Lifelong Learning Institute
at
Waubonsee Community College

Annual Report
to the
LLI Membership

July 2019 – June 2020

June 1, 2020
# Table of Contents

<table>
<thead>
<tr>
<th>Reports</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>3</td>
</tr>
<tr>
<td>Vice President</td>
<td>4</td>
</tr>
<tr>
<td>Secretary</td>
<td>5</td>
</tr>
<tr>
<td>Treasurer</td>
<td>6 - 7</td>
</tr>
<tr>
<td>Curriculum Council</td>
<td>8 - 9</td>
</tr>
<tr>
<td>Member Services Coordinator</td>
<td>10 - 11</td>
</tr>
<tr>
<td>Operations Coordinator</td>
<td>12</td>
</tr>
</tbody>
</table>
Report of the President

This has been an eventful and challenging 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 365 members and 47 new members, I hope you have found your lifelong learning experiences rewarding and enriching.

The Board voted to implement many recommendations made by the Sustainability Ad Hoc Committee:

1. To conduct a member orientation (information) meeting, which was held October 17,
2. To schedule our first-ever Volunteer Recognition Luncheon, scheduled for April 23 but now postponed due to the Covid-19 restrictions,
3. To establish an ad hoc committee to evaluate our governance. This resulted in Bylaws changes, adopted on January 10. For this coming year the Board will be expanded from nine to 12 members, adding a Technology Manager, splitting the Member Services position into Member Communications and Social/Community Outreach and adding another Curriculum Council Representative. The Curriculum Council will be increased from seven to nine representatives. These changes are reflected in this year’s election.

Scholarships approved by the Board for 2019-2020 were one LLI Founders Scholarship in the amount of $1,200 and three LLI Scholarships in the amount of $800 each.

Under the direction of the Technology Committee, chaired by Bill Doeden, we explored online registration platform options. Various vendors were reviewed, including some considered by the college for their non-credit offerings. Our goal is to move from a manual registration system to online in the near future and will continue to evaluate alternatives.

With the Covid-19 outbreak and a concern for our members’ health and safety, the Board voted at their March 13 meeting to suspend spring courses in session and to cancel those not yet convened. The summer program as we know it was also cancelled. The Curriculum Council and a Core Planning Team worked hard to identify those courses which could be offered by distance learning (Zoom). Our hope is that you, our members, will be open to the new possibilities and alternate learning opportunities in this new environment.

I wish all of our members and leadership continued success as we face the challenges ahead. I turn my gavel over to the capable leadership of Dick Sackett, incoming president. I thank all of you for your support and friendship during my term as president.

With respect and gratitude,

Mary Maiers
President
Report of the Vice President

During the current LLI fiscal year, I was available to preside at LLI Board meetings, if the President were absent, but did not have to do so.

There was only one ad hoc committee erected by the Board during this fiscal year: the ad hoc Committee on Governance. Pursuant to the LLI Bylaws I appointed the members of that Committee (Kent Hayward, Ellen Neupert, Gail Tattersfield, Mary Ann White, and myself; Mary Maiers served actively as an ex-officio member), and at its request, served as its Chair. The Committee met on four occasions, and submitted its report to the Board in October. Following the Board’s approval of the Committee’s recommendations, I drafted amendments to the Bylaws necessary to effectuate the recommendations.

Respectfully submitted,

Dick. Sackett
Vice President
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 June 12, 2020 Board meeting.

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.

Respectfully submitted,

Peggy Carlson
Secretary
Report of the Treasurer

Each month the Community Education Department of Waubonsee Community College (WCC) provided the Treasurer with financial reports showing all revenues received and disbursements made by the college on behalf of LLI. The Treasurer analyzed the WCC reports and compared them to the list of items approved by the LLI Board. All inconsistencies were resolved.

Treasurer’s Reports were prepared for each month and presented to the Board. These reports show the revenues and disbursements for that month and the balance of funds for the previous month and year-to-date. Thank you to Barb Jachna of the WCC Community Education Department for her assistance in helping LLI manage its finances as well as many other activities.

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 $13,500 in this manner. Thank you to all LLI donors. You have made your Board very happy and very proud!!

At the beginning of the spring and fall semesters, LLI held its Rush fund raisers. LLI volunteers assisted the WCC book store immediately before the students start classes, which is the book store’s busiest time of the year. LLI volunteers greet students as they approach the book store and provide assistance as appropriate. This year 32 members volunteered to work 40 shifts. In return, the bookstore contributed $2,000 to the LLI Scholarship Fund.

Thank you to all LLI members who volunteered their time and effort, particularly Suzanne Smulin who managed the overall Rush effort. Thanks also to the bookstore for contributing funds to our Scholarship Fund. This is a “win/win” for our organizations.

Financials year to date (07/01/2019 to 03/31/2020):

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/2019 Balance</td>
<td>$102,828.26</td>
</tr>
<tr>
<td>Year to date revenue</td>
<td>$63,876.62</td>
</tr>
<tr>
<td>Year to date expenses</td>
<td>$22,723.13</td>
</tr>
<tr>
<td>03/31/2020 Balance</td>
<td>$143,981.75</td>
</tr>
</tbody>
</table>

The balance is high to allow for funds allocated to potentially purchase an online registration system. In addition, the 03/31/2020 balance includes a large amount in member payments for the Let’s Head East trip in September. These funds will be refunded due to the trip cancellation related to concerns of the Covid-19 Virus.
LLI Constitution, Article VII – Dissolution:
In the event of the dissolution of LLI, any remaining assets shall be contributed to the Waubonsee Community College Foundation, or its successor, as an endowment to provide WCC student scholarships styled as, and in the amounts of, scholarships funded by LLI in the last previous year for which such scholarships were funded.

Respectfully submitted,

Jay Labelle
Treasurer
Report of the Curriculum Council

Curriculum Council Members

Carla Goetz – Proposal Coordinator
Ruth Harmon – Facilitator Assistance Bureau (FAB)
Jim Hofer – Roundtable Coordinator, Board Representative
Paul Mantsch – Recorder
Mary Ochsenschlager – Trip Coordinator
Jane Powell – Course Evaluation Coordinator, Board Representative
Mary Ann White – Presiding Member, Facilitator Guide Coordinator, Board Representative

Curriculum Council Volunteers

Patty Blaida – Catalog Typist
Betty Williams – Facilitator Packets
Helen Snyder – Proposal Assistant

WCC Community Education Department Liaison
Barb Jachna

Responsibilities

- Reviewing and recommending Board approval of proposals for courses, guest presentations, outings, and trips
- Reviewing evaluations from course, guest presentations, outings, and trips
- Mentoring current and potential facilitators through personal contact, roundtables, and Facilitator Assistance Bureau (FAB)

Accomplishments

- Reviewed and recommended Board approval of curriculum proposals for Spring 2020 (28 courses, 1 guest presentation, 2 trips); Summer 2020 (22 courses, 2 guest presentations, 2 outings, 1 trip); Fall 2020 (26 courses, 3 guest presentations, 1 trip)
- Hosted Roundtables on October 4, 2019 and February 7, 2020
- Presented FAB workshops (July 16 & 30, 2019; October 17 & 24, 2019; January 2, 8, & 16, 2020)
- Maintained personal contact with 59 facilitators
- Prepared articles for the LLI Newsletter (fall & winter)
- Assisted in planning a new type of guest presentation in which WCC students would be included with LLI members
- Wrote personal thank-you notes to facilitators
• Continued updates of the Facilitator Guide
• Continued using survey letters for those who withdraw or do not attend classes
• Created a Standing Committee to explore ways to expand the number of offerings, with a focus on recruiting guest presenters
• Assisted with reviewing proposals to use in ZOOM course presentations during the Summer 2020

Respectfully submitted,

Mary Ann White
Presiding Member
Report of the Member Services Coordinator

Member Services Committee is comprised of these active members: Christine Hepinstall, Member Services Coordinator; Andi Danis, Social/Hospitality Chair; Carol Putnam, Member Communications Chair; Ceil Carey, Community Liaison Chair; and Jerre Henriksen, Newsletter Chair.

Committee meets the first Friday of each month and works together to address issues relevant to membership. We are a liaison between LLI and the community.

Committee Accomplishments

1. Annual Coffee Klatch, August 7, 2019
2. First LLI Membership Orientation Meeting October 17, 2019
3. First Volunteer Recognition Luncheon planned for April 23, 2020
   *Event is ready to be celebrated when COVID-19 restrictions are lifted.*
4. Developing a new LLI brochure
5. Sorting and displaying of the LLI photo collection

Coordinator – Christine Hepinstall

1. Held monthly meetings with agendas, minutes and Board reports. Have met electronically since April
2. Attended monthly Board meetings
3. Cross-trained with Operations Coordinator in compliance with Board policy
4. Supervised Newsletter and provided update reminders related to Newsletter and course catalogs
5. Maintained membership email addresses and shared information with Registration to ensure proper contact with members
6. Created and maintained guest list for the Volunteer Recognition Luncheon
7. Chaired the Volunteer Recognition Luncheon Special Committee, presiding over meetings and sending update reports
8. Updated Membership Handbook to reflect changes made to Bylaws

Social/ Hospitality Chair - Andi Danis

1. Coordinated the December 16, 2019 Holiday Luncheon and entertainment (155 attended). Received feedback responses from 97 guests. Thank you for all your comments.
2. Cross-trained for the Volunteer Recognition Luncheon lead (109 guest invitations sent)
3. Planned the Spring Luncheon and Annual Business meeting for June 2, 2020 (subsequently cancelled due to Covid-19 concerns)
4. Planned for the 2020 Coffee Klatch and membership events discussed (Coffee Klatch cancelled due to COVID-19 concerns)
Membership Communications – Carol Putnam

1. Sent get well and bereavement cards to identified members
2. Sent special congratulatory card to Karen Christensen on her appointment as the City of Aurora’s first Poet Laureate
3. Sent replacement name tags to membership
4. Prepared an updated Membership Welcome Letter
5. Mailed Membership Handbooks and name tags to new members

Community Outreach – Ceil Carey

1. Made seven presentations to the community, including Rotary Club, Kiwanis, philanthropic organizations, Senior Expos and the Silver Foxes of St. Charles. For each event, forwarded a list of guests interested in receiving LLI mailings to Registration for entry into our database.
2. Took photos at LLI events. These are used in the Newsletter and a developing photo project.
3. Training/mentoring an LLI member for the Community Outreach position with the goal of partnering in this position
4. Researched event give-away items with LLI logo imprinted to spread awareness
5. Developing a new brochure for LLI (contacted affiliates and met with WCC representatives for resources)

Newsletter - Jerre Henriksen (appointed to position by Board in December 2019)

1. Published quarterly newsletters (also eblasted, mailed to members without email addresses and posted on LLI website)
2. Outreached to members for newsletter content articles. Published a special June 2020 edition which focused on members’ Covid-19 experiences. This will truly be remembered and appreciated for years to come!

Respectfully submitted,

Christine Hepinstall
Member Services Coordinator
Report of the Operations Coordinator

The position of Operations Coordinator manages the Registration Committee, Mailing Committee, Catalog Committee and the Database Coordinator. All of these groups routinely operate on their own schedules and deadlines, but they are all dependent on each other as well. For example, each new -term catalog passes through all of their hands.

The Registration Committee, under Chairperson Kim Carew, performs all the course registrations, maintains the membership database, and manages the course waitlist and withdrawals. This committee also substantially contributed this year to the on-line registration project.

The Mailing Committee, under Chairperson Lynn Schroder, mails all course catalogs and social event invitations to members. This year the election ballots were mailed and printed by an outside company due to the Covid-19 college closing.

The Catalog Committee, under Chairperson Kim Carew early in the term and later in the term by Dick Sackett, plays a large role in creating and editing non-curricular catalog content.

The Database Coordinator, Bob Goetz, maintains the membership database and prepares it for each term by creating all offerings for registration. This position will report to the Technology Manager, effective July 2020.

While we believed, and worked hard to support, that sometime in 2019/2020 LLI would be changing from our manual registration process to an online electronic registration system, this did not happen. The reasons are many and complex. While the timetable of the conversion as of this writing is unknown, the Technology Committee and the Board leadership are actively pursuing this goal.

To all the volunteers in Operations, thank you for your time, energy and commitment.

Respectfully submitted,

Kent Hayward
Operations Manager