

**APPROVED MINUTES OF THE MEETING
LIFESPRING BOARD OF DIRECTORS
September 12, 2023**

PRESENT

Susan Puretz, President
Natalee Rosenstein, Vice-President
Maureen Bybee, Secretary
Peg Nau, Treasurer
Laura Phillips, Registrar & Task Force for Online Learning
Connie Cuttle, Curriculum Committee Coordinator
Prudence Garcia Renart, Events Committee Coordinator
Susan Davis, Membership Coordinator
Betsy Mills, Program Support Co-Coordinator
Maureen Huben, Hospitality Coordinator
Diane McDowell, Member-at-Large
Anne Miller, Member-at-Large
Leslie Surprenant, Member-at-Large
Rich Davis, AV Coordinator
Leeanne Thornton, Saugerties Town Board Liaison to the Senior Education Commission

ABSENT

Lee Gable, Member-at-Large and Class Managers Coordinator
Lydia Edelhaus, Member-at-Large

This regularly scheduled online meeting of the Board was called to order by Susan P at 9:31 a.m.

A. Approval of Minutes from August 8, 2023

A **MOTION** to approve the Minutes of August 8 was made by Maureen H with a second by Diane M. Without discussion, the **MOTION was approved** unanimously.

B. President's Report and General Updates See attached report from Susan P.

Susan P. noted for clarity that it was decided at our last meeting to confirm Betsy Mills and Susan Krompfer as Co-Coordinators of Program Support and that Betsy will be the voting Board Member while Susan K will handle most of the on-site program support and submitting reports to the Board.

C. Old Business - none

D. New Business

a. *Ad Hoc* Subcommittee for Strategic Planning

Natalee continued this discussion from last month's meeting. As we have grown and since Susan P will be retiring from the Presidency in 2024 it seems a good time to review our leadership structure. Natalee proposed a subcommittee of the Board to look at this. She would hope for a proposal from the subcommittee at the November Board Meeting. Following approval of a proposal, our By-laws might need to be reviewed, amended and approved by both the Board and the Membership. Natalee offered to chair this subcommittee. Connie, Leslie, Maureen B, Laura and Anne volunteered to serve on the subcommittee to review our structure. Susan P will provide the committee with a description of her current responsibilities and activities.

b. Policy on "no refunds"

Laura proposed a change in the current refund policy which was set in 2011. This policy was last stated in the catalogue in 2021. Due to changes in process for becoming a member, the policy was inadvertently missing from the membership enrollment and credit card payment forms for recent years. Laura recommended that we restate our refund policy in future catalogs, on the website, on future membership enrollment and credit card payment forms. Board members concurred with this recommendation.

Laura also noted that in 2018 the Board passed a policy of late enrollment/registration for a \$10 fee. This option has not been used over the past 5 years. It would be burdensome for the Registrar to administer this late registration policy and so Laura suggested that we rescind the late registration policy.

Laura made a **MOTION** that Lifespring rescind the late registration policy originally adopted on October 9, 2018 with a second by Anne. Without further discussion, the **MOTION was approved** unanimously.

- c. Logistics for WJC –in person classes
 - i. Laura suggested that we need door greeters for classes and the 9/22 welcome event. The WJC has agreed that LS may prop the front door open as long as there is a person stationed at the door as a greeter. Connie agreed to coordinate volunteers to cover the door before and between classes.
 - ii. For the welcome event, Laura, Maureen B, Prudence (when possible) and Leslie will greet Members and open the door.

- d. Credit/Debit Card for Lifespring purchases – Maureen H. suggested that LS obtain a credit or debit card for those ordering supplies for a committee’s needs. Currently, individuals purchase supplies or leave a credit card number using their personal credit card and are then reimbursed by Lifespring. She noted that for the Hospitality committee she sometimes spends as much as \$500.00 personally and that this could be a deterrent for future volunteers. Laura added that other committees and volunteers also do this including our Google accounts, website fees and Zoom accounts which must have a card on file for automatic monthly renewal. Can LS set up a way for those who order supplies for their committees to use a LS credit card or accounts with local vendors? Leeanne agreed to explore this with the town and is waiting for a response from the Town Accountant to determine if this could be arranged through the Town. Discussion followed including many suggestions for how to limit the need for individuals to pay and then be reimbursed as well as the need for oversight procedures. The topic was tabled until the October 10, 2023 Board meeting when additional information from the Town Accountant will be available. Maureen H requested that she be informed if

any decisions are made regarding this topic before the next Board meeting.

- e. Photo Release form: Susan P. reported that she is still waiting for final word from the Town Attorney through Fred Costello's office. Discussion and suggestions about a policy and implementation of a policy followed with a final decision waiting for input from the Town Attorney.

A **MOTION TO ADJOURN** was made by Laura with a second by Anne. Without discussion, the **MOTION passed** unanimously. Susan P adjourned the meeting at 10:59 a.m.

Maureen G. Bybee,
Secretary

NEXT MEETING:

October 10, 2023 (on zoom) at 9:30 am

AGENDA
BOARD OF DIRECTORS
September 12, 2023

Unable to attend:

Lee Gable, Lydia Edelhaus

A. Minutes: August 8, 2023

B. President's Report and General Updates:

NOTE: The format will be changed for **today's** meeting and some items from the Board Reports will be covered under New Business

C. Old Business

1. No items listed

D. New Business (Looking Forward)

1. Ad hoc Subcommittee for Strategic Planning
2. Policy on "no refunds"
3. Logistics for WJC –in person classes
4. Credit/Debit Card for Lifespring purchases

NEXT MEETING:

October 10, 2023 (on zoom) at 9:30 am

**Reports to the Lifespring Board Meeting
September 12, 2023**

PRESIDENT:

Well, Lifespring (at least for some Volunteers) is continuing what I stated last month (“off and running as we BEGIN our 15th year of operation”)

At this time, all seems good and under control as we approach our first event of the 2023-2024 year ---The Ramble on September 14th followed by our first performance scheduled for Sept 22nd at the WJC.

Laura has been incredibly busy handling Registration and its concomitant issues and we have a new high –215 members (with 69 “newbies”) I hope these numbers are accurate (☺).

As you will see in the reports ---many of you are now actively getting ready for the semester (e.g. AV, Class Managers, etc). btw: The WJC has gotten our “insurance voucher and will be shortly getting our rental check (it is currently being processed).

And finally, we have a semi-authorization from Fred Costello’s office re: for our photo release form.

“Let’s go Lifespring”

Respectfully submitted and in solidarity,

Susan Puretz

VICE PRESIDENT:

No report
Natalee Rosenstein

TREASURER:

Treasurer's Report August 2023				
			Balance Forward	\$16,016.21
INCOME				
Date	Amt Rec'd	Received From		
8/30.23	\$14,084.36	Member Credit Cards		
8/30/2023	\$240.00	Member Checks		
8/30/2023	\$19.57	Interest		
Monthly Income	\$14,343.93			
EXPENSE	Amt Paid	Payee		
8/9/2023	\$997.50	1394 Anna Landewe		
8/9/2023	\$95.97	1395 Laura Phillips		
8/21/2023	\$78.75	1396 Anna Landewe		
8122/23	\$2,730.00	1397 Woodstock Jewish Congregation		
Monthly Expense	\$3,902.22			
			Ending Balance	\$26,457.92

Peg Nau

REGISTRAR AND TASKFORCE COORDINATOR:

Registration and Taskforce Report for Lifespring Board Meeting September 12, 2023

Member enrollment for 2023-22024 is 215. Of that number, 63 are new (or returning members from before 2021.)

Here is the breakdown of towns with 4 or more members

Hurley 11

Kingston 27

New Paltz 6

Port Ewen 7

Rhinebeck 6

Saugerties 78

Stone Ridge 4

Woodstock 24

Misc 48

Out of State 4 2 CT, 2 NJ. 4

Of the total, 3 paid the membership fee by check

183 paid by credit card

29 were presenters or jumpstarters with free membership

Registration for courses began on August 22. There are still 4 days left as of my report, but I don't expect any major changes in the numbers. I have already sent two reminders since the original registration forms went out.

Thursday Rambles 20

A1 - Between the Wars 46

A2 - The Rise of Right-Wing Terrorism 44

A3 - Huguenot Street 29

B1- Artists in the Hudson Valley 63

B2 - All Charged Up 15

B3 - Zentangle Basics 14

- B4 - Successful Aging 20
- C1 - Better Than Therapy 15
- C2 - Eclectic Outdoors 31
- C3 - The Write Stuff 4
- C4 - Best American Short Stories 26
- C5 - Mah Jongg for Beginners 12
- D1 - Arthur Miller's Men 26
- D2 - The Supreme Court 25
- D3 - The Fairy Tale Experience 14
- D4 - This is Our Life 31

There are 16 on the wait list for the Rambles, 9 on the wait list for Mah Jongg and 3 on the wait list for the Supreme Court.

We had an excellent response to our Performance registrations which were held separately.

I plan to open registration again for those that were not filled shortly before they are scheduled.

P3 and P4 have small wait lists.

P1 - Songs of the Hudson Valley 76

(Our Welcome Performance)

P2 - Poetry and Music 41

P3 - An Afternoon with FDR 60

P4 - Laugh and Learn 60

P5 - The Write Stuff 25

NOTE: I don't have anything more to report from the taskforce other than my August report.

Laura Phillips

Registrar and Taskforce coordinator

STANDING COMMITTEES

CURRICULUM:

The Curriculum Committee has completed a full schedule of the Winter Presentations and February mini-courses and is working on the Spring 2024 schedule of online and in person classes. To date, we have two online courses and three in person courses scheduled. A small committee is working on developing a course on voting. We would appreciate hearing from Board members regarding their suggestions for course presenters and/or course ideas.

Respectfully submitted,
Connie Cuttle

EVENTS:

No report.

Prudence Garcia-Renart

HOSPITALITY:

I will setup donuts and coffee outside the WJC between 1st and 2nd period on the first day of the Spring 2023 semester.

Maureen H.

NOTE: I am leaving Maureen's report from August since there are some relevant things to September (SP)

I plan to provide refreshments for the fall semester. However, the logistics are a little tricky. Based on your note regarding your meeting with Rahel, this is my suggestion.

-It takes approximately 40 to 45 minutes for the large coffee urns to be ready. Even if I set them up the day before, it would still give people only a few minutes prior to the first class. I will be taking both morning classes on Wednesday. I feel the best way to do it is to start the coffee urns at approximately 8:45 a.m. when Karl arrives.

Prior to my arriving at the WJC I will pick up pastry and fruit and arrange it on the table. I do not think we should expect to provide the large assortment of food that we did pre-Covid. There are two reasons for this. One is the amount of work it takes knowing that we have less volunteers this year. It also would require us to be there at approximately 8:00 a.m. to prepare everything. If Juliet Eisenson is taking classes on Wednesday I am sure she will help me to set up and clean up. If not, I will recruit someone else.

I also saw that on September 22 for the Welcome to Fall 2023 concert, light refreshments will be served. I will give that more thought as far as details and discuss it at the September board meeting.

Maureen H.

MEMBERSHIP:

I am very pleased to report that Lifespring set a new record with 215 members for 2023/24! We have 63 new members including 10 who were Presenters in the prior year. Our retention rate was also good...about 75% of those who were members in 2022/23 have become members for 2023/24!

New Member Welcome: On August 20th, shortly after the close of the Membership Enrollment Period, I sent a welcome letter to our new members. In addition, it is my hope that Class Managers and others who welcome members to our Zoom and in person classes and events, will give a special welcome to new members at the first session. I've asked Susan Puretz to give a general Presidential Welcome to New and Returning Members at the September 22nd Welcome Back Fall '23 Performance.

We are in the final stage of preparing the "Need to Know" document that offers several pieces of information that will be helpful to both returning and new members—a friendly “here are some things you should know”. It will be sent out to all members via email on or about. September 19th.

I have been chatting with Anne Miller about some innovations she would like to make to the website to insure that those who are not members can easily find the directions to sign up for the Interest List. Go Anne!

Susan Puretz who monitors the LS Gmail has done an excellent job of responding to those who send in an inquiry.....and has started creating a new Interest List group for 2024/25. (We make certain that they know that they are welcome to attend this year's Winter Programming as guests). I will send emails to Interest List people throughout the year as opportunities arise.

Many thanks to everyone who had some part...large or small...in making our membership drive a success. A special thanks to Laura Phillips who is incredible good at everything she does....which is a lot!!

Susan Davis,
Membership Coordinator

PROGRAM SUPPORT:

I am in process of getting class size info from Laura Phillips and will be following up with WJC regarding setup.

Susan Krompier and Betsy Mills

MEMBERS AT LARGE:

Note: No reports from Lydia Edelhaus, Lee Gable, Diane McDowell, and Ann Miller

I've been in contact with a friend who has been on the interest list. She joined and will be taking classes. I am hopeful we can rope (err, I mean recruit) her to teach a course - or do a presentation.

Not specific to Member at Large but work on LS:

I continue to serve on the Curriculum Committee and have been working with Betty Schoen-Rene to set up our fall walks, developing my part of the Eclectic Outdoors in-person course this fall, and reaching out to the other presenters for that course.

That's it for now.

Leslie Surprenant

AD HOC COMMITTEES

AV

I've spent a few hours getting ready for the fall semester as follows:

I fired up the 2 Lifespring laptops, a 2011 MacBook Pro, and a 2011 Lenovo, and brought their software up to the current level of updates, despite the fact that they probably won't be used this semester.

I then tested them out connecting to my home smart TV using an HDMI cable to show PowerPoint slides via the link. It worked!

Next test was to connect them to the 86" LG large screen TV at the WJC, and I was able to connect that successfully as well. This means that the plan to use the TV instead of a projector/screen setup should work fine.

Rahel Gruenberg was available to provide assistance to me and she will be available during our B period once classes start, but she does not arrive before 10 AM. Hopefully, Karl can assist if needed.

I understand that the LG TV's also can be connected wirelessly using the AirPlay function, which only exists on Apple laptops (and iPhones & iPads) . I did not try that at the WJC, but plan to next time I'm there. This connection uses the WIFI network and would eliminate the need for a cable connection.

The main thing to checkout for our presenters that will need to connect similarly, is to determine how their laptops would connect to an HDMI cable. As modern laptops get thinner, manufacturers often no longer provide an HDMI port on the side of the

laptop. It seems like it is common to find only USB-C ports for external connections on most current laptops. This is true for all recent MacBooks, and I am finding the to be true for Dell, HP, Lenovo, Samsung as well.

With only USB-C ports on recent laptops, the user must acquire an add-on adapter to connect to an HDMI cable. I have purchased a USB-C to HDMI adapter that hopefully allow most new laptops to be connected to the LG TV via an HDMI cable. I'll be able to test it as soon as it arrives.

Separately, Laura and I are working on defining a way to amplify Donn Avalon's voice since he will not be in the Sanctuary this semester. We have some equipment that would work, but may opt to purchase something more easily setup for this purpose.

With these of the large TV instead of projectors and screens, I do not foresee a major AV team effort being required.

John Dashman has agreed to help out as part of the team this semester.

Rich Davis

CLASS MANAGERS:

I will be doing a workshop to review the class manager job description.

Update (9-5-2023)

I had a workshop today to give the class managers their clip board with paper work and reviewed the job description with them.

Lee Gable

PUBLICATIONS COORDINATOR:

Nothing new

Anne Miller

Photo Release Form

Lifespring Adult Learning Community

I hereby grant permission to Lifespring to use photographs of me taken at Lifespring events and/or classes from July 31, 2023 to August 1, 2024 in publications, online and in other communications related to the mission of Lifespring.

Signature of Adult

Name _____

Address _____

Phone _____

Email Address _____