

# Lifespring Board of Directors Meeting

June 11, 2019

(Approved August 13, 2019)

Present: Marv Beach, Colleen Greco, Susan Davis, Marjory Greenberg-Vaughn, Maureen Huben, Susan Krompier, Diane McDowell, Peg Nau, Laura Phillips, Mary Porter-Hall, Susan Poretz, Natalee Rosenstein, Lucy Stagich, Marilyn Wakefield

Absent: Norman Bowie

The meeting was held at the home of Susan Poretz, 158 Buffalo Road, Saugerties, N.Y and called to order at 9:41 a.m.

Lucy Stagich, as a newly elected member of the Board, was welcomed to the meeting and will begin her term in August, 2019. Board members introduced themselves to her.

1. **Minutes** – Approval and correction of Minutes of May 14, 2019 – Under section 2, c. The sentence that reads: *When problems come up, the presenter should feel free to discuss them with the class manager* was removed. Colleen moved to approve the minutes as corrected, seconded by Susan Krompier. Carried. Approval and correction of minutes of the Annual Meeting, May 29, 2019 – On page 2, the nominating committee is Marv Beach, Maureen Huber, and Colleen Greco, not Laura Phillips. On page 3, under Special Recognitions, gift certificates were presented to Jouette Bassler and Marv Beach. This was omitted in draft minutes. On page 9, the Budget prepared by Peg Nau will be entitled Projected Budget and under Revenue, the line will read as Estimated balance brought forward 7/31/19. Diane McDowell moved to approve the minutes as corrected. Seconded by Susan Krompier. Carried.
2. **President's Report and General Updates** – Library re: hearing loop – In conversation with Katie Scott-Childress, Susan discovered that research about a hearing loop system had been done and found that it would cost about \$5,000. It was determined that it might not be fully used and to purchase something so expensive was not a wise idea. Rich Davis was doing research about something less expensive in the range of \$279. Our last gift to the library was in 2017 in the amount of \$200.00. At the August meeting there will be a decision about a gift to aid hearing at the library that would be appropriate.

Annual Meeting Feedback – There was applause from all the Board Members and a unanimous comment that it was fabulous. Juliette Eisenson sent a very complimentary note about the event. There were 81 people who attended and 8 who had responded affirmatively, but were unable to be there. There were some last minute RSVPs. The Catskill's Bigtime Dixieland Band music was exceptional and enjoyed by all. Suggestions for next year's event: Remain at the WJC and

to make the room seem less crowded, having the serving tables closer to the walls would be helpful, and 10 people per table made for back to back people and 8 would perhaps work better. Because the Annual meeting is such an important event, every opportunity to let all members know the date and what occurs at the meeting should be used. Newsletter with some photos, the catalog, any correspondence sent to members, and oral announcements will be good publicity.

3. SEC Chair Report – Susan Davis – no report.
4. Treasurer’s Report – Peg Nau – Report attached; Enlargement of the report will make it more legible.
5. Report from Registrar – Attached – Laura did comment that 23 people did not sign up for another class when a class was cancelled. That was the reason for the lower attendance at the end of Spring 2019.

#### **6. Reports from the Committee Coordinators**

1. Curriculum Committee – Mary Porter Hall and Diane McDowell – Report attached. A suggestion was made to the Committee about a Chair Yoga class for the Spring 2020 semester. Leslie Snow is the contact person. The Spring 2020 semester will have no interruptions: April 22, 29, May 6, 13, 20 and 27 (annual Meeting: June 3)
2. Events Committee – Colleen Greco – Report attached. The October 2 Preamble will be the next event.
3. Membership Committee – Susan Davis – Report Attached; Susan continued to speak about the way in which she and Susan P. make every effort to get news about Lifespring in the best possible outlets, personal notes, factual public relations, press releases, letters to the editor, community news, opportunities to speak at certain events and word of mouth to friends and acquaintances. Currently there are 189 Lifespring members.
4. Program Support Committee – Susan Krompier  
All classes seemed to go smoothly. There was one issue with a class needing to temporarily change for the day due to insects. This was fortunately remedied by the fact that one classroom was empty due to cancellation. No other complaints were reported. There was sufficient room in all classes for chairs and needed AV equipment. We are continuing to work on darkening shades for the classes that need them. I will follow up with Laura Phillips as to what is needed. I was assisted by Anne Svec most mornings for setting up the signage, but she has indicated that she will not be available for this come next year. Laurie Silver assisted occasionally with the midday breakdown of chairs and tables for the Kung Fu class. As soon as the next semester has been determined for class size I will meet with Dee Graziano, WJC, for Chair/AV setup.

5. Public Relations/Outreach Committee – Position Vacant-no report
6. Services Committee – Marjory Greenberg Vaughn – Hospitality Committee Report Attached. Marjory asked for the names of all the people who served on the afternoon hospitality committee.

## **7. Reports from the Ad Hoc Committee Coordinators**

1. Class managers – Lee Gable (Report attached)
2. AV – Rich Davis (Report attached)
3. Publications – The Lifespring Website - Background Report by Susan Davis

On June 10<sup>th</sup>, Susan Davis, Rich Davis, David Cartmell, Susan Greenstein and Anna Landawe met to discuss technical issues as well as procedures for updating and maintaining the new Lifespring website designed by Anna. Susan Greenstein and I came up with a procedure that we would like to use in facilitating and accomplishing updates, adding new items, and making changes to the Lifespring website.

The protocol:

**All changes, updates, and suggestions for new content (including images) should be sent to Susan Greenstein directly in a clear and concise email, with a copy to Susan Davis who has volunteered to be her assistant. Susan G. will create the appropriate wording in a site-compatible format, proof it for errors, and decide where and if it should be placed on the site. She will then send it to David, and his back-up Rich, with instructions and David will implement the request.**

**Requests to add documents to the Vault should be sent to Susan Davis and Susan Poretz who will review the documents and, if appropriate, will interface with David Cartmell to have them posted to the Vault. Documents that are posted should be in a PDF format.**

**Anna will continue to post each new Newsletter and catalog to the website.**

The motion was made by Susan Poretz and seconded by Laura Phillips to accept the protocol described above for managing the Lifespring website. Motion was unanimously approved. Many thanks to Susan Greenstein for agreeing to take this on.

## **8. Report from Moving Forward Committee – Natalee Rosenstein (No Report)**

There will be a meeting of the committee in August.

## **9. Old Business**

a. Sentiments plus – Marv Beach expressed her feelings about working with Lifespring for almost twelve years and she said that it has been a gift to her. Marv has certainly been a gift to the Lifespring Board and she will be missed. She presented the Board with a lovely box of chocolates that we all enjoyed. Marv has consented to work with

Susan P. in upgrading the Policies and Procedures document. Laura Phillips has made some corrections and it is time to get rid of some items in the document. At one time the Board all signed a Non-collusion contract.

b. Natalee Rosenstein is our newly elected Vice-President and she will begin her duties in August.

c. Gifts (a recap for 2018-2019) – , A gift of a luncheon was given to Town employees and the gift to the Library is being researched, Gifts to Dee and Joyce at WJC (gift cards) will be purchased shortly for them. The gift to the Town needs to be discussed.

#### **10. New Business**

a. Gifts for Presenters – Gifts of taking a class without payment have been given, but are often not used, The Curriculum Committee always writes thank you notes to the presenters and in the past they have been invited to a luncheon. The question of the appropriate gift to presenters has been referred to the Moving Forward Committee. Natalee has asked that Mary Porter Hall send a list to the MFC of the people who are eligible for gifts.

b. 2019-2020 Calendar – The calendar from 2011-2024 was attached to the Lifespring Board minutes of May 14, 2019, Page 6 of 19.

Note: The Hiking (bonus) class that will be held in the fall will be described in the Fall catalog.

The preamble for the Fall will be October 2 and the speaker is yet to be decided.

Laura moved that the meeting be adjourned and her motion was seconded by Maureen.

#### **NEXT MEETING:**

**Tuesday, August 13, 2019 at 9:30a.m. in the Town Hall**

Respectfully submitted,

Marilyn Wakefield, Secretary

**Reports for June 9, 2019 Board Meeting**

**TREASURER:**

**See attached at the end of this report.**

**REGISTRAR:**

Registrar report for Lifespring Board Meeting June 9, 2019

I am distributing the flash drives to committee chairpersons at the June Lifespring Board meeting. Please put your 2019 Spring files on your drive and return to me at the August 2019 board meeting.

Attached are attendance statistics for the Spring 2019 semester and a graph showing attendance compared to previous years.

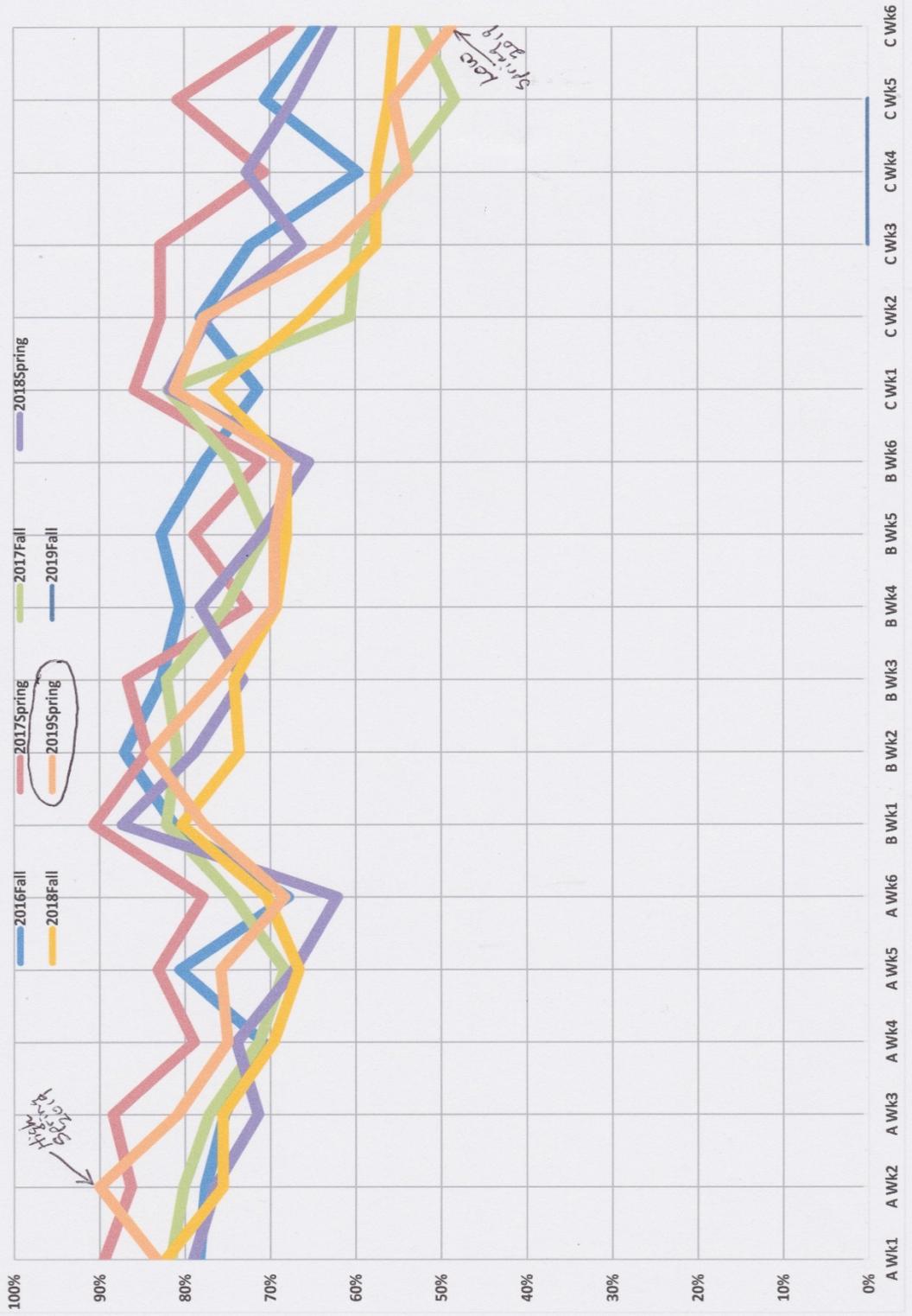
I have submitted wording to Susan Greenstein for Lifespring catalog wording changes due to late registration starting Fall 2019.

Laura Phillips

Lifespring Attendance Analysis Spring 2019

Regstd Feb After Add/Drop	A1 Gender Fluidity					A2 Opera as Politics 2					A3 Wonderings in Weathe					A4 Conversation					A5 Supreme Court Cancelled					Weekly Total Enrolled	Total Enrolled for Semester Feb	% Attended of Total Members
	25	52	54	34	32	40	46	44	29	29	30	32	29	24	25	6	9	6	6	0	0	0	0	0	0			
Week 1	23	40	40	30	30	30	32	29	29	29	30	32	29	24	25	6	9	6	6	0	0	0	0	0	0	120	159	63%
Week 2	24	46	44	32	32	32	32	29	29	29	32	32	29	24	25	6	9	6	6	0	0	0	0	0	0	120	159	68%
Week 3	19	44	44	32	32	32	32	29	29	29	32	32	29	24	25	6	9	6	6	0	0	0	0	0	0	120	159	61%
Week 4	20	40	40	32	32	32	32	29	29	29	32	32	29	24	25	6	9	6	6	0	0	0	0	0	0	120	159	57%
Week 5	20	40	40	32	32	32	32	29	29	29	32	32	29	24	25	6	9	6	6	0	0	0	0	0	0	120	159	57%
Week 6	21	33	33	24	24	24	24	24	24	24	24	24	24	24	24	4	4	4	4	0	0	0	0	0	0	120	159	52%
Average	21.2	40.5	40.5	27.3	27.3	27.3	27.3	27.3	27.3	27.3	27.3	27.3	27.3	27.3	27.3	5.7	5.7	5.7	5.7	0.0	0.0	0.0	0.0	0.0	0.0	120	159	52%
Regstd Feb After Add/Drop	B1 Women & Wage					B2 Stories We Tell					B3 Canvas Painting					B4 Zionism					B5 Short Stories-2017					Weekly Total Enrolled	Total Enrolled for Semester Feb	% Attended of Total Members
16	15	15	15	15	15	14	12	12	16	16	16	16	16	16	16	66	66	66	66	19	19	21	15	15	15			
Week 1	15	15	15	15	15	14	12	12	16	16	16	16	16	16	16	66	66	66	66	19	19	21	15	15	15	131	159	64%
Week 2	15	15	15	15	15	14	12	12	16	16	16	16	16	16	16	66	66	66	66	19	19	21	15	15	15	131	159	69%
Week 3	12	8	8	13	13	13	13	13	13	13	13	13	13	13	13	50	50	50	50	17	17	17	100	100	100	131	159	63%
Week 4	12	10	10	11	11	11	11	11	11	11	11	11	11	11	11	45	45	45	45	13	13	13	91	91	91	131	159	57%
Week 5	12	7	7	13	13	13	13	13	13	13	13	13	13	13	13	43	43	43	43	16	16	16	91	91	91	131	159	57%
Week 6	11	9	9	12	12	12	12	12	12	12	12	12	12	12	12	40	40	40	40	17	17	17	89	89	89	131	159	56%
Average	12.8	9.5	9.5	12.7	12.7	12.7	12.7	12.7	12.7	12.7	12.7	12.7	12.7	12.7	12.7	46.0	46.0	46.0	46.0	16.2	16.2	16.2	102	102	102	131	159	64%
Regstd Feb After Add/Drop**	C1 Broadway Bach... Lost Industries**					C2 Kung Fu					C3 Economic Issues** Emily Dickinson**					C4 B-4					Weekly Total Enrolled	Total Enrolled for Semester Feb	% Attended of Total Members					
37	45	0	29	29	29	38	0	0	11	14	14	14	14	14	14	14	14	14	17	17				22	15	15	15	117
Week 1	27	29	29	29	29	38	0	0	11	14	14	14	14	14	14	14	14	14	17	17	22	15	15	15	117	159	60%	
Week 2	26	29	29	29	29	38	0	0	11	14	14	14	14	14	14	14	14	14	17	17	22	15	15	15	117	159	57%	
Week 3	34	0	0	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	15	15	15	73	73	73	117	159	46%	
Week 4	33	0	0	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	15	15	15	63	63	63	117	159	40%	
Week 5	27	0	0	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	19	19	19	65	65	65	117	159	41%	
Week 6	27	0	0	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	14	14	14	57	57	57	117	159	36%	
Average	29.00	6.50	6.50	6.50	6.50	6.50	6.50	6.50	6.50	6.50	6.50	6.50	6.50	6.50	6.50	6.50	6.50	6.50	16.83	16.83	16.83	95	95	95	117	159	60%	
Definitions:	Total Membership including those with no classes																											
	Registered - people registered for at least 1 class this term																											
	Enrolled - highest number for specific class and period																											
	** Lost Industries Cancelled after 2nd week and 18 of 41 members were absorbed into other classes																											
Observations:	159 registered for at least one class of the 189 total membership																											
	131 registered for the busiest period (B) out of 159 total registered																											
	In the busiest period of the busiest week percent of total registered attending																											
	In the busiest period of the busiest week percent of the total enrolled for that period attending																											
Conclusions:	We don't expect 100% of the total registered to attend - only 84% attended in the busiest period of the busiest week																											

Percent attending classes by week



## Standing Committees

### CURRICULUM:

The Curriculum Committee has begun working on courses for the Spring 2020 semester. So far we have two courses lined up: Drawing and Haiku.

Diane McDowell and Mary Porter Hall, Curriculum Committee Coordinators

### EVENTS:

The Annual Meeting:

1. Thank you to my committee for all of their cooperation and hard work in making the tenth anniversary a success. They came in at 7:20 and did not leave until 1:45 after everything was cleaned up in the kitchen. Marilyn Wakefield made the initial contact with Adams. Maureen Huben, who took all the reservations, greeted everyone at the welcome table all through the breakfast. Karen Reynolds was her back up for reservations. Juliette Eisensen, who despite her broken foot, made the beautiful homemade cakes and then put the finishing touches on them that morning, including fresh blueberries! Teri Reynolds made the coffee and set up the beverage table with Peggy Ploss. All of the committee covered the 11 tables, filled the flower vases, and set up the buffet tables.
2. Thank you to Marjory who came in at 7:20 to open the WJC for us, then assisted with the setup, and even ran an errand for milk.
3. Thank you to Fran Jacobsen and Kathy Mellert who offered to come in early and stayed until the end, willingly assisting with All of the tasks.
4. Thank you to Connie Cuttle for the creatively attractive flyer.
5. Thank you to Rich Davis who set up the sound system accommodating All of our audio needs that morning. (And to Susan Davis who assisted him with that task.)
6. Thank you to Susan Poretz who was open for consultation and advice concerning the program and logistics of the day.
7. Thank you to Dee who arranged for the table and chair setup in the Social Hall on Tuesday night. Dee then monitored the front door during the Annual Meeting.
8. Thank you to Peg Nau for using her artistic talents to create the Memorial Board. Thank you to Susan Krompier for coming in early to setup the easel. Thank you to Karren Trent who made three lovely flower arrangements, which became the door prizes.
10. I sent a thank you note to Nathan Brenowitz for being so willing to share the talents of his CBDB with Lifespring, which topped off a wonderfully celebratory day. ( I received many positive comments about his band's performance from our members.)
11. Juliette only charged Lifespring for the cost of the ingredients and decorations for the cakes: \$48.04.
12. The other costs:

Party City:	\$133.96
Adams:	\$535.85
Deisings:	\$ 56.50
Price Ch:	\$. 4.98
Amazon:	\$ 14.99
Total:	\$746.28

On to planning the October 2 Preamble...

Colleen Greco

## **MEMBERSHIP:**

Many thanks to the six LS members who shared the responsibility of welcoming Lifespring members at each session: Esther Rosenfeld, Mary Felton, Mary Zeeh, Jean Fitzpatrick, Joan McDonnell, Greta Hutton. Notes from the May 8, 2019 general member meeting have been forwarded to the Curriculum Committee and are available for review. We are hoping for some good coverage in the area newspapers of the celebratory cake-cutting at the Annual Meeting. Susan Puretz and I wrote the PR and sent it to targeted area news outlets. In addition to some Lifespring history, it gave information about the upcoming catalog/registration cycle. Hoping for some coverage!

Over the next month or so, I will create a letter to be used to admit new members as well as some text for the email notification we will send to our interest list. In addition, I would like to reach out to our current members asking them to spread the word to friends and acquaintances who might be interested in joining Lifespring for 2019/20. We will submit an additional Press Release once the catalog is available on our website.

Susan Davis, Membership Coordinator

## **PROGRAM SUPPORT:**

All classes seemed to go smoothly, There was one issue with a class needing to temporarily change for the day due to insects. This was fortunately remedied by the fact that one classroom was empty due to cancellation. No other complaints were reported. There was sufficient room in all classes for chairs and needed AV equipment.

We are continuing to work on darkening shades for classes needing this. I will follow up with Laura Phillips as to what is needed.

I was assisted by Anne Svec most mornings for setting up the signage, but she has indicated that she will not be available for this come the next year. Laurie Silver assisted occasionally with the midday breakdown of chairs and tables for the Kung Fu class.

As soon as the next semester has been determined for class size I will meet with Dee Graziano, WJC, for chair/AV setup.

Susan Kromprier

**PR/OUTREACH:      Position vacant –no report!**

**SERVICES:**

Hospitality committee report: we're all packed up until the fall semester. Another great semester with a great committee.

Marjory

Chair of Hospitality Committee

**Ad Hoc Standing Committees****AV:**

Here are highlights for the AV team's work in the month since the last report:

- The final month of the Spring semester was quite successful from an AV point of view - no major mishaps or equipment failures
- Each week, we setup AV equipment for 7 classes - 3 period A courses, 1 period B, and 3 period C using three primary rooms for AV - Rooms 5 and 6 and the Social Hall, which will all have projector, screen, loudspeakers, etc. and they're fairly flexible to accommodate both Lifespring and presenter laptops of varying types.
- The past month, we also setup three microphone systems and loud-speakers for the annual meeting.
- I arranged for the town crew to pickup our equipment and take it to our town hall closet right after the annual meeting.
- I took the info from Mary Porter Hall's Contact sheet and set up a first draft of a Fall 2019 AV plan. It looks like there will be 9 courses needing AV support, and they are evenly spread with 3 each period. This will fit well with our standard of using Rooms 5, 6, and the SH as our key delivery rooms. Thanks for the details, Mary!
- I mentioned last month that we could really use additional team members - it turns out that we have a good candidate and I will soon develop a plan for bringing him up to speed on our technology.

Rich Davis

**CLASS MANAGERS:**

I am happy to report that the class managers who volunteered this semester helped to make the classes run very smoothly. I heard of one issue and it was taken care of by an experienced class manager. If a class manager was going to be absent, she/he took the initiative of getting a sub but let me know. We also resolved the issue of handouts by having the presenter communicate electronically with Laura Phillips. Laura distributed the information to the class via email. And that seemed to go well.

I am very grateful on how the semester went and I have no need to make any changes in policies for the Fall.

Lee Gable

**PUBLICATIONS:**

### **Lifespring newsletter, *News & Views***

Spring Newsletter was completed and is online on the website. Next newsletter in our new two times per year schedule is fall 2019, October, to coincide with the fall semester.

### **Fall Catalog**

I'm in the final stages of preparation before all goes to Anna Landewe, which will be this week.

"Publication" online is scheduled for the first week in July.

### **Flyers**

Colleen worked directly with Connie Cuttle to produce a really terrific flyer for the annual meeting. No other flyers are in the works at this time.

### **Website**

We have a website team meeting scheduled for Monday, June 10<sup>th</sup> from 2-4 pm. Participants will be David Cartmel, Rich Davis, Susan Davis, and me. Anna Landewe will be at the meeting and it will be an actual working meeting for our webmaster, David Cartmell, and his understudy, Rich Davis, to practice and perfect their skills at making any additions, corrections, changes, as needed, to the website.

Also, the Vault section of the website is working and is housing whatever materials, including minutes from board meetings that the board decides it wants in the vault.



*Peonies in June*

Susan Greenstein

LIFESPRING TREASURER'S REPORT												
MAY 2019												
2018-2019												
Balance Prev	34087.75	Balance FWD \$ (4,200.00)	\$ (1,891.95)	\$ (204.00)	\$ (525.76)	\$ (180.00)	\$ (1,874.05)	\$ (29.69)	\$ (158.17)	\$ (195.44)	\$ 13,800.00	\$ 3.59
Month	05/01/19	05/01/19	05/01/19	05/01/19	05/01/19	05/01/19	05/01/19	05/01/19	05/01/19	05/01/19	05/01/19	05/01/19
Car	amt	Party	amt	Host/Party	Host's you	Catalis	New/Wh	Audio	Office	Annual	Program	Program
					Gifts	Dept	Debn	Video	Supplies	Meeting	Cost Mgr	Cost Mgr
05/31/19	289.85	Monthly Donations										
Monthly Income	\$ 150.85		50.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
EXPENSES												
05/06/19	387.60	1334 Parkway Gardens V		317.90							40.00	
05/06/19	40.00	1235 S. San Diego										
05/14/19	138.78	1238 Parkway Gardens V		138.78								
05/16/19	20.00	1237 Calisan Cir									20.00	
05/16/19	119.57	1238 Parkway Gardens V		119.57								
05/17/19	180.00	1239 Parkway Gardens					180.00					
05/24/19	122.73	1237 Parkway Gardens V		122.73								
Monthly Expense	\$ 378.47		\$ -	\$ 758.57	\$ -	\$ -	\$ 180.00	\$ -	\$ -	\$ -	\$ 60.00	\$ -
Debit	\$ 19,354.13		\$ -4,200.00	\$ -2,150.42	\$ -501.90	\$ -518.78	\$ -190.00	\$ -	\$ -	\$ -	\$ -255.44	\$ 13,800.00
May 31			\$ 4,200.00	\$ 2,300.00	\$ 650.00	\$ 830.00	\$ 880.00	\$ 1,500.00	\$ 250.00	\$ 350.00	\$ 700.00	\$ 13,800.00
Projected												\$ 280.00

LIFESPRING  
**BOARD OF DIRECTORS**  
**AGENDA**

JUNE 11, 2019

1. **Minutes:** Approval of Minutes of May 14, 2019  
Approval of Minutes of the Annual Meeting (May 29, 2019)
2. **President's Report and General Updates:**
  - Library re: hearing loop system
  - Annual Meeting Feedback
3. **SEC Chair Report**
4. **Treasurer's Report**
5. **Report from Registrar**
6. **Reports from Committee Coordinators**
  - Curriculum Committee
  - Events Committee
  - Membership Committee
  - Program Support Committee
  - Public Relations /Outreach Committee
  - Services Committee
7. **Reports from Ad Hoc Committee Coordinators**
  - Class Managers
  - AV
  - Publications
8. **Report from Moving Forward Committee**
9. Old Business
  - a. Gifts
10. New Business
  - a. Gifts for Presenters
  - b. 2019-2020 Calendar

**NEXT MEETING:**

Tuesday, August 13, 2019 at 9:30a.m. in Town Hall

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