

Lifelong Learning Institute
at
Waubonsee Community College

Annual Report
to the
LLI Membership
July 2022 – June 2023

May 23, 2023

Table of Contents

<u>Reports</u>	<u>Pages</u>
President	3
Vice President	4
Secretary	5
Treasurer	6
Curriculum Council	7 - 8
Member Communications Manager	9
Social and Community Outreach Manager	10 - 11
Technology Manager	12 - 13

Report of the President

This has been an eventful and rewarding year! I would like to personally thank our dedicated volunteers and leadership team for all they have done to make our LLI chapter thrive. To our 257 members, including our 56 new members, I hope you have found your lifelong learning experiences rewarding and enriching.

The Board has recognized the voice of our members through survey results and personal interaction. Some resulting actions include:

1. Establishing a Governance Ad Hoc Committee to thoroughly review our current Bylaws and make changes to reflect our current operating environment and best practices.
2. Forming a Shaping the Future Standing Committee, reporting to the Board, to address and offer solutions to all current issues facing our chapter. Those identified issues include expanding and enhancing our curriculum to represent formats and topics of interest to our members and growing our membership (declined in the post-pandemic period).

The Community Outreach Committee has continued to represent us at various community forums and organizations to spread the word about our unique organization. They have worked diligently to update and enhance our marketing materials in concert with Waubensee Community College Marketing. The Curriculum Expansion Committee, under the Curriculum Council's guidance, has explored meaningful ways to expand our curriculum based on members' interests and needs. These include increasing the number of guest presenters and outside speakers to present current and challenging topics of interest.

This spring we had our first-ever LLI Spring Faire, open to both members and non-members. This event provided participants the opportunity to network with others, learn about us and share their insights and ideas. As a result, many expressed interest in volunteering in various capacities. It is our expectation to make this an annual event!

After a long delay in recognizing our valuable volunteers due to COVID-19, we were able to do so this past fall. At a volunteer brunch on the Sugar Grove campus, we had the opportunity to network and show our appreciation through a slide show and gifting all with volunteer lanyards. Our Technology Committee continues to do great work regarding online registration for all course offerings and social events. This has provided the flexibility to offer ad hoc courses and events.

Although the college has canceled the RUSH activity which funded our scholarship fund, we awarded three scholarships for this coming academic year, totaling \$2000. This has come from our treasury, supplemented by member donations at various social events.

We rely on your commitment to lifelong learning to inspire us to move forward. It has been an honor serving you as president this past year and I look forward to a future of participation and growth!

With respect and gratitude,

Mary Maiers
President

Report of the Vice President

As Vice President, my main duty is to support President Mary Maiers and to preside over Board meetings and duties in her absence, which I was able to do.

I formed and chaired the LLI Governance Ad Hoc Committee which was tasked with reviewing and revising the governing documents of LLI. Committee members consisted of Jane Powell (member,) Bill Doeden (Board member,) Karen Christensen (Board and Curriculum Council member,) and Jerre Henriksen (Curriculum Council.) The pandemic introduced several challenges to our organization which made clear the need for flexibility and options in the way the organization operates. The committee began with a review of the Bylaws and recommended numerous revisions that would bring the Bylaws up-to-date as far as language and best practice, as well as revisions that will streamline operations. Those recommendations were brought to the Board, following the process outlined in the active Bylaws, and ultimately were adopted by the Board in April, 2023. The committee will continue with reviews of the remaining governing documents.

It has been my pleasure to serve as Vice President this past year; I look forward to continuing my service to LLI as Board President.

Respectfully submitted,
Andi Danis

Report of the Secretary

During the current LLI fiscal year, I recorded the official minutes of all LLI Board meetings held to date, and anticipate recording the minutes of the May 23, 2023 Annual Business Meeting. Minutes were also recorded for the Special Meetings held by the Board during the same period.

A paper copy of the official minutes with attachments will be filed in the LLI office.
An electronic copy of those same documents will be maintained in a secure manner on the X-Drive in the LLI office.

Respectfully submitted,

Kim Carew
Secretary

Report of the Treasurer

Each month Waubensee Community College (WCC) provided the Treasurer with financial reports showing all revenue received and expenses made by WCC on behalf of the Lifelong Learning Institute (LLI).

The Treasurer analyzed the WCC reports and compared them with the items approved by the LLI Board. Any inconsistencies were resolved.

The Treasurer's Reports were prepared each month and presented to the Board. These reports show the revenues and expenses for that month and the balance of funds for the previous month and year.

LLI will transfer \$2,000 to the WCC Foundation to fund our Founders Scholarship and two other LLI scholarships. Several years ago, the Board initiated a program which encouraged LLI members to make donations to the LLI Scholarship Fund. Since inception, our members have donated \$15,330.48 in this manner.

In previous years, LLI has held our RUSH fund raisers for the Scholarship Fund at the beginning of the spring and fall semesters. Those fund raisers generated \$2,000 each year. Unfortunately, WCC has suspended the RUSH fundraiser. Donations are accepted at larger LLI events such as the Holiday and Spring Luncheons. Year to date \$560.24 has been collected from members for the Scholarship Fund.

LLI implemented a new electronic registration system (CourseStorm) nearly two years ago. This effort was one of the most important projects ever implemented by our LLI. CourseStorm had a significant effect on the way WCC handles LLI's finances. LLI works with WCC staff to ensure the financial aspects of the new system are properly managed.

Financials to date (07/01/2022 to 03/31/2023):

07/01/2022 Balance: \$99,157.99

Year to date revenue: \$13,261.04

Year to date expense: \$11,111.11

03/31/2022 Balance \$101,307.92

It is noted that these balances do not reflect the following charges: Scholarship Fund transfer of \$2000, costs of the LLI Spring Faire and Spring Luncheon.

Thank you to Dora Soto, our liaison, and to other WCC staff for their support of LLI.

Respectfully submitted,

Ann Hastert
Treasurer

Report of the Curriculum Council

Curriculum Council Members

Paul Mantsch – Recorder, CEC Co-chair

Jan Mayer – FWG, Policy Coordinator, Assessed outside venues

Laurel Gehrke – FWG, Trip Coordinator

Karen Christensen – FWG, Facilitator Contact, Board member

Ellen Bonewitz – CWG, Evaluation Coordinator

Beth Johnson – CWG, Scheduled and managed approved courses, Board member

Jill Wold – CWG, Processed course proposals

Jerre Henriksen – CWG, Trip and Outing Coordinator

Ruth Harmon – Presiding Member, Board member, CEC non-voting member

(CEC = Curriculum Expansion Committee, FWG = Facilitator Working Group, CWG = Curriculum Working Group)

Curriculum Council Volunteers

Betty Williams – Facilitator Packets

WCC Liaison

Dora Soto

Responsibilities

- Reviewing and recommending Board approval of proposals for courses, guest presentations, outings, trips and discussion groups
- Reviewing evaluations from course, guest presentations, outings, trips and discussion groups
- Mentoring current and potential facilitators
- Holding roundtables
- Receiving the proposals, interacting with the facilitators on any needed editing
- Preparing the Excel spreadsheet of courses, the scheduling, preparing the requests for rooms and specific technology needs and forwarding pertinent information to the WCC/LLI liaison
- Entering approved courses into CourseStorm
- Assessing outside meeting sites

Accomplishments

- Reviewed and recommended Board approval of curriculum proposals
 - Fall 2022 – 18 course proposals and 1 outing proposal scheduled and entered into CourseStorm
 - Spring 2023 – 19 proposals edited, scheduled and entered into CourseStorm
 - Summer 2023 catalog – 17 courses proposals and 1 outing edited, scheduled and entered into CourseStorm
- Updated the course proposal form
- Hosted a Roundtable at GreenFields of Geneva on March 10, 2023 with 20 in attendance
- Hosted a Roundtable on September 9, 2022 at the WCC Student Center
- Sent monthly email updates to facilitators
- Developed and distributed a new Facilitator Recruitment Document

- Evaluations of courses:
 - The Qualtrics evaluation link for any Zoom classes was sent to the appropriate facilitators and results were reported.
 - Paper and pencil evaluations for in-person classes were sent to the appropriate facilitators and collected as well as results presented along with attendance data.
 - Approved a policy of keeping original copies of rosters, attendance sheets and course summary evaluation sheets for two years. The file will be emptied and the older documentation destroyed in August.
- Maintained contact with 42 facilitators
- Prepared articles for the LLI newsletter (fall, winter, spring, summer)
- Updated the Facilitator Guide
- Held Day Trips
- Approved the recommendations of the Curriculum Expansion Committee for:
 - Guidelines for Guest Presenters and Outside Speakers
 - Guidelines for Pop-up Discussion Group opportunities
 - Guidelines for holding Virtual classes
- Revised the structure and purpose of the CEC
- Prepared a laminated Emergency Services Guide for Facilitators
- Worked with two new facilitators as well as two potential new facilitators
- Worked on compiling policies approved by the Curriculum Council
- Acted as the conduit between facilitators and the WCC liaison
- Visited and approved three outside venues for future course sites
- Updated job description document
- Encouraged more variety in course offerings with a goal of having more diversity and gender balance
- Updated the Trips and Outings documents

Respectfully submitted,

Ruth Harmon
Presiding Member

Report of the Member Communications Manager

The Member Communications Committee consists of two standing committees: Membership Relations chaired by Carol Putnum and the Newsletter Committee chaired by Mary Maiers and including Bobbie Brown, Sue Foody, and Margie Groot.

My role as Manager of Member Communications is to assist the two standing committees, expand their contributions and look for new and better ways to communicate to our members. To that end, we have done the following:

1. Revised the letter and mailing package content that is sent to new members
2. Initiated a new program to contact people in the community who call in for information about LLI
3. Sent multiple eblasts to members regarding LLI courses and programs and other messaging
4. Mailed sympathy or get-well cards to members in need
5. Mailed to new members a package including a badge, Member Handbook and other items available
6. Prepared four newsletters containing news about LLI and courses, sent to all members and posted on the LLI website

To all the volunteers in Member Communications, thank you for your time, energy and commitment. We could not operate without you.

Respectfully submitted,

Kent Hayward

Report of the Social and Community Outreach Manager

Community Outreach Committee members represented LLI to local organizations and groups, such as book clubs, senior facilities, community organizations and senior fairs. A brief overview of LLI is presented with plenty of time for questions. Brochures, bookmarks and giveaways are offered to attendees as reminders when they get home to look us up. From these visits, we receive many ideas of how LLI might connect with more people:

- Brown bag lunches between morning and afternoon classes; this would encourage friends and new member inclusion.
- A men's breakfast meet-up was discussed as a good place to share topics and class ideas.

These ideas are shared with curriculum committee members. Look for them in the future.

- Requests have come in from many of the local Senior Housing environments. A member of Outreach makes arrangements to visit that site and do a presentation about LLI. Oswego Senior Club came to our attention. (We sponsored Dime Jingle in January with cheers from the attendees.)
- This led to Outreach becoming involved with the Shaping the Future Committee to share ideas about what more can be done to spread the word of LLI.
- Yes, your LLI chapter is on Facebook. This took two generations to of LLI members to create. Both mother and daughter have worked on several projects for LLI. Go to <https://www.facebook.com/LLIWCC>. Leave a comment and view photos of past classes and events. There may be activities you missed; we look forward to seeing you the next time they come around.
- A table cover might not seem like a big deal, but the Outreach Committee is very proud to be behind it, looking like the progressive presenters they are. First displayed at the 2023 Spring Faire, it will be on the registration table with our flag. This clearly identifies our location and encourages guests to bring forth their questions.
- Our Team has worked successfully with WCC Marketing to prepare a 2023 brochure, a redesigned bookmark and posters displayed around the community. Each version is evaluated by WCC Marketing and Board members for their final approval. They are available in the LLI office or members can pick them up at a social event to share with a friend or neighbor.
- Give the Gift of Membership is a way to share your enjoyment of LLI with a family member or retiring friend. For \$25 you'll share the love of learning with someone special to you.

The Social Committee has returned to visiting banquet sites and creating social events for members.

- Coffee Klatch 2022 was again outside. Temps were in the 80's with a cool breeze and the bugs were still sleeping. Thirty-five members and non-members enjoyed chatting and sharing stories. Coffee and Harner's donuts were the treats of the day.
- A joint meeting of Board and Curriculum Council was held in August 2022 to exchange ideas for the smooth running of our organization. Fourteen members were present. All enjoyed light snacks served with coffee and cold drinks.
- Volunteer Thank-You Brunch was held for the first time in October of 2022. Members who donated their time and talent shared a meal from Reuland's and entertainment from the Kane County Sheriff's department. It was a good time to renew friendships and laugh over stories of the good old days of LLI before the pandemic.
- Holiday Luncheon held in December at the Aurora County Club was enjoyed by 80 members and guests. The choral group *Festive Singers of Nostalgia Entertainment* is still being talked about by members. A buffet lunch was served with committee members available to assist attendees.
- The LLI Spring Faire debuted April of 2023. We shared a little bit of LLI history and an exchange of ideas between new and old friends. Networking and refreshments were shared by almost 50 members and non-members.
- Spring Luncheon and Annual Business Meeting will be held on May 23 at the Aurora Country Club. Looking forward to green grasses and a delightful buffet.

The Social – Community Outreach Committee meets once a month to discuss matters. A few meetings were in-person, but most were on Zoom. Since the return of social events, attendance has slowly increased. Much planning goes into each event, but the rewards are great!

Christine Hepinstall – Manager

Ceil Cary – Community Outreach Chair

Gary Krueger – Marketing Coordinator

Donna Wawrzyniakowski – Shaping the Future Committee

Carole Woods & JoAnn Gryder – retired

Report of the Technology Manager

I. REGISTRATION METRICS (Based on CS data as of 5/5/23)

<u>TERM</u>	<u>SEATS TAKEN*</u>	<u>WAITLISTED</u>	<u>COMMENT</u>
SPRING 2022	389	2	Seats include A. Ward - 67
SUMMER 2022	247		
FALL 2022	426	13	Seats include A. Ward - 84
SPRING 2023	473	29	

*Does NOT include luncheons, meetings, Faires

<u>EVENTS</u>	<u>REGISTRATIONS</u>
HOLIDAY LUNCHEON FALL 2022	72
LLI FAIRE SPRING 2023	54
MEMBERSHIP LUNCHEON SPRING 2022	73
MEMBERSHIP LUNCHEON SPRING 2023	69
MEMBERSHIP as of 5/5/2023	257

II. ACTIVITIES

- Certificate Finale – Kim Carew completed the dissolution of outstanding certificates by turning funds from unused certificates over to the scholarship fund.
- Ongoing maintenance of the CS site was conducted by Kim and Bill.
- Phone Log – Kim and Nancy Modery maintained the log and responded to inquiries and requests for assistance. Contacts since the start of the CS site are as follows:
 - Spring 2022 – 89
 - Fall 2022 - 86
 - Spring 2023 - 48 (to 4/6/23)
- Instructions for registering family and friends were prepared.
- An analysis of the member survey and our registration data was undertaken to provide insight into our members' interests.
- Participation in various committee activities.

III. NEXT STEPS

- Identify and train an individual as a back-up for maintenance of the CS site. At present, ongoing set-up and maintenance is done by Kim and Bill.
- Pull together CS “How to” learnings.
- Revise Zoom instructions.
- Add members to the Technology Committee.
- Establish routine analysis of select LLI data for the purpose of detecting important trends and identifying future opportunities for changes in curriculum and the growth of membership.
- Develop the ability to offer hybrid (in person/virtual) classes to our members.

Respectfully submitted,

Bill Doeden