenwald reported a cash balance of \$85,000 and Community Foundation Fund balance of \$1,363,000. An expense form will be created and all submitting expenses are requested to use it.

Registrar's Report: Jerry Luhman reported that ticket sales year to date are 106% compared to last year. There will be a meeting of the venue registrars prior to the start of the season. 115 season passes were sold. A "sold out" message was posted on the website April 9th. Volunteers are needed for the will call tickets distribution the first week of the season.

Global Issues: Jeff Olesen reported that all is ready for the 2020 season. The Host/Moderator schedule is being updated. Street construction near First Church is expected to be finished well in advance of the season start. Volunteers needed for booklet distribution.

Music: Ed Alley reported that all artists are set for 2020 season. Artists are being recruited for the 2021 season. The Olga Kern Competition winner has been announced and information for the last session will be published soon. The programs will be shown on the monitors in the Church of the Palms narthex. Videos of the programs will be archived. A future Music Mondays at night is being investigated.

Marketing: Gordon Garrett reported advertising plans. Su Byron has released an article on the Music Moday season and one on the Global Issues season is coming soon. SILL will have volunteers at the December and February Farmers Market and at the Crystal Ball. A presentation will be made at Lakehouse West.

Venice Operations: Bob Moist reported that the Venice Community Center venue contract for 2020 will require that two lectures be held at another venue. The March 6th and 13th lectures will be held at Emmanuel Lutheran Church. An October meeting is planned to obtain early commitment from the venues for the 2022 season.

LWR Operations: Teresa Morris reported that Cornerstone Church needs someone to handle audio-visual function. The capacity is 295 and to date, 222 season subscriptions have been sold.

Technology/Website/Archives: Bob Germain reported that the SILL booklets have been printed and delivered for distribution. The website has a new look and has been updated for the 2020 season. The phone service message has been updated. Sue Banks is handling the calls..

Volunteers: Bob DeFillippi reported that the Volunteer lunch was very well received. All volunteers received a prize. Bob requested that advance notice of any departing volunteers would help ensure a timely replacement.

CD/Flash: Nancy Cabrel reported that a volunteer will produce the cds, she will produce the flash drives. An order form is being created.

SILL Select: Susan Hooks reported that most of the venues have been visited. Flash drives will be used as the distribution media to send to the SILL Select venues. .

Longboat Key: Mike Boorstein reported that volunteers are being organized for the upcoming season. Badges for the three new board members will be ordered.

Long Range Planning: John McGruders report circulated separately. Summary: Good news that with the road construction around First Church will be completed well before the start of the season. Mostly bad news that the Players Theatre venue at Lakewood Ranch will not be available until 2024. Worse news that there is no plan in place for Sarasota Orchestra .

New Business:

SILL Bylaws Update: The updated bylaws draft was circulated prior to the meeting. **Motion:** Approve updated bylaws. Approved unanimously.

December Board Meeting Lunch. Mary Testa announced lunch will follow board meeting at Café Baci.

The meeting was adjourned at 10:30 am.

The next board meeting will held at Café Baci on Tuesday, December 10 at 10:30 am. Lunch after the meeing.

Bob Germain, Secretary

**Sarasota Institute for Lifetime Learning
December 12, 2019 Board Meeting Minutes**

Board Members: Beth Cotner, Bob Deutsch, Gordon Garrett, Bob Germain, Marshall Greenwald, Susan Hook, Peter Huber, Irwin Livon, Jorie Lueloff, Jerry Luhman, Craig Marion, Jim McGee, Joy McIntyre, John McGruder, Bob Moist, Jeff Olesen, Mary Testa

Board Members Absent: Ed Alley, Bob Barylski, Adrienne Cipolla, Bob DeFillippi, Richard Friedman, Mary Lou Spottswood, Teresa Morris

Adjuncts Present: Mike Boorstein, Tom Campo, Sue Banks

The meeting was called to order at 10:35 am by Beth Cotner. A quorum was present. The November Board Meeting minutes were approved.

Sue Banks was introduced as a new Adjunct.

Treasurer's Report: Marshall Greenwald reported a cash balance of \$85,000 and Community Foundation Fund balance of \$1.3 million. About \$65,000 will be disbursed as season expenses ramp up. An expense form has been created and all submitting expenses are requested to use it.

Registrar's Report: Jerry Luhman reported that tickets will be delivered to his home by end of the year and to be picked up at the venues as in the past. Subscriptions are down from last year, a continuing trend. Use of flex tickets will be tracked at all venues. Starting December 15, mail orders will no longer be accepted. Starting December 20, online tickets will be accepted, to avoid some late issues we had last year..

Global Issues: Bob Deutsch reported that all is ready for the 2020 season. Jeff Olesen reported that the Host/Moderator schedule has been updated.

Music: Beth Cotner reported for Ed Alley that all artists are set for 2020 season. Artists are being recruited for the 2021 season. The Olga Kern Competition winner has been announced and information for the last session will be published soon..

Marketing: Gordon Garrett reported advertising plans for 2020 are complete. The Herald-Tribune is the prime source with a possible ad on the front cover of Ticket. A presentation was made at Lakehouse West.

Venice Operations: Bob Moist reported a preseason meeting with the volunteer team. Details still to be worked out for the 2 lectures being held at Emmanuel Lutheran Church in March.

Technology/Website/Archives: Bob Germain reported that the expense form has been posted on the website as both a spreadsheet and printable pdf. A flyer for the lectures at Temple Beth Israel was edited and printed. Sue Banks is handling the calls to the SILL phone message service

SILL Select: Susan Hooks reported that all is ready for the season. The Sea Place venue will not be renewed next year. A copy of the video will be posted on the website for private viewing by board members.

Longboat Key: Mike Boorstein reported that a flyer for the Temple Beth Israel venue printed and ready for pickup January 11th. There will also be advertising in their newsletter. Volunteers from the Temple have been organized for the upcoming season.

Long Range Planning: John McGruder reported plans to track venues and lectures where flex tickets are used. A subscriber phone survey, about 100 calls was proposed and approved by a sense of the board. Available data on previous elbasts (number sent, percent opened) will be examined. There will be a survey on closed captioning and information on the website will be expanded. Starting the third week of the season for several weeks, at each Sarasota venue a board member available to answer questions or receive comments will be announced to the audience.

New Business: Discussion on getting a high profile speaker for one of the 50th anniversary events where ticket would be sold

The meeting was adjourned at 10:30 am.

The next board meeting will held at the Roskamp/Patterson Bldg on Friday, January 10 at 2:30 pm.

Bob Germain, Secretary