



*“ Come for the Classes Stay for the Friendships”*

**RI Council Minutes November 30, 2023**, at 3:00 PM in FOU015, Including Zoom.

Council Members Attending: Kathleen Bennett, Shirley Bigley, Page Campbell, Elizabeth Fanto, Joe Lapicki, Betty Loafman, Kay Pulcinella, Laurie Rosenberg (Zoom), Susan Serotte, Denis Smith (Zoom), Terry Weisser, Tim Casey.

Council Members Unable to Attend: Ken Pfeifer, Beth Volk.

Communications, Administration, NDMU Items, and Follow-Up Items: Tim

- 1) Shirley was welcomed.
- 2) Ken is in hospital, recovering from surgery, says hello, and will resign his Council position.
- 3) Kathleen Bennett was appointed and welcomed again to the Council.
  - A Nominating Comm will develop Council Member Criteria and new member suggestions. Page and Terry will coordinate. Shirley has prior information/direction on Nominating Comm.
- 4) Exec Comm Meeting Jan 25 @ 10 am, in-person in the RI Admin area.
- 5) Council meet dates: Dec- none; Jan 30 @ 10am & Feb 29 @ 3pm venue TBD.
- 6) Director of RI recruitment process: The Job Description is complete and the job is posted. The RI interview team is Beth, Ken, Terry, and Tim. The NDMU interview team is Greg and Shirley.
  - Volunteers for Kiosk support and training for the Spring Semester are Kay, Elizabeth, Laurie, Terry, Kathleen, Susan, and Tim. Training session(s) will be scheduled with Sandy.
  - Schedule Town Halls for late Feb and April for Zoom and On-Campus. Tim responsible.
  - Organize collaboration with the NDMU undergrad class, initially with the Health and Sciences school, and coordination with the Adelante group will be led by Shirley.
- 7) End-of-Year Giving- Terry referenced an example and suggested it be considered.
  - Develop a Fundraising Strategy and Programs Plan Draft, including legacy recognition for Council review and discussion. Draft to be initially developed by Shirley and Tim.
- 8) Winter in the City Catalog is published. This program is very well coordinated.
- 10) The End of the Semester Party is set for Dec 8 at noon in FOU103.
- 11) A comprehensive member database is a key need with the design, member data input, and implementation. TBD
- 12) Coordinate with Gene Taylor, Public Safety, and develop a 2024 plan for RI. TBD
- 13) Classroom and Space Availability is continuing to be coordinated with NDMU for FOU106; FOU015; FIC020 and FIC021;
- 14) An Art Collaborative Club will be formed, and Paula Murphy will coordinate.
- 15) FIC003 Painting & Carpet Install is complete.
- 16) Admin Area Painting and Carpet- Approval and Timing TBD.
- 17) The 12-week Semester Member Survey was emailed. Thanks to Page and Sandy.
  - Results are pending, Terry will report the analysis of the results.



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### Finance Update:

For the report through Oct 2023, see Pgs. 3 and 4.

Concern was expressed for RI's financial responsibility for the \$8,816 operating budget loss. It was driven by one-time expenses of \$15,615 for the OLLI Conference, over-budget Advertising, and FIC003 carpeting.

- Council approval process for expenditures: Tim was responsible for not acquiring Council approval for some of these expenditures. He is committed to following the By-Law stipulation requiring Council approval for any expenditure over \$1000.

### Council Member Constituent Update:

Updated Best Practices for Communicating with Constituent Groups. See Pg. 5.

Council Update Summary on Constituent contacts/meetings:

Elizabeth reported a condensed summary and some discussion ensued.

Elizabeth and Tim, post-meeting, recommend these follow-ups:

- Elizabeth will email a consolidated copy of each Council Member's Constituent Report.
- Constituent Questions- create a follow up standard for answers to members questions. Tim will add this item to the next Council meeting agenda.

### Curriculum Update- Terry/Kathleen

Course Catalog and Schedule are published.

Spring Classes taught by Members is 26 and by Outside Instructors 30, see Pgs. 6 and 7.

Course Previews are Dec 12 for Tuesday and Dec 14 for Thursday classes.

Room Assignments are made.

Classroom space is a critical issue as on-campus enrollment increases.

### Membership Update, Registration Process, and Nov 30 Registration Report: Joe

Based on Joe's report and some earlier discussions, the following points were made:

- 1) Member instructors are allowed to register for classes early.
- 2) All member registration opens on Monday, Dec 18.
  - Assisting Spring Registration are Kay, Joe, Page, Denis, and Tim. Sandy will provide instructions for member registration assistance.
- 3) November 30th Registration Report for Spring 2024 Semester- See Pg. 8.
- 4) RI has lost and gained members approximately evenly over the last few semesters.
- 5) Master Lists of Prior Members, Prior Referrals, and New Referrals are up to date. Open house registrants' emails, who did not attend, will be sent from Laurie to Joe.
- 6) With the compressed time between registration on Dec 18, 1 week before the holiday, New Year season, and travel for some, we agreed the normal registration email process will be followed, including reminders to forward this information to invite friends to join.
- 7) A mid-January and our planned Jan 25 Exec Comm can be a checkpoint.
- 8) Spring 2024 Orientation Plans will allow for Zoom and on-campus members.
  - Thursday, Feb 1 is Welcome to Renaissance Day- Shirley will draft a plan.



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New Member Outreach:

Open House: Laurie reviewed the successful Nov 8 open house. Thanks, Laurie and those who volunteered. The event can be repeated and improved if needed, and open house(s) will be added to our New Member Outreach Plans.

- Develop Marketing Strategy Development and 2024 New Member Outreach Calendar Drafts for Council Review- Tim/Shirley

Project 320 Follow-Up: Tim

Project 320 Key Findings and Best Practice Processes to guide the Spring 2024 membership plan of action to increase membership. See Pg. 9.

*Respectfully Submitted, Elizabeth and Tim*



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RENAISSANCE INSTITUTE FY24 BUDGET

Report Date November 16, 2023		Report Date October 31, 2023					
NUMBER OF MEMBERS		320					
		167/F, 150/H,3/SCH					
Available Operating Income	G/L Code	FY24 Budget	FY24 Actual/Date	FY24 Over/Loss	FY24 Proj EOY	FY24 NDMU EOY	Notes
<b>Membership Income</b>							
Membership Fees		\$160,250.00					Note #1
Fall Membership	41901	\$119,075.00	\$103,580.00				Note #2
Spring Membership Fees	41901	\$39,750.00					
Awards and Scholarships	Tfr RI Agency Fund -26902	\$1,425.00	\$1,425.00				
NDMU 25%		\$40,062.50	\$25,895.00				
Total Membership Income		\$120,187.50	\$79,110.00				
<b>Other Sources of Income</b>							
Equipment Carpeting		\$5,000.00	\$5,000.00				
OLLI Conference	Tfr RI Agency Fund -26902	\$5,890.00	\$5,890.00				
<b>TOTAL OPERATING INCOME</b>		<b>\$131,077.50</b>	<b>\$90,000.00</b>				
<b>USES OF FUNDS - EXPENSES</b>							
Salaries	multiple	\$81,750.00	\$25,490.90				
FICA Expense	51100	\$6,253.88	\$1,950.05				
Benefits		\$5,800.00	\$1,920.00				
Outside Instructors - 1099 employees	50204	\$23,000.00	\$1,650.00				
(Stipends)	50107	\$0.00 +					
Advertising / Marketing	62200	\$3,000.00	\$6,300.35				
Office Supplies	60100	\$1,000.00	\$1,561.94				
Instructional Supplies	60200	\$500.00	\$282.05				
Technology Supplies	60300	\$1,500.00	\$76.58				
Postage	61500	\$50.00	\$57.57				
Printing -Reflections	62101	\$3,000.00					
Copier Usage	62400	\$500.00	-\$24.97				
Member Functions - Food Social Commi	63002	\$700.00	\$38.87				
Entertainment - EOY Inst Luncheon	63200	\$1,000.00					
Equipment - New Carpeting	67003	\$5,000.00					
Equipment - Repair	67004		\$345.00				
Bus	67102	\$750.00					
OLLI Conference - Lodging	63001	\$3,190.00					
OLLI Conference - Airfare	63100	\$2,700.00	\$4.00				
Other Expenses	68000	\$200.00	\$367.50				
Total Expenses		\$139,893.88	\$40,019.84				
<b>OPERATING SURPLUS/LOSS</b>		<b>-\$8,816.38</b>	<b>\$49,980.16</b>				
<b>RI AGENCY INDIRECT DISCRETIONARY</b>							
RI Agency Beginning Balance	26902	\$197,953.42	\$197,953.42				
Income/Expense from Account			\$52.71				
Tfr to Operation Account - Scholarship		-\$1,425.00	-\$1,425.00				
Tfr to Operation Account - OLLI Conf		-\$5,890.00	-\$5,890.00				
Tfr to Operating Account - Carpeting		-\$5,000.00	-\$5,000.00				
Tfr to Operation Account - Bal Budget		-\$8,816.38					
RI Agency Ending Balance	26902	\$176,822.05	\$185,691.13				
Note #1. Membership based on 320 members 167 Full time, 150 Half time and 3 Scholarship							
Note #2. Membership based on 275 members - 150 Fulltime, 122 Half time and 3 Scholarship							



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## Renaissance Institute Budget Report

November 16, 2023

Monthly Transaction Detail for October 31, 2023

### Expenses:

1. Salaries	\$25,490.90
2. FICA expense	\$ 1,950.05
3. Employee Benefits	\$ 1,920.00
4. Outside Instructors	\$ 1,650.00
5. Advertising	\$ 6,300.35
a. WMAR	\$ 4,000.00
b. Balto Banner	\$ 2,000.00
c. Open House	\$ 300.35
6. Office Supplies	\$ 1,561.94
7. Instructional Supplies	\$ 282.05
8. Technical Supplies	\$ 76.58
9. Postage	\$ 57.57
10. Copier Usage	\$ 125.03
11. Member Functions	\$ 38.87
12. Equipment Repair	\$ 345.00
13. OLLI – Airfare	\$ 4.00
14. Other Expenses	\$ 367.50
15. Restricted Account – Gifts	\$ 172.29

### Income Items

1. Coffee Income	\$ 83.00
2. Library Income	\$ 42.00
3. Copy Cost Recovery	\$ 250.00

Regards,



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### **Best Practices for Communicating with Constituent Groups**

**Constituent Lists:** The first priority is to obtain the most current list of members (constituents) assigned to be represented by each current Council member as soon as possible after each registration period. The assignment of members is determined by alphabetical groupings. Initially, the number of constituents assigned to each Council member will be approximately equivalent. The alphabetical groups should be kept the same over time even if the number of members within each group changes each semester. The lists should be updated as needed. As Council members leave, new council members should take over the departing member constituent lists.

**Meeting Venue:** Meetings should be held on Zoom so that they are accessible to all members, regardless of distance or mobility.

**Schedule:** Meetings should be scheduled at least twice per semester, one at the beginning of each 6-week session. If issues of interest to constituents arise between meetings or late in the final 6 weeks, additional meetings should be scheduled.

**Recording:** Meetings should not be recorded so that members can speak freely. If meetings are recorded, members may not attend the meetings, assuming that they can get the recordings to view. This has the effect of limiting discussion, the very purpose of the meeting.

**Meeting Notes:** Notes should be sent out to constituents after the meetings summarizing the topics and salient points. These reports should also go to the Council and relevant committees. This will ensure that constituent feedback is followed up.

**Registration Outreach:** During each registration period, Council representatives should reach out to their most recently assigned constituent group by email encouraging registration and offering assistance. If there is no response a second email should be sent. This should be followed up with a telephone call with a message if there is no answer. We do not recommend continued attempts by telephone since this may be viewed as too aggressive.

**Constituent Communication Recommendations:** The following are some more specific suggestions for communicating with constituents:

1. Send an email to current constituents introducing yourself and explaining the constituent group concept, its purpose, and welcoming them to your group. Include a suggested date for your first meeting. Include topics you want to cover but make it clear that you encourage discussion on any other topics they may wish to raise.
2. Send a reminder and Zoom link to constituents the day before the meeting. Include “Constituent Meeting,” day, date, and time in the subject line.
3. At the first meeting, introduce yourself and ask each constituent to give a brief (2-minute) introduction including their name, how long with RI, how they discovered RI, career, and current hobbies.
4. Introduce some timely topics for discussion
5. Encourage other topics from your constituents
6. Try to keep the meeting to one hour or less

Submitted by Kay Pulcinella, Susan Serotte, Beth Volk, and Terry Weisser (11/14/23)



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SPRING 2024 COURSES TAUGHT BY RENAISSANCE MEMBERS

Macbeth: A Fresh Look – G. Kessler

Beginning Birdwatching - D. Burggraf

Memory Pictures/Writers Workshop – E. Fanto

To Live in Hope Not Fear (2) – B. Loafmann

Poetry: Delight and Wisdom – K. Feeley, SSND

Great Decisions – T. Casey & K. Pfeifer

Renaissance Singers – N. Heinold

New Yorker Roundtable – B. Young

Three Viennese Operettas – W. Bentley

Poetry Workshop – S. Marshall

On First Looking into Wilson’s Iliad – J. Russell

Warriors, Queens, and Intellectuals: Great Women Before 1400 – P. Campbell

Villains! – C. Daddazio

The Foundations of Western Civilization – J. Meredith

Open Studio for Prose Writers – A. Joyce, S. Lindenbaum & S. Scriggins

The Bloomsbury Group – M. Russell

Short Story Masterpieces – E. Fanto

Views of the News – H. Jackson

Six for Six Again! – W. Jacobs & E. Ruppert

Mixed Media – T. Eckard

Having Fun with Mah Jongg – L. Caplan

Theodore Roosevelt and Family – B. Loafmann & C. Bentley

TED Talks – N. St. Pierre

Movies in the Afternoon – T. Walman & V. Lapicki

Stories from the Prairies and Plains – S. Sutton

Cracking Yokes: A Dozen Funny Women Who Changed the Face of American Comedy – M. Pinkert



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### SPRING 2024 COURSES TAUGHT BY OUTSIDE INSTRUCTORS

Acting Improvisation – N. Pilcher; Pastel Drawing – A. Kurbeil  
Spanish is Fun - Intermediate – J. Frumkin  
Qigong – P. Tanton; Chair Yoga – L. McGill; International Folk Dance – P. Kreiss  
Living Better as We Age – P. Meyerson  
Walks in the Walters – S. Vidmar  
Spanish Is Fun – Beginners – J. Frumkin  
Ink and Watercolor – A. Kurbeil  
Radio Theatre Performance Workshop – N. Pilcher  
Topics in Religion and Politics – S. Spahn, SJ  
NIA – R. Donnelly  
American Comedians in the Age of Radio, TV, and Movies – E. Berkowitz  
Baltimore History Narrative: 19th Century Industry, Jobs, People – J. Burkert  
Strategic Litigation – P. Junghans  
A History of Photography – J. Lavine  
A Descent into Dante’s Inferno – I. Rasin  
Exploring the Cosmos – Brian Christy  
Freedom of Movement – L. McGill  
Having fun Creating Illustrated Journals – J. Reid  
The History of Eugenics in America B. Blumberg Ressin  
Cultivating Serenity in Strenuous Times – D. Hoovler  
Tech Lab – J. Hammid  
Ukulele Class – R. Forton  
Ballet Basics – S. Sklar  
Integrative Spirituality and Yoga – P. Eisenstein  
A History of Portraits/Landscapes/Holy Pictures – J. Cassar  
American Civil War – D. Warrenfeltz  
Remember Who We Are – the Gita Sangha – P. Eisenstein





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## **November 30<sup>th</sup> Registration Report for Spring 2024 Semester**

Registration packets will be emailed to 438 prior members and referrals once available.

### **1. Master List Update**

- **Master List of Prior Members – Total 153**
  - Spring 2010 to Fall 2020 – 8
  - Fall 2020 – 50
  - Spring 2021 – 22
  - Fall 2021 – 8
  - Spring 2022 – 9
  - Fall 2022 – 16
  - Spring 2023 – 40
  
- **Master List of Prior Referrals – Total 236**
  - Fall 2020 – 19
  - Spring 2021 – 5
  - Fall 2021 – 26
  - Spring 2022 – 18
  - Fall 2022 – 85
  - Spring 2023 – 47
  - Fall 2023 – 36

### **2. Spring 2024 New Referrals Update – Total 49 to date**

- RI Website – 22
- Lifebridge Contact – 9
- Open House - 18



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### **Council Member response and observations to Project 320 Key Findings**

The Council demonstrated teamwork, engagement, and passion for the Renaissance Institute's vision and strategic objectives.

Awareness and recognition of RI are improved through media trials (Beacon, WMAR, Banner, Towson Times, Tower Talk, NextDoor, Facebook, and WYPR).

Need to develop metrics to measure new member outreach efforts.

Council best practices for registration outreach, membership lists, and constituent communications and assistance were developed.

Most new members come from referrals from current members.

The trend of late i.e. “last minute” registrations each semester continues.

RI loses 30-40 members each semester for various reasons.

Reduce the membership recruitment intensity:

- 1)ask members to invite their friends to join and
- 2) encourage past members to join.

Increasing on-campus membership and classroom availability/size requires attention.