

**LIFESPRING
BOARD OF DIRECTORS
APPROVED MINUTES: February 11, 2020**

AGENDA: February 11, 2020

1. **Minutes:** Approval of Minutes of January 14, 2019
2. **President's Report and General Updates:**
 - a. Interim sect replacement
 - b. New library director Meeting
 - c. Kingston Kiwanis
 - d. WJC and ground issue
 - e. Handbook update
 - f. Merger of the two committees
3. **SEC Chair Report**
4. **Treasurer's Report**
5. **Report from Registrar**
6. **Reports from Committee Coordinators**
 - Curriculum Committee
 - Events & Services Committee
 - Membership Committee
 - Program Support Committee
7. **Reports from Ad Hoc Committee Coordinators**
 - Class Managers
 - AV
 - Publications:
8. **Report from Moving Forward Committee**
9. **Old Business**
 - a. Town gift
 - b. Water bottles
10. **New Business**
 - a. Jumpstarter/Founding Member status for Marjory Greenberg Vaughn and Roberta Gavner
 - b. Door Opener

NEXT MEETING:

March 10, 2020

Meeting was called to order at 9:32 a.m.

PRESENT

Susan Puret, President
 Natalee Rosenstein, Vice President
 Maureen Bybee, Interim Secretary
 Peg Nau, Treasurer
 Laura Phillips, Registrar
 Mary Porter Hall, Curriculum Co-Coordinator
 Colleen Greco, Events Coordinator
 Susan Davis, Membership Coordinator
 Susan Kromp, Program Support Coordinator
 Norman Bowie, Member-at-Large
 Maureen Huben, Member-at-Large
 Diane McDowell, Member-at-Large and Curriculum Co-Coordinator
 Lucy Stagich, Member-at-Large
 Leanne Thornton, Saugerties Town Board Member, Liaison Town Board to the SEC

1. **Minutes:** Approval of Minutes of January 14, 2019

Motion to approve by Lucy Stagich. Second by Norm Bowie.

Approved.

2. **President's Report and General Updates** by Susan Puret

- a. **Interim Secretary Appointed:** Susan announced that Maureen Bybee's appointment as Interim Secretary, filling the remainder of Marilyn Wakefield's term or until she is able to return as Secretary, was unanimously approved by the Board.
- b. **Meeting with Saugerties Library Director:** Susan P., Susan D. and Colleen met informally with the new Saugerties Library Director, Evelyn Rogers. The meeting was positive and pleasant. Susan D. noted that the Director seemed pleased with the Lifespring affiliation and community room use. Susan P. diplomatically reminded her of Lifespring's donation to the Library for hearing assisted audio equipment. Ms. Rogers promised to follow up on the donation and Susan P. will also follow up with her.
- c. **Kingston Kiwanis Invitation:** Susan D. reported that John Thayer, member of the Kingston Kiwanis group and Lifespring requested Lifespring speak at a regular Kiwanis meeting in the near future. Susan P. noted that this would be a good way to promote Lifespring in the community.

- d. **WJC and Grounds Use Concern:** Receipt of the WJC Building Use Policies sent by Andrew, the new WJC Administrative Assistant raised some questions. The WJC policies state that users of the building are to use only paved sidewalks and designated paths while on the grounds. A Spring 2020 course presented by Leslie Surprenant includes students venturing onto the lawns and woods surrounding the WJC for exploration and observation of ecosystems. Susan has been reassured by Andrew that this use is acceptable.
- e. **Handbook update:** This work is progressing under Susan P.'s guidance. Most updates have been received from appropriate sources. Susan plans to meet with contributors for review and clarification of updated information. The updated handbook will be available in both hard copy and digital format.

f. **Merger of two committees:**

Motion: As per the request in today's Board Reports, Susan P. moved and Natalee seconded the motion that Maureen Huben be appointed until end of the semester as both coordinator of the Services Committee and Co-coordinator of the Events and Services Committee with Colleen Greco.

Unanimously passed.

- g. **Sunshine Lady:** Marjory Greenberg-Vaughn has agreed to continue to serve as Sunshine Lady. Marjory will be submitting vouchers for past expenses and future supplies. If you know of someone needing "sunshine" please contact Marjory directly.
- h. **Introductory materials being updated:** Registration materials are being updated by Laura Phillips. Need to Know Letter and Welcome Letter are being updated by Susan P, Susan D. and Natalee Rosenstein. These updates include notice that due to concerns about food restrictions and possible allergies of members, food donations will no longer be accepted for the Hospitality Room. This change was recommended by the Services and Events Committee

- 3. **SEC Chair Report by Susan Davis:** The Senior Education Committee has not met since our last Lifespring board meeting so there is no report. Susan reminded us that the approved Lifespring minutes are sent to SEC members who approve and accept them as endorsement of the actions of the Lifespring Board. The SEC then sends the approved, accepted minutes to the Town Clerk, Lisa Stanley, who then posts them in the Town's Freedom of Information file which formally releases them to the Town. Current SEC

members are Laura Phillips, Susan Puretz, Susan Davis, Peg Nau, and Fran Jacobsen
Leeanne Thornton is the liaison between the Town Board and the SEC.

4. **Treasurer's Report by Peg Nau: Report** attached. Our only income was interest. Expenses included reimbursement to Susan Puretz for coffee which was entered under Miscellaneous. Following last month's discussion, the expenses incurred and income received by Rich Davis for sale of the damaged Lifespring laptop have been entered into the Lifespring books and accounts. Rich received \$195 from eBay sale of Lifespring damaged laptop. He expended a total of \$27.50 in seller's fees and parts leaving \$167.50 to be deposited with Lifespring. A check for this amount has been received from Rich.
5. **Proposed Budget:** Susan Puretz requested that we prepare proposed budgets annually. Norm, Laura and Peg will serve on a committee to create a proposed budget for the coming year.
6. **Report from Registrar** by Laura Phillips: Report attached. Discussion of low enrollment in Haiku and overbooking in other classes. Mary Porter Hall will contact Haiku instructor asking if she is comfortable with a class of 5. If she is, class will run. The Lottery process to resolve overbooked classes will happen on Feb 25 at Peg's House 10:00 a.m. Board members are welcome to participate. There may be some students who are placed on a waiting list since their class choices were all overbooked and no space is currently available. Total current enrollment is 176. Much discussion and many creative ideas were proposed to resolve overbooked problems. Susan Puretz will speak to WJC regarding use of library for Nathan Brenowitz's class of 6 which includes drumming that can disturb other classrooms.
7. **Reports from Committee Coordinators**
 - a. **Curriculum Committee** by Diane McDowell and Mary Porter Hall: Report attached. Expect completion of fall 2020 course offerings within the month. Work on spring 2021 is in progress
 - b. **Events & Services Committee** by Colleen Greco: Report attached. Colleen summarized meeting of newly created Services and Events Committee on Jan 23 as very positive. Volunteers willing to step up and take on new tasks as needed. Continuation of traditional use of receipts and invoices for reimbursement was agreed to.

The difficulties in locating entertainment for the Annual Meeting continue. A women's singing group, Bloom, directed by Debbie Lan, has been reviewed and contacted regarding possible appearance. The group is willing to perform without pay however many of the group's members are employed during the day creating a scheduling obstacle or opportunity. Colleen proposed changing the time of the Annual Meeting to later in the day as a possible solution for this group or others. Discussion of this proposal followed. Susan Poretz will confer with WJC about possible change in time. Colleen will speak with Debbie Lan regarding actual time group could be scheduled.

Board members suggested other musical groups or speakers for the Committee's consideration.

- c. **Membership Committee** by Susan Davis: report attached
- d. **Program Support Committee** by Susan k report attached

8. **Reports from Ad Hoc Committee Coordinators**

Class Managers: Report attached

AV: Report attached

Publications: Report attached

Nominating Committee: by Natalee Rosenstein: The committee is to meet on Feb 26. Please send Natalee ideas for nominations, especially for Member at Large.

LLI Regional Meeting: Natalee also spoke regarding the upcoming regional LLI meeting in November. Save the Date announcement was sent out by Vassar. Many positive responses have been received. If board members have questions or thoughts regarding topics for this regional meeting please see Natalee, Laura or Diane.

- 9. **Report from Moving Forward Committee:** by Natalee Rosenstein. Report attached. Committee did not meet in January. Next meeting is at the end of February. During earlier discussion in this Board Meeting, Natalee suggested that Moving Forward Committee look to locate additional classroom space in case it is needed in the future.

10. **Old Business**

- a. **Town gift :** Susan P. has confirmed with Town of Saugerties that once Lifespring gives money for a designated project the Town agrees to encumber and to spend

the money “as Lifespring intends” even if original project fails. Previous gifts to the Town were \$1,000.00 to assist in the construction of bathrooms in January 2015 and \$275.00 in 2016 for a white board in Town conference room. Lifespring has not donated since 2016 so gift would represent 3-4 years. Original plan was for Lifespring to donate to Town for creation of a space for storage for Town and historic preservation material and records as part of grant process. This original grant failed. New grant writing is underway for this project. Maureen Huben asked if Leanne Thornton might suggest some gift other than part of historic preservation/Town archives grant. Leanne will learn more about new animal shelter at upcoming Town Board meeting on Wednesday February 19th at 7 pm. This or Small World playground which needs to be replaced might be suitable for a special gift.

- i. **Motion** by Norm Bowie to allocate and encumber \$1,000.00 to Town of Saugerties in appreciation of our affiliation to be earmarked for the construction of archive project and to be reconsidered if the archive project does not go forward. Second by Colleen Greco.
- ii. **Motion approved.**

b. **Water bottles:**

- i. **Motion:** Laura Phillips moved that Lifespring buy reusable metal water bottles imprinted with the Lifespring logo to be given to each presenter. Maureen Huben seconded. Discussion including quantities, design, prices, and vendors followed. Lee Gable is “on board” with Class Managers giving the bottles to the presenters at the start of the semester. Laura will include notification of gift to presenters in her start of the semester letter. Board supports the committee’s choice of vendor and logo as they determine with the price not exceeding the higher quote of \$675 dollars.
- ii. **Motion approved**

11. New Business

a. **Jumpstarter/Founding Member status:**

- i. **Motion:** Susan Poretz moved that whereas Marjory Greenberg Vaughn and Roberta Gavner were involved in Lifespring in its early years in 2009 when it was being developed, be it resolved that we amend the current list of Jumpstarters to include both Marjory Greenberg Vaughn and Roberta Gavner and that they will then be entitled to all the benefits that

Jumpstarters receive, i.e. free membership and tuition for life. Susan Krompier seconded.

ii. **Motion approved.**

b. **Door Opener:**

i. **Motion:** Natalee Rosenstein moved that in order to allow Lifespring members to fully participate in Lifespring classes and activities and still adhere to WJC locked door policy, Lifespring reimburse the Town of Saugerties at a cost not to exceed \$500.00 for the spring semester for the services of an individual or Town employee to open the door for Lifespring members when they enter the WJC. Second by Laura Phillips. Discussion followed. Lifespring would provide orientation to anyone hired. WJC, Lifespring and Town understand that this is not a security guard position. This is a greeter and door opener using the guidelines and suggested responses of WJC. Town bookkeeper suggested it would be easier to have Lifespring hire rather than Town. Leanne has explored possible hires without much result. Questions regarding liability and IRS requirements were raised.

ii. **Motion tabled** with proviso to resolve by next board meeting following necessary fact gathering.

c. **Donation Bowl:** Colleen raised a question for discussion regarding the donation bowl on the hospitality table in the gathering room. Donations have reached \$600-\$700 per semester. Colleen is concerned that members feel obliged to donate rather than a choice. Discussion followed. No decision considered until next board meeting.

Motion to adjourn by Laura Phillips; seconded by Susan Krompier. **Motion approved.** Meeting adjourned 11:35 a.m.

Respectfully submitted,
Maureen Bybee
Interim Secretary

NEXT MEETING:
March 10, 2020

Committee Reports for February 11, 2020 Board Meeting

TREASURER, Peg Nau:

See attached at the end of this report.

REGISTRAR, Laura Phillips:

We have a few classes that are oversubscribed: B-4 Yoga and C-5 Drawing, and both Bonus courses. We will probably have a lottery for all of them the week of Feb 24-28. A-2 Haiku is undersubscribed and a decision will have to be made about whether to run the course. I am attaching the Working Data Sheet as of last Friday Feb 7.

On Jan 30 I sent out reminder emails to 64 fall members who had not yet registered for spring semester. I received confirmation from 6 that they did not plan on attending this spring.

Peg and I met with Colleen Jan 30 and discussed how Hospitality wanted to handle reimbursements and the pros and cons of various options. Colleen said they will continue to handle reimbursements as had been done in the past for the time being – the person shopping pays for an item and then submits receipts and a voucher for reimbursement from the Lifespring account administered by the Town of Saugerties. Peg said she will try and prioritize repayments. Colleen said the committee had decided to split up the shopping duties among various committee members.

Marjory gave Colleen her key to town hall closet and Sam's Club ID card for Town of Saugerties Park and Recreation with Marjory's name already printed. Colleen will check on the Price Chopper tax exemption card or certificate, and if there are any other ID cards for shopping.

I am meeting with Diane McDowell and Lee Gable Monday the February 10th to discuss water bottles for presenters. If we institute new policy we might want to include the specifics my advance letter to presenters that I send with attendance lists and the description of our email communication policy.

Submitted by Laura Phillips, Registrar

A REMINDER FOR THE MEETING FEB 11. IF YOU HAVE NOT ALREADY RETURNED YOUR FLASH DRIVE WITH FALL 2019 FILES, PLEASE BRING TO THE BOARD MEETING. THANKS.

2/7/2020

Lifespring Working Data Preliminary Spring 2020 - Week 4

Course	Course Name		Class Coord	Class Manager	Room #	Enroll	Limit
A1	Authoritarianism and the Arts	Chuck Mishaan	S Greenstein			32	
A2	Writing Haiku	Priscilla Lignori	Mary Porter Hall			4	15
A3	Gender Fluidity and Transgender	Alice Radosh	Diane McDowell			13	25
A4	Ecological Exploration	Leslie Surprenant	Natalee Rosenstein			20	
A5	What's so Funny?	Hester Mundis	Mary Porter Hall			65	
	SUBTOTAL					134	
B1	World Events Photojournalism	Gary Miller	S Greenstein			47	
	Off the Beaten Track	Mary Porter Hall, Karen & Michel Soubeyrand, Leslie Surprenant & Carolyn Siewers, Stefan Yarabek, Susan Puretz, Phil McDonald	Susan Puretz			45	
B2	The Places We Come From.. Writing Workshop	Bette Ann Moskowitz	Mary Porter Hall			12	12
B3							
B4	Gentle Chair Yoga	Susan Blacker	Diane McDowell			39	
B5	Our Women on the Ground	Irene Rivera Hurst	Susan Puretz			15	25
	SUBTOTAL					158	
C1	Lost Industries of Ulster County	Marilou Abramshe	Susan Davis			46	
C2	Perspectives on the End of Life	Al Konigsberg	Susan Puretz			26	25
C3	The Musician Within	Nathan Brenowitz	Susan Puretz			6	
C4	Contemporary Economic Issues	Laura Ebert, Andy Weintraub	Susan Puretz			14	
C5	Learn and Practice Drawing	Eleanor Siegel	Mary Porter Hall			34	16
	SUBTOTAL					126	
	BONUS 1 The Play's the Thing	Prudence Garcia-Renart	Susan Puretz			26	15
	Bonus 2 Following Spring's Progress	Betty Schoen-Rene	Susan Puretz			37	20
			Number enrolled 0 class				
			Number enrolled 1 class		18		
			Number enrolled 2 classes		56		
			Number enrolled 3 classes		96		
	Total Enrolled 02_07_2020	170 including 2 free presenters					
	TOTAL FALL MEMBERS 2019-2020	195					

CURRICULUM, Diane McDowell & Mary Porter Hall:

The Curriculum Committee is working on completing the line-up of courses for Fall 2020.

Several of the proposed courses still need to be finalized with completed Presenter Forms. For the Spring 2020 semester, two of the courses that were planned may not be possible, but there may be two other courses to replace them. It is an on-going process!

Diane and Mary

EVENTS and SERVICES, Colleen Greco & Maureen Huben:

1. We continue to make contacts for the entertainment for the June 3 Annual Meeting. No takers yet...we still have a number of possibilities...and are grateful for the suggestions that keep coming in.

2. Maureen Huben and I held a meeting of the volunteers from the Services Committee (morning crew, including Marjory, and afternoon crew) and the Events Committee at the Town Hall on Jan. 21. We invited two new members who expressed an interest in joining the committees. Eleven out of 17 members came. We explained our restructuring plan for the spring semester, emphasizing that it is a trial run. We had a good discussion answering questions and working out problematic issues.

It was a successful meeting in that we had a number of committee members volunteer for new tasks, including taking on shopping and additional duties. Maureen created a shopping chart, and we are happy to say each shopping list is now accounted for with 7 new volunteers taking on the tasks.

We explained how reimbursement works including keeping accurate personal records with receipts and invoice forms. Our Treasurer will be supporting us with the paperwork for reimbursements. Marjory gave the shoppers invoice forms (and our Treasurer will have additional copies for the committee). The committee decided not to use petty cash. (After the meeting, I contacted Dee at WJC to give her the names of three of the members who will need to go up to the building previous to opening day.)

During the meeting, many logistical details were ironed out including setting up a supervisor and an alternate for the afternoon crew to contact Maureen, who will serve as the liaison for the shoppers.

3. Maureen and I would like to propose to the Board that we now be considered the Co- Coordinators of the Events and Services Committee, with Maureen H. taking on most of Services and I taking on most of Events—with the understanding that we are supporting each other in our respective committees and would step in for each other should the need arise.

4. I sent out an email to those members who were unable to attend our Jan. 21 meeting summarizing our decisions and plans.

5. After the most recent registration, Laura sent me the name of one more volunteer for the Events Committee. I have contacted her to welcome her and to explain our committee's responsibilities.

6. I met with Peg and Laura to explain our committee's decisions, especially how we plan to handle the financial matters in the most transparent manner. I thank them for their time and support.

Colleen Greco

MEMBERSHIP, Susan Davis:

Nothing new to report. Staffing of the Welcome table will be confirmed after the results of the Registration are sent to members. Laura is keeping me apprised of the people who indicate that they are not taking classes in the Spring. Great teamwork!

Susan Davis, Membership Coordinator

PROGRAM SUPPORT, Susan Krompier:

Nothing much to report as I am awaiting the assignments of classrooms pending registration finalization.

I was notified of a potential new volunteer and have sent out an email introducing myself and outlining the tasks associated with it. I am awaiting her response. I am expecting my 2 other volunteers to return in the spring.

Respectfully submitted
Susan Krompier

AD HOC COMMITTEES

AV:

Here are the highlights for our AV work for the month prior to the February 2020 BOD meeting.

- I created the master control spreadsheet named AVWorkbookSpring2020.xLifesprings which I'll use for allocating resources to the individual needs of the instructors who need AV support this spring.
- I outlined a schedule for the various AV activities that are needed to be ready for opening day. Included is the target date of March 1 for sending all outgoing emails to presenters as a call for AV requirements.

- Supported the February Lifespring Winter Presentation, which featured Diane Galusha's presentation of the NYC water supply system.
- Checked to AV Coordinator Handbook for updates needed, and determined it is fine as prepared last year.
- Submitted paperwork for the sale of the damaged Lifespring MacBook and the purchase of a portable mic/amp/speaker system which may be useful for simple voice amplification in settings like lunchtime events in the hospitality room.

Rich Davis

CLASS MANAGERS:

This will be a short note.

I have nothing to report.

Lee Gable

PUBLICATIONS

Board Report from Susan Greenstein

Lifespring newsletter, *News & Views*

Planning begins for the spring 2020 newsletter.

Fall Catalog

Process will begin mid-March on the Fall 2020 catalog

Flyers

Continuing to work with Susan D and Connie Cuttle on the flyers for the Winter Presentations.

The March flyer will be ready by 2/7 at the latest, probably sooner.

Website

Basic maintenance continues with Susan Davis dealing directly with David Cartmell (thank you Susan D!) on the website. Anna Landewe has been sent the missing spring 2014 catalog for posting in the section on Courses under the previous catalogs. I'm waiting to hear from her about this.

Whatever version she had tried to get up there was "corrupted," and now we'll see if this one (from Bob Saturn via Laura Phillips) works.



Where is this firetower?

MOVING FORWARD:

The Moving Forward Committee did not meet in January and there is no report.

Regards,

Natalee Rosenstein

LIFESPRING TREASURER'S REPORT													
2019-2020													
EXPENSES													
January 2020													
Balance Fwd	2019-2020	Balance Fwd	Hospitality Costs	Thank you Gifts/Donations	Catalog design & print	Newsletter	Website Fees & Domain	Audio Video	Office Supplies	Annual meeting / Events	Library Setup	Misc	INCOME
20162.86	\$12,700.00	\$1,241.27	\$180.00	\$-	\$-	\$-	\$434.81	\$604.07	\$28.27	\$-	\$343.91	\$14,220.00	\$405.55
Date	Amt	Received From											
9/30/2019	\$ 0.52	Interest											0.52
10/31/2019	\$ 0.51	Interest											0.51
11/30/19	0.46	Interest											0.46
12/31/19	0.47	Interest											0.47
Monthly Income	\$1.96		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.96
EXPENSE Amt													
1/3/2020	\$41.02	Payee										41.02	
1/3/2020	\$240.00	1290 Susan Puretz			240.00								
1/14/2020	\$220.00	1291 Anne Landewe			220.00								
Monthly Expense	\$ 501.02												
Balance End of Month	\$19,963.80												
BUDGETED EXPENSE 2019-2020													
OVER/UNDER BUDGET													
Cash on hand this month	19963.80												
Budgeted expense remaining	\$7,816.65												
Budgeted Income not recd	-\$464.72												
Estimated cash balance	7/31/2020	\$12,611.87											