

LIFESPRING BOARD MEETING APPROVED MINUTES 5-12-20

LIFESPRING BOARD OF DIRECTORS AGENDA: May 12, 2020

1. Minutes: Approval of Minutes of April 14, 2019

2. President's Report and General Updates:

3. Reports

NOTE:

Because everyone has received an email copy, Reports #3a to #3g listed below will be skipped unless a Board member has a question about a particular report. HOWEVER, for the committees that are starred, keep your questions till after we have covered items listed under #3 since they will be discussed separately within a broader context under items 4 and 5.

- a. **SEC Chair Report**
- b. **Treasurer's Report**
- c. **Report from Registrar *****
- d. **Reports from Committee Coordinators**
 - i. **Curriculum Committee *****
 - ii. **Events & Services Committee**
 - iii. **Membership Committee ******
 - iv. **Program Support Committee**
- e. **Reports from Ad Hoc Committee Coordinators**
 - i. **Class Managers**
 - ii. **AV**
 - iii. **Publications:**
- f. **Report from Moving Forward Committee**
- g. **Report from Gift Committee ******

4. Old Business

- a. Gift committee:
 - i. Action on Proposals
 - ii. 2. Tributes
- b. Elections –Nominating letter and ballot
- c. Communicating with our members

5. New Business: The new “new”

- a. Membership: Proposed Motion:

In view of the current situation with COVID-19 and the uncertainty we face for the remainder of 2020 with regard to the impact that the virus will have on our Lifespring program, **I make a motion that Lifespring Board discuss extending the current membership year until December 31,**

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2020 without any additional charge to our current members. This would give us some flexibility and fluidity to determine the kind of programming we can offer for the remainder of the year while signaling to our members the importance of sustaining our Lifespring Community, collectively, in this uncharted and ever-changing time.

Susan Davis, Membership Coordinator

b. Curricular Considerations

Ad-hoc On-Line Task Force

I am proposing the creation of an **Ad-hoc On-Line Task Force** to continue the “pioneering” work that Laura has done which has allowed us to have zoom meetings but now to be extended to creating the platform and methods to implement our On-Line curricular offerings. Additionally, I would also send out a note to our members seeking volunteers to be part of this on-line task force. It would solicit both those with logistical/mechanical expertise and those volunteers who have skills in producing on-line courses i.e., content expertise.

6. General discussion about curricular offerings

7. Other

NEXT MEETING:

June 9, 2020 (by Zoom)

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**LIFESPRING
MINUTES BOARD OF DIRECTORS
May 12, 2020**

Meeting called to order at 9:38 a.m. by Susan P.

Present:

Susan Puretz, President
Natalee Rosenstein, Vice President
Maureen Bybee, Secretary
Peg Nau, Treasurer
Laura Phillips, Registrar
Mary Porter Hall, Curriculum Co-Coordinator
Colleen Greco, Events and Services Co- Coordinator
Susan Davis, Membership Coordinator
Susan Krompier, Program Support Coordinator
Norman Bowie, Member-at-Large
Maureen Huben, Member-at-large and Events and Services Co-Coordinator
Diane McDowell, Member-at-Large and Curriculum Co-Coordinator
Lucy Stagich, Member-at-Large
Lee Gable, Class Managers Coordinator
Rich Davis, A/V Coordinator
Susan Greenstein, Publications Coordinator

1. **Minutes:** Approval of Minutes of April 14, 2019
 - a. Motion to approve by Colleen, second Maureen H.
 - b. Colleen noted need to correct date of Annual Meeting in item 10 a.
 - c. Unanimous accepted as corrected

2. **President's Report and General Updates:** (Attached)
 - a. Reminder to Board Members to compose an individual message as tributes to Marjorie and Marilyn. Please send these to Natalee.

3. Reports

Susan P asked Natalee (Chair of the Nominating Committee) to report on progress toward electronic elections. Natalee has sent proposed materials to Board. The general e-mail to membership regarding candidates includes names of nominees proposed by the Board. It does not include pictures or bios of nominees so Lifespring members can feel more comfortable submitting additional nominees. The final ballot distributed to the membership will include pictures and brief bios for all nominees from both the Board and Membership. E-mail to membership to be sent on May 15 and the ballot on May 22 with completed ballot due one week later.

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- a. **SEC Chair Report** – No report this month.
- b. **Treasurer's Report** - Attached.
Susan P requested clarification of balance on Treasurer's Report. Laura noted actual balance as reported is \$18,055.00 which includes distribution of gifts to Town and WJC.
- c. **Report from Registrar** – Report Attached
- d. **Reports from Committee Coordinators**
 - i. **Curriculum Committee** Attached
 - ii. **Events & Services Committee** Attached
 - iii. **Membership Committee** Attached
 - iv. **Program Support Committee** Attached
- e. **Reports from Ad Hoc Committee Coordinators**
 - i. **Class Managers** Attached
 - ii. **AV** Attached
 - iii. **Publications** Attached
- f. **Report from Moving Forward Committee** No Report

4. Old Business

- a. **Gift committee:** Report Attached. There were no questions regarding the report.
 - i. Proposed gifts
Motion by Peg, Second by Lucy to approve gifts unanimously recommended by the Committee. (See report)
Motion Carried unanimously.
 - ii. Tributes – how to announce and give tributes to retiring Board Members Marilyn Wakefield and Marjory Greenberg-Vaughn. Susan D. suggests they be announced with election results that are distributed to all members.
- b. Elections – See earlier discussion.
- c. Communicating with our members
 - i. Information is included in the attached President's report. Susan D reminds us that we have so far sent two e-mails to the membership in April, one a general check in and the other a copy of the NYT article by Bette Ann Moskowitz. Newsletter will be out in mid-May carefully coordinating publication dates with other messages to members e.g. nominations and ballots
 - ii. Natalie reports that Laura sent a message from Leslie Suprenant to her class members that was originally scheduled for this spring semester.

5. New Business

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- a. The new “new”

Motion by Susan D with second by Susan K. that Lifespring Board extend the current membership year until December 31, 2020 without any additional charge to our current members.

Discussion: Susan D notes that this keeps current members engaged without having to make a choice, allows flexibility in whether to return to physical meeting, and simplifies process for both members and Board. Peg raised the question of how to handle new members in fall 2020. Susan D. suggested those on interested list might be permitted to participate for fall depending on necessary class size with actual membership beginning in spring.

Motion carried unanimously.

- b. Curricular Considerations

Susan P. proposed the creation of an **Ad-hoc On-Line Task Force** to continue the “pioneering” work that Laura has done which has allowed us to have zoom meetings but now to be extended to creating the platform and methods to implement our On-Line curricular offerings. This would include a note from her to our members seeking volunteers to be part of this on-line task force. It would solicit both those with logistical/mechanical expertise and those volunteers who have skills in producing on-line courses i.e., content expertise.

Motion by Laura with second by Colleen that an Ad-hoc On-Line Task Force.

Discussion included need to recruit additional members with expertise from membership for this Task Force. It does not preclude the hiring of an expert consultant if needed.

Motion accepted unanimously.

Susan P. appointed Laura, Maureen B, Mary and Rich as initial members of the Ad-Hoc On-line Task Force with unanimous consent of the board.

- c. Additional Curricular Considerations: See attached report of Curriculum Committee

Mary affirmed the suggestion in the report of training and one time presentation in July as a trial.

It was agreed that it is too soon for the Board to decide exactly how to proceed. The Board will await recommendations from the Task Force as

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well as reports of some Board Members' experience with Bard LLI summer offerings.

6. Other – none

MOTION TO ADJOURN by Maureen H and second by Colleen 10:41 a.m.
Motion carried unanimously.

NEXT MEETING: June 9, 2020 (by Zoom)

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President's Report for May 12, 2020 Zoom Board Meeting:

Once again, to save time so that at this upcoming Zoom meeting we can have discussions about some important issues, I herewith submit my President's report as a written update to my activity since our April 14, 2020 Board Meeting.

1. As you know, at the April meeting we approved several actions. An update of them is as follows:
 - a. Gift to Town.... a 1,000 dollar check was given to the Town. It says on the voucher and check: Funds to be encumbered and then to be used towards the CONSTRUCTION of a dedicated archival facility in Town Hall.
 - b. Donation to WJC: a 1,000 dollar check was mailed to the WJC with a letter (see attached on page 2. I received the following note back from Rabbi Jonathan in response to my email to him saying "did you get the check". He replied that he was told the check had arrived and then added: "how thoughtful and wonderful, thank you!"
 - c. Recognition of retiring Board members Marjory and Marilyn: At our April meeting we passed this motion

Motion by Laura with second by Natalee that in recognition of retiring board members Marilyn Wakefield and Marjory Greenberg-Vaughn and given the probability that there will not be a physical annual meeting, that we ask the executive committee to compose tributes to be included with an email to members....

Rather than ask the Executive Committee ONLY to compose tributes...I INTEND TO ASK THAT ALL BOARD MEMBERS COMPOSE SOMETHING AND SEND THEM TO NATALEE –WHO HAS VOLUNTEERED TO COLLECT AND COLLATE THEM.

2. When you read the Board reports for this month, you will see that Laura has been working (seems like non-stop) to get us up to speed on Zoom and working with Mary and Diane's input to see the best way to implement doing some of our courses on-line. It is a long and detailed report ...but please give it your attention since several items on the agenda will be connected to it.
3. "The Importance of Keeping in Touch". For your information the following has been done.

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- a. Two emails to the LS membership were sent out in April: The first on April 15 as a general staying in touch note, the second on April 23 with the "dance" message from Nathan.
- b. The following emails are being planned:

May ?? Email to Membership asking for people with technical/presenter experience to join the proposed Ad Hoc on-line Committee

May 15: Natalee's letter to membership calling for nominations and announcing open positions & slate

May-mid: News & Views publication

May 22: Election ballot

Shortly after June 3rd: Annual Meeting Email: Report from the President on highlights of the year, plans going forward, results of the Election, and tribute to retiring Board members

June/July: Announcement of tentative plans for fall semester if known and could possibly include the extension of membership (if that is passed by the Board.)

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Saugerties Town Hall
4 High Street
Saugerties, New York 12477
845-246-2800 Ext 452
Lifespring.saug@gmail.com

April 27, 2020
Rabbi Jonathan Kligler AND Andrew Maayan
Woodstock Jewish Congregation

Dear Rabbi Jonathan and Andrew:

At the April meeting of the Lifespring Board of Directors, we voted unanimously to present the Woodstock Jewish Congregation with this monetary gift in the spirit of shared concerns and repercussions of the COVID-19 pandemic. Canceling our classes for the spring term was necessary and unavoidable, but also very disappointing for all of us. We remain grateful and appreciative of the wonderful space at the WJC that we call our Lifespring home. Please accept the enclosed gift in recognition of our strong and positive relationship and our desire to share our Lifespring resources during this difficult and uncertain time.

With very good wishes for good health and better days ahead,

Susan Puretz, President

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REPORTS FOR MAY 12, 2020 BOARD MEETING

TREASURER:

The updated Budget Worksheet is attached on page 17.

Peg Nau

REGISTRAR:

I have recently spent most of my time researching various software platforms for possible Lifespring use. One thing is certain – there are many options - including online meetings, interactive communications, and more formal on-line learning. Whether we like it or not, technology will play some part in the future of Lifespring. To that end, I would like to propose that we poll Lifespring members and ask for volunteers for an ad hoc committee to manage our entry into the on-line world. Having some familiarity with computer technology and resources or experience as the presenter of on-line content would be essential during this planning stage.

As requested at the last board meeting I investigated possible on-line meeting platforms and chose one.

I used G-Suite Meetings for a 90 day free trial. There is a temporary ceiling of 250 attendees. There are no time limits. I hosted several board meetings using this platform. It was cost effective at \$6 per host per month but the limitations on recording a presentation led me to reject it as a long term solution for a virtual classroom.

I spent several hours with Greg Chorvas and Rich Davis investigating the WEBEX platform. The Town of Saugerties uses this because of excellent security. Up to 1000 can participate and we could use this for free. However, it was complex just to join a meeting, and the menu was difficult to decipher. Both Rich and I had trouble connecting and Greg was having trouble making the features work the way he expected. If we don't like Zoom we still have this option.

I have purchased a Zoom licensed account under the name Lifespring Saugerties with the email username notifylifespring@gmail.com. Zoom has recently upgraded its security features because of past breeches. The monthly fee is \$14.99 which I charge to my personal credit card and I will submit vouchers to Lifespring for reimbursement. This plan will allow Lifespring to hold meetings for up to 100 people with a 24 hour meeting time limit. There is no long term contract. To upgrade to the 500 participant level is \$64.99/month PER HOST, per month. The licensed version allows all of the features of recording a meeting, sharing a presentation (live or recorded), chat, plus a lot of administrative settings so that the host can set meeting parameters for all the participants in advance of the meeting. The convener can assign any person(s) who join the meeting to be co-host with host privileges for the duration of the meeting so that the convener does not have to remain for an entire session.

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I joined the Curriculum Committee meeting for a discussion of future on-line presentation possibilities on May 5. No decisions were made but there was a suggestion that there should be some Zoom training classes so that members learn to how to join a zoom session and use the menu options.

I watched a free Zoom sponsored live webinar Tuesday. Most of it was geared to business presentations but the guidelines still hold true. After viewing this, I would hesitate hold a live presentation for a large group of people as our first Zoom attempt. The webinar was pretty weak even though the 7 panelists were all Zoom employees or experienced zoom users and the host was a professional zoom trainer. It was hard for them to coordinate their times to speak. The attempts to share a screen with the audience didn't always work, and they couldn't manage the chat questions well because messages were coming in so rapidly from the 50 odd "joiners".

For larger groups (over 15 or 20) I would recommend doing a Zoom recording of a presenter and then making the recording available to Lifespring members to view. I am sure that Rich Davis can attest to the amount of AV assistance needed for classes at the WJC so that things run smoothly. With Zoom, immediate assistance to the presenter is not available. However, a recording would not be started until set up is complete and a recording can be paused during fumbles and gaps. We could decide after viewing the video if it is ready for public consumption, or if we should do a re-take. A MP4 recording can be played on Zoom at a time of our choosing with all viewers having their camera and audio turned off. If desired, questions could be taken via the live chat feature after the recording is played, and viewers would watch and listen to the presenters' answers.

For smaller discussion classes, (15 optimum) more familiarity with how to use Zoom is necessary. These classes would be interactive – more like our monthly Board meetings. Both the presenter and the participants would need to be able to use the Zoom menu. (See suggestion for training below). The presenter should not be in charge of fixing the problems individuals have with their sound or video. The original convener (host) could make sure that each class member has audio and video, and leave, making the presenter the host. I think we should make some ground rules clear to someone joining a small class. If someone in the class accidentally turns off their own audio or video during the class, the person would need to make-do without interrupting the class. I don't think we should ask a presenter or class manager to do computer troubleshooting.

I am working on implementing the Curriculum Committee suggestion of having classes on navigating Zoom - about 8 people at one time would be optimum. Maureen Bybee has agreed to work with me on this – she has Zoom and presenting experience and also has access to an IPad, which has a slightly different interface. A good place to start this would be with the Lifespring Board. This would be a Zoom demonstration

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session with Q&A - not a Board discussion. I will be asking you Tuesday at the meeting to sign up as future guinea pigs.

There are additional options for training. There are free Zoom informational sessions that are usually not interactive, so your questions may not be addressed. There are computer professionals who specialize in training. I solicited this quote from a firm in the Albany area, MicroKnowledge Inc.

They can deliver:

- 1 Consulting services for best practices on hosting and conducting sessions on Zoom for Lifespring courses.
- 2, Private customized training on hosting a Zoom training session.
3. Consulting services to create PowerPoint presentations for presenters to deliver sessions via Zoom.

Each of these services was about \$100 per hour. Customized training is \$100 per person per hour. I think #1 and #3 are their generic training courses. I could foresee using #2 if we have specific problems or needs we don't know how to address. #3 pertains to presenters and given the limited commitment of our volunteer presenters, this does not seem like an option at this point.

I have been working with Google Forms to design a ballot for the board elections. The results of the ballot will automatically be tabulated by the software, and I can shut off the ability to vote on June 3. This same program could also be used to solicit feedback or send out questionnaires in the future.

I used our existing floor plans of the WJC classrooms to plot the number of participants that could be placed in a room and still maintain 6' distance on all sides. The limit for most classrooms is about 8, for room 6 is 11, and for the Social Hall 20. The combined capacity for all the classroom space at the WJC at any given time would be about 55. As long as social distancing is in effect, our space options are limited.

Laura Phillips, Registrar

STANDING COMMITTEES

CURRICULUM:

The Lifespring Curriculum Committee held its first meeting ever via ZOOM on 5/5/20. The main topic of discussion was what to do about classes for Fall 2020. ZOOM possibilities were discussed, as well as the question of how these type of classes would be received by the membership. A survey to assess this was suggested. It was also suggested that a coordinator/facilitator well versed in ZOOM

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may need to be hired. The presenters for Fall have mixed reactions about doing courses on-line. Other suggestions included using a combination of on-line classes and small groups (if allowed at that time) at the WJC. Interactive classes would be best.

The consensus was that Lifespring definitely wants to offer something in the Fall to keep the membership engaged. It was suggested that we try one on-line class sometime in July to see how it is received. There may need to be an introductory course on using ZOOM prior to this, and individual sessions on using an I-Pad vs. a lap top may be needed since they are so different. Gary Bischoff was suggested as a presenter for this trial course since he was enthusiastic about the possibility of doing an on-line course. It was also suggested that memberships for our current members be extended through the Fall.

These issues will be given more thought, and will be raised at the next Lifespring Board Meeting.

Mary Porter Hall
Diane McDowell
Co-coordinators

EVENTS and SERVICES:

Events and Services Report for May 2020:

Nothing to report at this time. (This feels very odd—since this would be our most active time of the year! 😊)

Maureen and Colleen

MEMBERSHIP:

In an effort to get a sense of how our members might be feeling about Lifespring's prospects going forward, I sent a brief inquiry to six people on the membership committee. All but one expressed concern about being in close contact with others in a traditional Lifespring setting. Three indicated that they felt it was unlikely that a vaccine or other therapeutic would be available in time for the fall semester and that they worried that a second round of virus could emerge. Four suggested Zoom classes might be an alternative. One had book club experience with it, others had used it with family. Safety first was a theme in the responses. Several expressed gratitude to the Board and the CC for all the work they are doing to keep Lifespring members safe. They were thankful for the respect and care being shown to members. Everyone missed being with other Lifespring members and attending classes.

Susan Davis

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PROGRAM SUPPORT:

Program Support Committee has nothing to report.

Susan Krompier

AD HOC COMMITTEES

AV:

I had few Lifespring activities in the last month, mostly working with Laura on evaluating online video conferencing software. We each used Zoom to record a short slide presentation using PowerPoint or Keynote and sent it to each other for review. Then later, Laura organized a trial of Cisco's Webex application with Greg Chorvas. We spent about 90 minutes in a session exploring its capabilities. From an ease of use perspective, I found Zoom much more intuitive and easy to use.

Rich Davis

richdavis@earthlink.net

CLASS MANAGERS:

I have nothing to report at this time.

Lee Gable

PUBLICATIONS:

From Susan Greenstein

Lifespring newsletter, News & Views

The newsletter has been sent to Graphics (Anna Landewe) for production. Mid-may (the 15th) is estimated target date for "publication" and emailing.

Fall Catalog

Although I was hopeful because Ellie Siegel offered to edit, it turns out that she doesn't have the computer skills necessary to get the job. Basically, she doesn't know how to make files, save them, change them, etc. And she doesn't have the correct hardware to learn about it.

So, I will continue along. I had not yet written to Marv and Sandy, but I think I will go ahead and do that. It would really save time and effort if I just edit the blurbs and bio myself.

At this point, we probably won't have an actual, traditional catalog anyway, so ...

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Flyers

No flyers in the works as of now. I'm standing by if any flyers are desired to announce special pandemic programming for the summer.

Website

David Cartmell continues to keep the website updated with direction from Susan Davis.

I did find a missing element on the website – strangely, it was in all issues of the newsletter, in *About this Issue*, and the picture of me that accompanies that page was missing.

How bizarre! Hopefully, it's not an omen. I have contacted Anna Landewe and asked her to troubleshoot it.



MOVING FORWARD:

The Moving Forward Committee has not met and has nothing to report.
Natalee

GIFT COMMITTEE

I would like to present a report from our gift committee at our May Lifespring Board Meeting. I am attaching a list of the gifts Lifespring has given over the past few years (see page 18).

Please review the list. If there is RBM after a gift that means it was given to a Retiring Board Member.

This year we have two members retiring, Marjory Greenberg Vaughn and our Secretary, Marilyn Wakefield. As you all know, in addition to serving on our Lifespring Board, Marjory has worked as chairman of Member Services, no small job, forever. I propose we make a \$100 donation in her name to the Saugerties Animal Shelter. I propose we give Marilyn Wakefield a \$50 gift card to Inquiring Minds. I propose we give each of the two WJC employees a \$25 gift certificate to Adams. I propose we give the Parks and Recreation Crew a Pizza Luncheon (we have already talked with Greg Chorvas) about this, as soon as the Town Hall is officially open again. I propose we give the Town

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Clerk's Office and the Tax Collectors Office (Julie) each a two pound box of Krauses Chocolates. Please let me know if you agree or disagree with these proposals, and what you would suggest. Looking forward to hearing from you. Thanks and hope all is well with you during these strange times.

Update: All 3 members of the committee (Lucy Stagich, Terri Reynolds and Susan Krompier) agreed with the proposals.

Peggy Nau, Chair of the Ad Hoc Gift Committee

NOMINATING COMMITTEE

The following is a copy of the Nominating Committee's LETTER announcing the slate and asking for any other nominations

Natalee Rosenstein

Dear Lifespring Member:

As you know, we will not be able to hold an in-person Annual Meeting on June 3rd. In order to guarantee the continued smooth operation of Lifespring during this difficult and complicated period the Board has decided to proceed with an on-line election of Officers (2) and Members-at-Large (3) for the expiring or vacant Board positions. The term of office for these positions runs from August 1, 2020 until July 31, 2022. The procedure for voting will not be difficult and will be clearly explained in a separate email.

Below is the list of nominees which has been approved by the Lifespring Board. Please note that you are welcome to submit other names (including your own) for consideration. Any additional names will also appear on the electronic ballot. Your ballot will be arriving on or about May 22nd. Please make sure to vote so that our member run organization can continue to function at a high level.

The Board approved slate of nominees is as follows:

President: Susan Puretz

Secretary: Maureen Bybee

Member at Large: Diane McDowell

Member at Large: Maureen Huben

Member at Large: Leslie Surprenant

If you have any questions, please let us know.
Regards,

Natalee Rosenstein, Vice President and Chair of the Nominating and Elections Committee

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Donations from other years

7/2/19	\$600	Saugerties Public Library
6/26/19	\$ 50	2 \$25 gift cards from Adams for WJC Staff
6/4/19	\$150	1 \$100 gift card from Inquiring Minds RBM 1 \$50 gift card from Inquiring Minds RBM
1/14/19	\$150	Town Employee Luncheon Thank-You
5/29/18	\$198.75	3 \$50 gift cards from Inquiring Minds RBM 1 \$25 gift card from Inquiring Minds RBM 1 23.75 Hanging Basket RBM
11/17/17	\$200	Saugerties Public Library
9/26/17	\$29.99	1 \$25 Adams Gift Card Box of Thank you Cards
6/20/17	\$170.58	2 \$50 gift cards from Inquiring Minds RBM 3 flower bouquets \$19.99 each 2 greeting cards \$5.81

** RBM = Retiring Board Member