

Senior Education Commission Meeting Minutes
September 17, 2018

Laura Phillips agreed to serve as scribe for the meeting.

In attendance were: Susan Poretz, Norm Bowie, Susan Davis, Peg Nau, Laura Phillips and Town Board liaison Leeanne Thornton.

The Chair noted there had been no calls or emails in response to the public notice for today's meeting. As there were no members of the public present there was no public discussion.

Chairperson Susan Davis called the meeting to order at 9:31 and introduced Town of Saugerties liaison Leeanne Thornton to the other members of the SEC.

Peg Nau made a motion, seconded by Susan Poretz that the SEC accept the previously distributed Lifespring Board of Directors approved meeting minutes for June 12, 2018 and August 14, 2018. Passed unanimously. They will be placed in the Freedom of Information File with the Saugerties Town Clerk.

Leeanne Thornton's role as liaison to the SEC and Town of Saugerties expectations of the SEC were discussed. Leeanne said that the Town Board is very positive and enthusiastic about Lifespring and is supportive of its efforts. Leeanne reports to the Town Board at monthly meetings about Lifespring activities. She asked if there was anything the Town needs to do to further support the organization.

The distinction between the SEC and Lifespring was discussed. Although all members of the SEC are currently very active Lifespring members, it would not necessarily have to be that way in the future. There are ambiguities about the role of the SEC as defined by Town of Saugerties Local Law #1. Leeanne Thornton said creation of the SEC by the Town of Saugerties established a legal protection for Lifespring. The SEC has flexibility in its role to oversee Lifespring activities but that it was not expected that the SEC duplicate the work of the Lifespring Board of Directors. The future role of the SEC may be broadened.

The possibility of Lifespring sponsoring educational trips in conjunction with Lifespring courses was discussed. It was unclear if the Lifespring Board must go to the SEC and get their formal approval before starting the planning for trips. It was decided that if the SEC reviews and accepts the approved minutes of the Lifespring Board that we have

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in fact accepted the Lifespring Board of Directors' decisions about possible trips and the protocol the LS BOD has adopted for approving and implementing trips, from concept to execution. Leeanne Thornton said that because the SEC is a legal entity in the Town, Lifespring trips would be automatically covered by the Town of Saugerties insurance.

There may be some occasions when the SEC may need to coordinate with the Town Board. As liaison, Leeanne Thornton volunteered to work with Lifespring Board of Directors or trip coordinators to assure that the Town of Saugerties legal requirements for transportation bids etc. are met.

The Operating Guidelines of April 06, 2018 were discussed including the responsibilities of the SEC to the Town Board. In the Guidelines, the SEC has given the authority to run Lifespring to the Lifespring Board of Directors until the end of 2018, with the specific oversight by the SEC as indicated in the SEC Meeting Notes of April 6, 2018.

It was decided that the role of the SEC is to make sure that whatever Lifespring does is consistent with Law #1 and procedures of the Town. Acceptance of the Lifespring minutes is the pragmatic method of assuring Lifespring compliance. By accepting the minutes of the Lifespring Board of Directors, the SEC is providing for the election of officers and setting the membership fees and complying with section 4 of the Saugerties Local Law #1. If the SEC finds something objectionable in the Lifespring Board minutes, we have the option of not accepting them and going to the Lifespring Board with our concerns. Leeanne Thornton said we could also go to her as Town liaison for advice.

It was decided that by establishing the Operating Guidelines that the SEC adopted on April 6, 2018, the SEC had abided by the Town of Saugerties Local Law #1, Sections 4A, 4B and 4C. Section 4A says that the SEC "shall have authority" to adopt by-laws providing for certain activities. It was interpreted that this is not a mandate that we duplicate these activities at the SEC level. We are satisfying the Saugerties Local Law #1 at two levels, since Lifespring has adopted by-laws and the SEC has accepted the Lifespring by-laws as stated in the Senior Education Guidelines. It was decided that if the Lifespring by-laws are changed in the future, the SEC will accept them by accepting the Lifespring Board of Directors meeting minutes.

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Susan Puretz made a motion that going forward the SEC will routinely review and will electronically accept Lifespring Board of Directors approved minutes as soon as they are available. Norm Bowie seconded. Passed unanimously.

Norm Bowie made a motion and Peg Nau seconded that the SEC does not need SEC by-laws at this time. Passed unanimously.

The SEC is aware that Lifespring is examining its bylaws. In accordance with SEC Commission Guidelines, changes in Lifespring by laws will be submitted in the approved minutes of the Lifespring BOD and at that point the SEC will decide whether to accept them.

Susan Puretz made a motion that the SEC chairperson communicate with the Lifespring Board President the importance of making the Lifespring by-laws compliant with the provisions in Town of Saugerties Local Law #1 for the creation of the SEC. Norm Bowie seconded. Passed unanimously.

The SEC notes are posted on the Saugerties Town website but the Lifespring Board of Directors minutes are not posted on the website. A discussion of how to make a record of major Lifespring changes in the SEC records ensued. It might be appropriate for the SEC to make an annual report of Lifespring activities to the Saugerties Town Board providing a general summary. As liaison Leeanne Thornton said she would be willing to make an annual report about the SEC and Lifespring to the Town Board in addition to her monthly updates to them.

There was a discussion of future SEC guidelines. During the discussion the following was suggested:

1. In the first sentence, add "and from January 1, 2019 through December 31, 2019."
2. In the second paragraph put a period after "in effect" and delete all of the rest of the sentences and points a., b. and c.
3. In the third paragraph change "reviewed by the Commission prior to making a request to the town" to "reviewed by either the SEC or the chairperson of the SEC."
4. The last sentence change to "This revised agreement will be in effect for the remainder of 2018 and January 1 2019 through December 31, 2019."

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5. These guidelines will be distributed to the LSBOD at the October Meeting as part of the SEC report by the SEC Chair and become part of the LS minutes.

A motion to accept the following Revised Senior Education Guidelines was made by Norm Bowie, seconded by Susan Poretz. Passed unanimously.

REVISED SENIOR EDUCATION COMMISSION GUIDELINES – September 17, 2018

In order to insure the continued success and high level of achievement that Lifespring has attained, the Senior Education Commission of the Town of Saugerties assigns the responsibility for the smooth and continuing operation of Lifespring to the members of the LS Board of Directors for the remainder of the 2018 calendar year and from January 1, 2019 through December 31, 2019. This will include the electing of officers, members-at-large, and appointing Committee Coordinators (full and ad hoc) as outlined in the LS By-Laws approved in June, 2017. The Lifespring Board will be responsible for overseeing the daily operations of Lifespring.

The policies and procedures as outlined in the LS Policy manual and in the Coordinators' handbook shall remain in effect.

The Lifespring Board of Directors will keep the Senior Education Commission informed of the status and operation of Lifespring by providing the Commission and the Town Board Liaison with copies of the minutes of all official Board meetings, LS catalogs, newsletters, etc. In addition, the Senior Education Commission reserves the right to review and approve any proposed By-Law changes, to approve any increase in membership fees, and to act as the interface between LS and the Liaison from the Saugerties Town Board, and/or the Town Supervisor and Town Board. Any requests by LS for new and/or additional Town Services will be reviewed either by the Commission or Senior Education Commission chairperson. The Commission reserves the right to remove any LS officer for cause. Vacancies on the LS Board will be filled according to the process outlined in their By-Laws.

This revised agreement will be in effect for the remainder of 2018 and January 1, 2019 – December 31, 2019.

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Future meeting dates were discussed. Susan Puretz moved that the SEC meet in December 2018 with the exact date to be determined. Peg Nau seconded and it was passed unanimously. Mondays seem to be the preferred day of the week.

Peg Nau made a motion to adjourn, seconded by Norm Bowie. Passed unanimously.

Meeting adjourned 11:30 am.

Laura Phillips