

**APPROVED MINUTES OF THE MEETING
LIFESPING BOARD OF DIRECTORS
Nov. 14, 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
Lee Gable, Member-at-Large and Class Managers Coordinator
Diane McDowell, Member-at-Large
Leslie Surprenant, Member-at-Large
Lydia Edelhaus, Member-at-Large
Rich Davis, AV Coordinator
Leeanne Thornton, Saugerties Town Board Liaison to the Senior Education Commission
Fran Jacobson, Member of Lifespring

ABSENT

Anne Miller, Member-at-Large

This regularly scheduled online meeting of the Board was called to order by Susan P at 9:30 a.m.

A. Minutes: October 10, 2023

A **MOTION** to approve the previously distributed Minutes of October 10, 2023 was made by Peg with a second by Laura. With no discussion, the **MOTION WAS APPROVED** unanimously.

B. President's Report and General Updates:

a. Appointment

Lee Gable is leaving her position as the Coordinator of Class Managers in anticipation of her move to Albany. Susan P requested approval of the appointment of Lydia Edelhaus who has agreed to serve as the new Coordinator of Class Managers. The Board unanimously agreed to Lydia's appointment as the new Coordinator of Class Managers.

- b. Compliments
Susan P shared complimentary emails from members about the fall 2023 semester.

C. Old Business

- a. *Ad Hoc* Subcommittee for Strategic Planning
Natalee thanked the members of the *Ad Hoc* Subcommittee for their past and continuing hard work. She then provided a summary of the proposed changes in leadership structure including the formation of an Executive Leadership Committee (EC) for Lifespring as a springboard for discussion. The proposal will be voted on at the next Board meeting. If the proposal is approved, updates to the By-Laws will be required. If the proposal is approved, a timeline describing steps in the transition process will also need to be approved. The *Ad Hoc* Committee is currently reviewing a transition timeline.

Discussion followed with each member in attendance offering their questions and thoughts regarding the proposal and the following questions:

- i. Recommendation for a statement of how to resolve a possible deadlocked vote on EC.
- ii. Does Board approve EC leader and Assistant Leader after their election by EC?
- iii. Who represents Lifespring to the public?
- iv. Why only one year as “leader?”
- v. Does a Board Member keep their Board responsibility if appointed to EC?
- vi. These and other concerns were addressed in the discussion or will be addressed by the *Ad Hoc* Committee prior to the next Board Meeting.

There was general support for the proposal and the formation of an Executive Committee to provide and share leadership.

- b. Petty Cash Fund For Hospitality
There was a **MOTION** by Laura with a second by Maureen H to establish an additional petty cash fund of \$350.00 before each semester for Hospitality purchases to be replenished as needed when receipts are submitted. The Hospitality Coordinator will submit receipts and a voucher at least once a month to the Treasurer during the semester and the unused funds will be returned to the Treasurer at the end of each semester. Without further discussion, the **MOTION WAS APPROVED** unanimously.

- c. New member meeting update
Susan Davis reported that the New Member Meeting will be held online by Zoom tomorrow (November 15, 2023). 11 new members and 8 or 9 Board Members are planning to attend. It will be an informal meeting sharing experiences and listening to input from the new members.

D. New Business

- a. Sharing material. This item was requested by Member at Large Leslie Surprenant
Leslie with a second by Prudence made a **MOTION** that when other LLIs seek to invite our membership to their programs we are permitted to notify our members by email.

- b. Following discussion of many concerns both for and against, Natalee made a **MOTION TO TABLE** the Motion until our next meeting with a second by Lydia. With 11 yes and 2 no, the **MOTION TO TABLE WAS APPROVED.**

Laura made a **MOTION to adjourn** with a second by Prudence. Without discussion, the **MOTION TO ADJOURN was approved** unanimously

Susan P. adjourned the meeting at 11:05 a.m.

Maureen G. Bybee,
Secretary

NEXT MEETING:

December 12, 2023 at 9:30 am

AGENDA
BOARD OF DIRECTORS
November 14, 2023

A. Minutes: October 10, 2023

B. President's Report and General Updates:

1. Appointments
2. Compliments

C. Old Business

1. Ad Hoc Subcommittee for Strategic Planning
2. Petty cash fund for Hospitality
3. New member meeting update

D. New Business (Looking Forward)

1. Sharing material. This item was requested by Member at Large Leslie Surprenant

NEXT MEETING:

December 12, 2023 (on zoom) at 9:30 am

**REPORTS TO THE LIFESPING BOARD MEETING
for November 14, 2023**

PRESIDENT'S REPORT FOR NOVEMBER 2023 BOARD MEETING

My awe and being overcome by what various Board members do at the Wednesday Fall sessions at the WJC continues ---UNABATED!

I can add nothing to my statement in October where I said:
I am amazed at the effectiveness and efficiency of you as you perform your "designated" roles plus a whole lot more.

I particularly want to cite Maureen H our Hospitality "Lord and Master" a dignified and potent Hospitality Chief! (see below for reference)...The "new" hospitality room although not as "intimate" as the one pre-covid" does allow for both nourishment and communication between members!

There are several things on my plate which need to be addressed in the coming months including our relationship with the WJC – "wherest we goith" --- Brooklynese for "whither thou goest, I will go"

Looking forward to your guidance

"Let's go Lifespring"

Respectfully submitted and in solidarity,

Susan Puretz

These lines are from the Gilbert and Sullivan Opera "The Mikado"

Behold the Lord High Executioner
A personage of noble rank and title —
A dignified and potent officer,
Whose functions are particularly vital!
Defer, defer,
To the Lord High Executioner!
Defer, defer,
To the noble Lord, to the noble Lord,
To the Lord High Executioner!

VICE PRESIDENT:

No report as Vice President.

See separate report as chair of the Ad Hoc Committee on Strategic Planning

Natalee

AD HOC COMMITTEE ON STRATEGIC PLANNING

From Natalee as Chair of the Committee

Introduction to Proposed New Leadership Structure

In its 15th year, Lifespring has grown to a membership of more than two hundred people. It now offers its members courses online and in person, as well as artistic performances and Spring and Fall nature walks. In addition, members can participate in one-day presentations and mini-courses online which are also open to the community at large. As an all-volunteer organization of retired and semi-retired people, leading an organization of this size and complexity is not an easy task. It requires the effort of members who offer their time and talent in a wide variety of roles.

The current leadership design headed by an elected President has done an admirable job of keeping the organization moving forward. Looking ahead, however, the current structure does not seem viable or preferable. Most significantly, the present mandated responsibilities as well as assumed tasks of the office of President are too much for one person to undertake. And, in reality, they often are divided up among other Board members. Currently, this is done in an ad hoc and less than transparent way.

Two issues have become apparent. First, it will be increasingly difficult to find one individual to fulfill this role. Equally important, to keep the organization both viable and vibrant, it is important to actively engage additional members in leadership roles.

The Committee on Strategic Planning proposes a different leadership structure, replacing the role of President and Vice President with an Executive Committee selected by the Board and headed by an Executive Committee Leader and an Executive Committee Assistant Leader chosen by the committee. This new leadership structure will be voted on and codified in the By-laws, so it is clear to the entire membership. The details are spelled out in the attached proposal.

The Committee believes this new structure will encourage more members to become part of leadership and build their capacity to do so, thereby ensuring the vitality and sustainability of Lifespring for years to come. Please give it your careful consideration.

Natalee Rosenstein,

On behalf of the Ad Hoc Committee on Strategic Planning

Maureen Bybee, Connie Cuttle, Anne Miller, Laura Philips, Leslie Surprenant

Proposed Executive Leadership Structure November 2023

GOVERNING BODY

The affairs of the organization will be governed by a Board of Directors, hereinafter referred to as the "Board." The fifteen (15) voting members of the Board are Six (6) Members-at-Large, the Secretary, the Treasurer, and seven (7) Chairpersons of the Standing Committees as follows: Curriculum, Events, Hospitality, Membership, Onsite Program Support, Publications, and Registration. Members of the Board are expected to regularly attend scheduled meetings.

I. Election and Selection Process

1. The Secretary, Treasurer, and six Members-at-Large will be elected by the membership. The chairs of the Standing Committees will be appointed by the Executive Committee and approved by the Board.
2. **Term of Office** The secretary, treasurer, and six at-large have no term limits and may serve successive elected two-year terms. Three Members-at-Large shall be elected in even years, and three elected in odd years. The Treasurer will be elected in even years and the Secretary in odd years. Standing Committee Chairpersons shall have no term limits and may be reappointed by the Executive Committee every two years.
3. If a member of the Executive Committee informs the Board that s/he can no longer serve on the Executive Committee, then the Board will appoint another member of the Board to serve on the Executive Committee.

II. Executive Committee Formation

1. The Board will nominate and approve five (5) Board members to serve on the Executive Committee. The Executive Committee will serve as a steering committee for the Board. Members of the Executive Committee will serve a two-year term and may be renominated and approved by the Board. At least two members of the Executive Committee will be Members-at-Large.
 - a. Members-At-Large serve as the voice of the membership, representing their interests to the Board. Members-At-Large may volunteer for, or be appointed by the Executive Committee, to various responsibilities and projects including coordination of Ad Hoc committees. Members-At-Large are encouraged to join a Standing Committee and to assist on other initiatives, committees, and projects.

III. Executive Committee Responsibilities

1. The Executive Committee will select a member of the committee to serve as the Executive Committee Leader for the Board and a second member to serve as the Executive Committee Assistant Leader.
 - a. At the end of one year, the Executive Committee Assistant Leader will assume the role of the Executive Committee Leader and the Executive Committee will select another member of the committee to serve as the Executive Committee Assistant Leader.
 - b. If either the Executive Committee Leader or Executive Committee Assistant Leader are unable to fulfill their term, then the Executive Committee will select another member to fill each role as needed.
2. Meet a minimum of once per month, with additional meetings as required to meet the needs of the organization.
 - a. Use consensus process to reach decisions and revert to a vote at the end of a discussion if consensus cannot be achieved. A majority vote of three (3) of the five (5) members at the meeting will move the decision forward.
 - b. Provide a Report to the Board at each Board Meeting
3. The Executive Committee will meet prior to each Board meeting to prepare the agenda.
4. Appoint, with the consent of the Board, the Chair of each Standing Committee and convene and constitute ad hoc committees as needed.
5. Fill any vacancy on the Board or in the leadership of an Ad Hoc committee by recommending to the Board a member of the organization to serve the remainder of the vacant term. The Member must be approved by the Board to fill the vacancy.
6. Communicate regularly with the membership in addition to the annual meeting.
7. Work with Standing Committee Chairs as needed to address issues that may arise.
8. Nominate Board members, for approval by the Board, to serve as representatives to other LLIs and/or other community organizations.
9. Appoint an Ad Hoc By-Laws Committee at least once every three years to review current By-Laws for the purpose of revising and updating them as needed or at the request of at least three members of the Board. The By-Laws Committee will present suggested changes to the Board for review and approval. The Board will present any recommended changes to the membership to be voted on.

10. Appoint a Budget Committee of at least three members who are approved by the Board. The Budget Committee will meet as often as need in consultation with the Executive Committee. In consultation with existing standing and ad hoc committees, the committee will develop a budget for consideration by the Executive Committee. The budget must be approved by the Board. An Annual Budget Report will be presented to the Membership at the Annual Meeting held prior to May 31st each year.
11. Lead the Annual Membership Meeting which will take place either in person and/or online each year after the completion of the Spring Semester and prior to May 31. At the Annual Membership Meeting, the Executive Committee Leader and Assistant Leader and other Board members will provide an update on the status of the organization, present the Treasurer's Report to the membership; and announce the results of elections to the Board.

IV. Responsibilities of the Executive Committee Leader and Executive Committee Assistant Leader

1. The Executive Committee Leader will:
 - a) Prepare the agenda for Board Meetings with input of the Executive Committee and convene and lead Board Meetings.
 - b) Prepare the agenda for the Annual Meeting with input from the Executive Committee; work with the Executive Committee Assistant Leader and the Events Committee Chair on the meeting's format; and preside at the Annual Meeting with the Executive Committee Assistant Leader. The Leader will designate members of the Executive Committee and/or the Board to provide reports at the Annual Meeting.
 - c) Call special meetings of the Board if requested by the Executive Committee or by three Board members. Special meetings can be held in person and/or online. Provide the secretary with the date and time of a Special Meeting to send out to all Board members at least three days prior to the meeting.
 - d) Communicate with the Town regarding insurance, legal, financial, or other issues as needed.
 - e) Delegate specific responsibilities to the Executive Committee Assistant Leader, other Executive Committee members, and/or Board members as necessary to best meet the needs of the organization.
 - f) Serve as the organization's co-signatory along with the Executive Committee Assistant Leader, and/or the Treasurer, on town documents, lease agreements, and other legal and/or financial documents pertaining to operation of Lifespring.
2. The Executive Committee Assistant Leader will:

- a. Serve in the Executive Committee Leader's place as needed, including, but not limited to, leading Board meetings.
- b. Communicate with the rental space owner/representative regarding rental agreements, class, performance, or presentation schedules, etc. and report back to the Executive Committee.
- c. Serve as the organization's co-signatory, along with either the Executive Committee Leader and/or the Treasurer, on town documents, lease agreements, and other legal and/or financial documents pertaining to operation of Lifespring.
- d. Collect monthly Reports to the Board from the Chairs of the Standing Committees and from the Chairs of Ad Hoc committees which are included in the Executive Committee's monthly Report to the Board.
- e. Work with the Executive Committee Leader and the Events Committee Chair on the Annual Meeting's format and co-lead the Annual Meeting in conjunction with the Executive Committee Leader.

V. Board Meetings

1. **Schedule:** The Board of Directors shall meet a minimum of nine times a year. The Executive Committee Leader (and/or the Executive Committee Assistant Leader) will lead Board meetings. The schedule of Board meeting dates, times, and location (online or in person) will be announced by the Executive Committee Leader on behalf of the Executive Committee to the Board for its approval and, when approved, emailed to members. All Board meetings are open to members of Lifespring.
2. **Special Meetings:** The Executive Committee Leader will call special meetings of the Board as necessary or if requested by three Board Members.
3. **Notice:** Notice of regular meetings and an agenda for such meetings will be emailed to all Board members by the Secretary prior to a meeting. Notice of a special meeting and an agenda will be emailed to all Board members by the Secretary at least 3 days prior to a special meeting.

VI. Secretary

The Secretary will:

1. E-mail all Board Members with the date and time of Board meetings, the link for online meetings and attach the Meeting Agenda and Reports to the Board prior to a Board Meeting; will email all Board Members notice of special meetings (See V 3); and attach the agenda and other required documents, if any.
2. Take the minutes of all Board Meetings and distribute them to the Board.
3. Prepare any correspondence as requested by the Executive Committee Leader or the Executive Committee Leader's designee.

4. Collaborating with the Executive Committee Leader and Events Committee Chair, the Secretary will notify the membership of the date, time, and agenda of the Annual Meeting no less than one month prior to the date of the meeting.
5. Maintain the official records of the organization.

VII. Treasurer

The Treasurer will:

1. Serve as one of the three members of the Budget Committee.
2. Monitor finances and arrange for collection of all monies and payment of expenses.
3. Report on the financial status of the organization at each Board meeting.
4. Communicate as needed with the Town of Saugerties on financial matters.
5. Present an end-of-year financial report at the Annual Meeting.

REPORTS CONTINUE ON FOLLOWING PAGE

TREASURER:

| Treasurer's Report October 2023 | | | | |
|--|------------------------|------------------|-------------------------------|--------------------|
| | | | Balance Forward | \$26,080.15 |
| INCOME | Date | Amt Rec'd | Received From | Notes |
| | 10/31/2023 | \$40.00 | Program Fees | |
| | 10/31/2023 | \$44.31 | Interest | |
| | | | | |
| | Monthly Income | \$84.31 | | |
| | | | | |
| EXPENSE | | Amt | Payee | |
| | 10/9/2023 | \$34.95 | 1401 Leslie Surprenant | Hospitality |
| | 10/9/2023 | \$133.13 | 1402 Maureen Huben | Hospitality |
| | 10/9/2023 | \$61.36 | 1403 Laura Phillips | Stationery |
| | 10/9/2023 | \$151.70 | 1404 Laura Phillips | Hospitality |
| | 10/9/2023 | \$203.26 | 1405 Laura Phillips | Zoom and Google |
| | 10/16/2023 | \$106.16 | 1406 Maureen Huben | Hospitality |
| | 10/27/2023 | \$128.20 | 1407 Maureen Huben | Hospitality |
| | Monthly Expense | \$818.76 | | |
| | | | Balance as of 10/31/23 | \$25,345.70 |

By Peg Nau, Treasurer

REGISTRAR AND TASKFORCE COORDINATOR:

Registration and Taskforce Report for Lifespring Board Meeting November 14, 2023

| | | | |
|--|--|-----|-------------|
| Total members registered Fall 2023 for ANY classes after add/drop | | 181 | |
| Registered for Zoom 9:30 | | 119 | |
| Registered for Zoom 11:30 | | 113 | |
| Total Registered for Zoom Classes | | 142 | Individuals |
| Registered for 2 Zoom classes | | 89 | Individuals |
| Registered for 1 Zoom Class | | 53 | Individuals |
| Registered for ONLY Zoom classes | | 64 | Individuals |
| Registered in Person 9:30 | | 86 | |
| Registered in Person 11:15 | | 95 | |
| Total Registered for in-person classes | | 116 | Individuals |
| Registered for 2 in-person classes | | 65 | Individuals |
| Registered for 1 in-person class | | 51 | Individuals |
| Registered for ONLY in-person classes | | 37 | Individuals |
| Registered only for Ramble | | 1 | Individuals |
| Registered for at least 1 Zoom and 1 in-person class during the semester | | 79 | Individuals |
| | | 181 | |
| Not registered for any classes | | 34 | Individuals |

Zoom attendance weeks 1-6

| Course Name | Registered After Drops | 2-Oct | 9-Oct | 16-Oct | 23-Oct | 30-Oct | 6-Nov |
|--|------------------------|--------|--------|--------|-----------|------------------|------------------|
| A1 Between the Wars | 47 | 40 | 33 | 32 | 35 | 32 | 36 |
| A2 Right Wing Terrorism | 40 | 34 | 35 | 33 | Cancelled | 29 | Four week course |
| A3 Huguenot Street | 32 | 21 | 23 | 25 | 26 | 26 | 24 |
| B1 Artists of the Hudson Valley | 66 | 56 | 53 | 52 | 50 | 50 | 46 |
| B2 All Charged Up | 15 | 10 | 8 | 12 | 9 | 8 | 9 |
| B3 Zentangle | 13 | 15 | 13 | 11 | 11 | 12 | 9 |
| B4 Successful Aging | 19 | 15 | 13 | 16 | 14 | Four week course | |
| | 232 | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | 14-Sep | 21-Sep | 28-Sep | 5-Oct | | |
| Fall Ramble(plus those on wait list who were able to attend as | 20 | 18 | 18 | 18 | 17 | Four week course | |

Complete Attendance records will follow in the December Board Report

By the end of add/drop, there were wait lists for only two classes – the Fall Rambles and Mahjongg for Beginners.

For both the Rambles and the Performances, the waiting lists were replaced by a kind of rolling signup. Leslie determined her actual numbers each week, added 2 and personally invited wait list members to fill the slots. We re-opened some of the performance registrations by re-sending the google registration form the week before and allowing people to register then. Although the last two performances had waiting lists, we were able to accommodate them all. We had more flexibility because the Lifespring Board voted in October to eliminate the 75% occupancy cap.

The first Winter Presentation - The Marigold Trail: a Journey through India will be Wednesday, Dec 6, 2023 at 11:00 am. Anne Miller and Roz Abramov will be the hosts. Registration will be November 20-Dec 4.

Laura Phillips

STANDING COMMITTEES

CURRICULUM:

The members of the committee have been hard at work and, as a result, courses for the Spring Semester 2024 are in place except for two slots which we are continuing to work on. In addition to online and in person courses and the Spring nature walks, the Spring semester will also include a film series held at the Saugerties Public Library.

Connie Cuttle, Coordinator

EVENTS:

Nothing really to report for events. I am thinking about the annual meeting but not much to do at this point.

Have a good day,
Prudence

HOSPITALITY:

The Hospitality committee provided refreshments for each of the six weeks of in-person classes. In addition to myself, Fran Jacobson and Kathie Mock are also part of this group.

\$737 was spent on food for the 6 weeks which is approximately \$123 per session. In addition, I placed orders through the Amazon tax free account that Laura has set up. Those orders consisted of paper products, coffee, tea and gloves for handling food. After the hiatus because of Covid, all of these items had to be re-stocked. Cost for those items amounted to \$178.

As was discussed at the last meeting. I feel it would be beneficial to set up a method whereby I have cash from Lifespring to purchase food items. I asked that this not be instituted until the beginning of the Spring 2024 semester. At that time, I would like to request a check in the amount of \$700 for which I will maintain receipts and be accountable. Or 2 checks in the amount of \$350 at the halfway mark for the classes.

A total of \$96 was given to us through donations on a weekly basis. A basket was on the table each week if people chose to contribute. That money was given to Peg Nau on the last day of classes.

Maureen H.

MEMBERSHIP:

A sincere "thank you" to all of the Board Members for making our new members feel welcome! And a special thanks to Maureen Bybee who learned, during an in-person

conversation with a new member, that not all of our LS members may be Zoom proficient. As a result of that “ah-ha” moment and some quick weekend work, we were able to attach to our invitation to register for the New Members Meeting, a basic and encouraging summary of “How to Join a Lifespring Zoom Meeting” (with pictures) created by Maureen! We also included an offer of individual help for those who request it.

Plans are coming together for the New Member meeting. Several Board members have agreed to attend and will give a warm welcome and a short summary of how they found their way to Lifespring and something about how they are involved. We will be able to finalize the exact agenda when we have a better idea of how many register to attend.

I have also collaborated on the recent emails that have gone out to our membership and the special letter sent to all of our new members giving important updates and a preview of what will be happening at Lifespring this Winter. There will be another email coming out on November 20th to signal the beginning of the registration period for the first Winter Presentation.

Keeping the broader community informed: As we near the opening of the Winter season which starts with the registration for the first Winter Presentation, I will be circulating some “PR” requests to our local news outlets. Because both the Winter Presentations and the February Mini-Series are open to everyone who registers, this has become an important way to introduce Lifespring to our broader community. We will also send a special invitation to those who are now on our Interest List and remind members that they may invite guests and/or pass along an invitation to others who might be interested in Lifespring.

Susan Davis, Membership Coordinator

PROGRAM SUPPORT:

All went pretty well for the room assignments this semester. There were a few changes needed after the first week but all resolved with Rahel and Karl.

Signs were made and put up with the assistance of my staff, Jay!
As far as I know, no one was lost and wandering the halls except for Leslie!

Respectfully submitted
Susan Krompfer

MEMBERS AT LARGE:

Diane McDowell: No report.

Leslie Suprenant:

As a Member at Large, representing Lifespring's membership, I am asking the Board to reconsider its policy of not allowing outside information to be shared by email with membership. I am advocating on behalf of Lifespring's members that Lifespring shares by email and any other appropriate means information about inter-LLI events to which Lifespring members are invited.

Lydia Edelhaus:

Worked with Prudence Garcia-Renart and Connie Cuttle on developing Voting course for Spring '24.

Doorkeeper for Prudence at two Library presentations. (Great presentations, Prudence!)

Met with Lee Gable to discuss taking on Class Management beginning in Spring 2024.

Respectfully submitted,

Lydia Edelhaus, Member-at-Large

AD HOC COMMITTEES

AV:

From an AV perspective, things are going well at the WJC. The big TV works well as a projector replacement, and is easy to set up. I've also become familiar with the audio system including the sound board which can control 20 microphone sources feeding the speaker system. We've used two wireless headset mics and a wireless handheld mic. The TV is loud enough so it does not need to be fed into the speaker system.

Rich Davis

richdavis@earthlink.net

CLASS MANAGERS:

I sent a Thankyou note to the class managers for making my job as coordinator, so easy. The classes ran smoothly with no issues, thanks to the class managers.

Lee Gable

PUBLICATIONS COORDINATOR:

Winter Presentation flyers and announcements are online under Latest News and Winter Presentations. Early Feb Mini Course info also online under Latest News. Actual catalog will be available Jan 8.

Anne Miller