

Lifelong Learning Institute
At
Waubonsee Community College

Annual Report
to the
LLI Membership
July 2023 – June 2024

May 23, 2024

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Report of the President

I am pleased to present this summary of the 2023-24 LLI Year and want to thank our leadership team and volunteers for giving their time and talents in service to this organization. Your energy and creativity are what made this such an exciting and successful year!

The Governance Ad Hoc Committee that was established in 2022 continued their work by reviewing the Constitution and recommending changes that will allow us to be more flexible and responsive to challenges (we learned the need for this during the pandemic.) These changes were communicated to the membership and ratified by a unanimous vote of ballots cast. A further review of the LLI Bylaws was made, with additional changes recommended to align the two documents.

We were once again able to award three scholarships totaling \$2000 for this upcoming academic year. This was made possible by members who donated throughout the year, a small subsidy from our own treasury, and to some of our guest presenters and outside speakers who very kindly donated their honorariums to our scholarship fund.

Our second annual Volunteer Brunch was held this past fall at Bodie Hall on the Waubensee Community College Sugar Grove campus. We were pleased to highlight our 60+ volunteers who make everything possible. We simply could not exist without them!

The Curriculum Council has been especially busy this year as they look for ways to enhance the curriculum, assist facilitators, and implement recommendations from the Shaping the Future Standing Committee. We have already seen positive results with an increased number and variety of course offerings and are looking forward to more good things to come.

Our Social and Community Outreach Teams were excited to partner with WCC in hosting several events that were well-attended by the community and our own LLI members. Community Outreach continues to represent us at community events and group meetings. The enhanced emphasis on marketing this year is paying off as we welcomed 100 new members this year, making us 301 members strong as of this spring!

Our Member Communications Committees worked hard to stay in touch with our members through engaging newsletters and informative Eblasts. Our Technology Committee continues to refine our online registration system as well as seek out additional online resources through partnerships with AARP and Road Scholar.

I have been honored to serve as your President this past year and look forward to continuing the exciting work of providing value for your LLI membership and hopefully adding joy to your life.

Respectfully,
Andi Danis, 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 May 30, 2024 Annual Business meeting. Minutes were also recorded for the Special Meeting 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,

Report of the Treasurer

As Treasurer I fulfilled the following duties this past year:

1. Attended and participated in meetings as a member of the Board.
2. Kept accurate records of all LLI monies and worked with WCC staff to ensure requested payments were appropriate and approved by the Board.
3. Prepared monthly and year-to-date reports in coordination with WCC and presented such reports to the Board. These reports show the revenue and expense items for the previous month and year-to-date and comparison to the active budget.
4. Prepared, in cooperation with the Board President, a proposed Annual Budget for Board review and approval.
5. Monitored and presented the Scholarship Fund activity to the Board each month and verified the approved disbursement amount for the awarded scholarships.
6. Reviewed and managed the renewal of LLI insurance policies.

Financials to date (07/01/2023 to 03/31/2024):

07/01/2023 Balance: \$97,696.42
Year-End Adjustment: (\$829.13)
Year to Date Revenue: \$25,095.45
Year to Date Expense: (\$18,626.20)
03/31/2024 Balance \$103,336.54

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

I appreciate the support and collaboration of WCC staff as we worked together to effectively handle and oversee the financial health of LLI for the past year.

Respectfully submitted,

Ann Hastert
Treasurer

Report of the Curriculum Council

Council Members

Ellen Bonewitz - Evaluation & attendance, Board member

Karen Christensen - Facilitator Contact, Board member

Susan Foody - Recorder

Jerre Henriksen - Outings & Trip Coordinator

Beth Johnson - Scheduled and managed approved courses, Board member

Jerry King - Processed course proposals

Evelyn Porter - Technology contact

Mary Ann White - Presiding Member, Board member

Jill Wold - Processed course proposals

Curriculum Council Volunteers

Betty Williams

Responsibilities

- Communication with facilitators
- Mentor current and potential facilitators
- Host Roundtables
- Review proposals, interact with facilitators on any needed editing of the proposal
- Review and recommend Board approval for courses, outings, & trips
- Prepare Excel spreadsheet of courses, schedule courses, request location assignments and technology needs
- Forward necessary information to the WCC contact
- Enter approved courses into CourseStorm
- Assess outside venues
- Review course attendance and evaluations (if any)
- Communicate with Technology Manager

Accomplishments

- Created an updated fillable course proposal form
- Reviewed and recommended for Board approval course proposals

Fall 2023 - 37 courses and 1 outing

Spring 2024 - 27 courses, 2 outings, 1 trip

Summer 2024 - 17 courses, 2 outings, 1 trip

- Scheduled and entered all courses into CourseStorm
- Hosted a Roundtable for facilitators on October 13, 2023 at the Sugar Grove Fire Department
- Hosted a Roundtable for facilitators on March 15, 2024 at WCC
- Provided monthly email updates to facilitators
- Updated the Facilitator Guide and reviewed guide with facilitators
- Communicated with WCC IT department to make website changes
- Created an updated fillable form for Outings/Trips
- Prepared articles for the LLI newsletter (fall, winter, spring, summer)
- Continued to discuss the implementation of Special Interest Groups
- Collaborated with WCC to create offerings for LLI members
- Worked to provide a variety of courses to appeal to a diverse membership

Respectfully submitted,

Mary Ann White
Presiding Member

Report from the Member Communications Committee

This year has been very busy for this committee which I will cover later in this letter. The basic structure of 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, Margie Groot, and Jean Langlais.

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 Welcome letter and the mailing package content that is sent to new members
2. Sent multiple eblasts to members regarding LLI courses, luncheons, voting materials, proposed changes to the Constitution, Newsletters, WCC event announcements and other messaging.
3. Mailed sympathy or get-well cards to members in need
4. Mailed a new member's package including a badge, Members Handbook, Newsletter and other items available.
5. Prepared 4 Newsletters containing news about LLI, and sent to all members.

As mentioned at the top, we have been unusually busy with Eblasts, particularly during the 2nd quarter of 2024, when summer registration, proposed changes to the Constitution, and WCC stepped up their community event programming.

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, Manager Member Communications

Report of the Social and Community Outreach Manager

The members of the Social/Community Outreach Committee work as a cohesive unit. However, team focus consists of myself and Laura King working as the social events co-chairs, Gary Krueger and Jennifer Beck teaming on marketing strategy and Ceil Carey and Donna Wawrzyniakowski partnering on representing LLI at community events. Each committee member contributes to all areas of our responsibilities, meeting monthly to discuss our projects and vision for LLI.

Our committee has been actively working on creating and implementing a marketing strategy with the goal of growing membership. Waubensee Community College has “gifted” us with the expertise and assistance of Emily Rollins, Community Engagement Outreach Coordinator, in working toward this goal. We are advertising in Senior Center newsletters, news media and displaying posters in numerous local libraries and Senior Centers. Under the leadership of Susan Foody, we are pursuing Facebook campaigns to add another dimension to our presence in the community.

Following is a summary of our projects and accomplishments during this past year, all of which are possible only with the enthusiastic participation of members and volunteers. We would also like to extend a special note of gratitude to the college for their ongoing support and belief in lifelong learning.

Social Events

1. Holiday Luncheon held on December 7, 2023 at the Aurora Country Club. Almost 100 members and guests registered for this festive event, with entertainment provided by the Fox Valley Festival Chorus. A special welcome was extended to our new members in attendance!
2. Our long-awaited Volunteer Brunch was held on October 20, 2023 on the Waubensee Community College campus, Bodie Hall. Invitations were extended to 60 volunteers, a time to honor their dedication and creativity. This was an interactive session of sharing and a “getting to know you” game. It culminated with a performance of Barry White’s “My first, my last, my everything” by the Social/Community Outreach Committee members.
3. Our Spring Luncheon/Annual Business Meeting is scheduled for May 30, 2024 at the Stonebridge Country Club in Aurora. We are excited that about 90 members and guests have already registered. We look forward to another time to network with friends and create new lasting friendships, something we so cherish at LLI!

Community Outreach Events

1. We are thrilled to partner with WCC in hosting speaker events, both well attended by LLI members and those in the community. We look forward to hosting future events that bring us these exciting learning experiences.
 - a. February 21, 2024 – *pre-Civil War Quilts: Secret Codes to Freedom on the Underground Railroad*
 - b. March 21, 2024 – *Casting a Historic Vote: Suffrage for Women in Illinois*
2. Our Outreach team has worked hard to get the word out about LLI! These events are great opportunities to recruit new members. We continue to pursue opportunities to speak to organizations, including Senior Centers and Retirement Communities. Presentations made this year include:
 - a. Kendall County Retired Teachers, meeting held in Bristol on April 11, 2024.
 - b. Annual Health Fair at Fox Valley Community Services Center, held on April 16, 2024 in Sandwich.
 - c. Waubensee Community College Sugar Grove Campus Open House, held on April 20, 2024.
 - d. Aurora Philanthropic Educational Organization, held on May 3, 2024.

I would like to personally thank the committee members for their amazing enthusiasm, vision and teamwork!

Respectively submitted,

Mary Maiers
Social/Community Outreach Manager

Report of the Technology Committee

REGISTRATION METRICS:

<u>TERM</u>	<u>CLASSES</u>	<u>SEATS TAKEN</u>	<u>WAITLISTED</u>	<u>TRIPS/ OUTINGS</u>
SPRING 2023	21	474	29	0
SUMMER 2023	18	375	1	2
FALL 2023	35	779	11	1
SPRING 2024	28	632	57	3

EVENTS

REGISTRATIONS

LLI FAIRE SPRING 2023	54
SPRING LUNCHEON 2023	69
HOLIDAY LUNCHEON FALL 2023	95 SPRING
LUNCHEON 2024	90

<u>MEMBERSHIP:</u>	<u>2022-2023</u>	<u>2023-2024</u>
	257	301

ACTIVITIES:

- Bill and Kim performed ongoing maintenance and management of CourseStorm’s registration site; Beth established the online catalogs based on CC curriculum.
- Bill and the Board reviewed and approved a platform plan from the choices provided by CourseStorm; the PRO plan was adopted which satisfies our needs and keeps our costs reasonable.
- Kim and Nancy maintained the log and responded to inquiries and requests for assistance with registration. 142 responses were made between Fall 2023 and Spring 2024
- Bill Knudsen worked with members of the CC to devise fillable forms: Course Proposal Form and Trip/Outing Proposal Form.
- The Committee reviewed the LLI “X” Drive in anticipation of meeting with WCC IT personnel to discuss access to server space for document sharing and storage.
- Continued the evaluation of registration data to assess members’ interests.
- Investigated the need for technology training for members. Recent research indicates that Seniors benefit from acquiring technology skills that support social interaction, increase independence and improve personal safety. Met with AARP’s representatives for Senior Planet – a program to provide technology education specifically geared to seniors.

OTHER COMMITTEE ACTIVITIES:

- Participated in the Governance Ad Hoc Committee to review our founding documents. • Participated in the task force that is working to identify and plan Special Interest Groups.

NEXT STEPS:

- Continue work with the CourseStorm system: prepare a manual for maintenance and management, identify and train a CS site manager, discuss available solutions to CS issues.
- Implement a shared file/file storage system based on results of a meeting with WCC IT personnel.
- Undertake a complete analysis of 2023-2024 registrations and indicated follow-up.
- Assess member interest in AARP's Senior Planet program in order to determine if we proceed with next steps in the licensing process. If we proceed, LLI can be a test pilot for future expansion of the program jointly with WCC.
- Seek to expand the Technology Committee as the demand for services increases. • Develop the ability to offer hybrid (in-person/virtual) classes to our members.

Respectfully submitted,

Bill Doeden