



DRAFT 26 April 2022

LEARNING IN RETIREMENT OF WAUKESHA COUNTY INC.

ANNUAL REPORT

July 01, 2020 – June 30, 2021



Waukesha Campus
327 E Broadway
Waukesha WI 53186



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Pewaukee WI 53072



**WAUKESHA
COUNTY TECHNICAL
COLLEGE**

Hands-on
Higher Ed



LEARNING IN RETIREMENT OF WAUKESHA COUNTY INC. ANNUAL REPORT July 01, 2020 – June 30, 2021

PRESIDENT'S REPORT

OVERVIEW

In a word, COVID. It was a very challenging year dealing with the continuation of the COVID Pandemic and all the restrictions it imposed on our organization as well as our host Waukesha County Technical College (WCTC). July 2020 started as a continuation of protocols and guidelines in concert with WCTC and involved the provision of proper safety equipment for members; i.e., face masks, face shields, boom microphones (facilitating the ability of instructors to be heard through masks), hand sanitizer, sanitizing wipes, etc.

Due to COVID, our members were not registering at the same level as previous years – only 167 members joined while our target was 300. Our fall 2020 semester course selection was initially 47 classes, but was reduced to 21 final class offerings after the majority of our 27 instructors were very reluctant to come on campus to present classes. LIRWC lost almost \$11K on the year as a result. LIRWC did not have the resources or training in Zoom for the 2020 fall semester, but in August began preparations for training of instructors in Zoom presentations for the 2021 spring semester.

Special Event trips to local venues were cancelled and only virtual tours could be organized with museums and other local sites. The committee was successful in organizing three (3) virtual events that kept interest in special trips alive and provided an opportunity for social interaction at a distance.

Special Interest Groups (SIGs) decided to either go on hiatus or meet remotely via Zoom. A few SIGs returned to campus September 2021, but overall participation was greatly reduced.

Several restrictions severely impacted LIRWC's ability to reach our target audience this past year:

1. No Annual Meeting could be held as all venues were still closed to public gatherings – board officers and directors were elected electronically.
2. No Annual Kick-off meeting where we organize a “meet and greet” for the public and also an opportunity for our members to register early for the fall semester.
3. Libraries and senior centers continued to restrict outside persons from accessing facilities and were not accepting any materials for display or passing out.
4. 50 Plus Annual Fall Senior Fest cancelled.
5. Aging & Disability Resource Center (ADRC) classes cancelled which normally facilitates our ability to reach the public.



However, there were several accomplishments during this fiscal year that impacted positively on the organization:

1. New Bylaws were completed September 2020 and approved by the Board in October 2020.
2. Updated and streamlined SIG Policy was reviewed and approved by the Board in October 2020.
3. Grant of \$2000 from Enterprise Holdings allowed the purchase of a Meeting Owl to facilitate Zoom presentations between local senior centers and our class offerings; and to establish a pilot rental program of iPads for our members without computers.
4. Obtained CES number January 2021 recognizing LIRWC as a non-profit 501(c)(3) charity marking us as now tax exempt.
5. The organization moved to electronic transmission of the course catalog and the BYTES Newsletter, thereby significantly reducing paper, printing and postage costs.
6. Released LIRWC's funds from our WCTC's Advised Fund to two (2) \$500 scholarships for WCTC students in February 2021.
7. Participated in the Vietnam Memorial Moving Wall event at Waukesha Frame Park Memorial Day Weekend, May 2021, and purchased a flag for displaying in the Field of Honor.

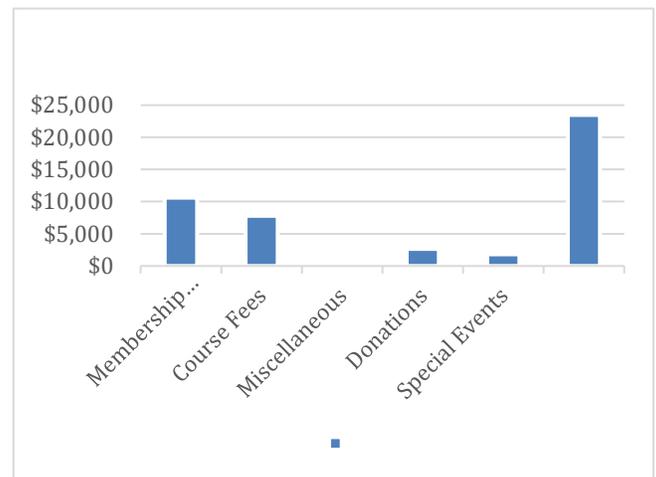


TREASURER'S REPORT

Financial Overview -2021

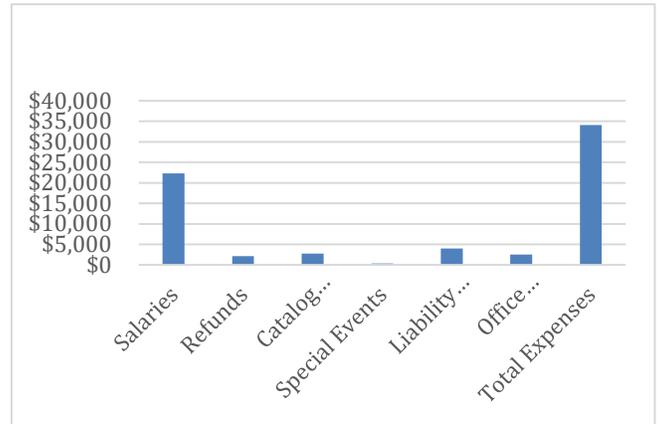
LIRWC began the fiscal year with a fund balance of \$34, 637 and ended the year with a balance of \$24, 038, or a loss of \$10, 600. This was anticipated based on the impact of COVID on membership dues and course fees. In order to hold our losses to a minimum, we continued with the layoff of two (2) of the three (3) office staff and reduced paper, printing and postage costs for the course catalogs and other mailings by moving to electronic transmission.

Income	
Membership Dues	\$10,630
Course Fees	\$7,789
Miscellaneous	\$525
Donations	\$2,660
Special Events	\$1,838
Total Income	\$23,492





Expenses	
Salaries	\$22,302
Refunds	\$2,163
Catalog Printing, Postage, Shipping	\$2,724
Special Events	\$350
Liability Insurance	\$4,020
Office Expenses, Misc.	\$2,533
Total Expenses	\$34,092
Profit (Loss)	(\$10,600)
Beginning Fund Balance	\$34,637
Ending Fund Balance	\$24,038



SECRETARY’S REPORT

The Board did not have a dedicated Secretary to take the minutes of all regular and special board meetings; however, the office administrator covered this function for the Board. Copies of all meeting agendas and minutes were filed electronically in the database and hard copies were retained in the office binder per Wisconsin State regulations. Committee reports were maintained by each committee with agendas and meeting minutes provided for electronic filing and hard copies retained in the office binder.

DELEGATES-AT-LARGE REPORT

The two (2) Delegates-at-Large (DALs) monitored the organization’s general email account (lirwquestions@gmail.com), but no major issues were reported. Any email where the DAL could not provide an answer, it was presented to the Board for review and discussion, and the DAL reported back to the member who submitted the question.

MEMBERSHIP / PROMOTION REPORT

The COVID Pandemic severely impacted our membership numbers. Our target for the year was 300 members, but only 167 members registered in 2020-2021. Factors contributing to our exposure in the community:

1. Libraries and senior centers continued to restrict outside persons from accessing facilities and were not accepting any materials for display or passing out.
2. No Annual Kick-off meeting.
3. Annual 50 Plus Senior Fest Event cancelled.

However, in the spring 2021, LIRWC expanded its community outreach program:

1. Pilot program with Fairway Knoll Senior Center for spring 2021.
2. Pilot program with Shorehaven Senior Living established for fall 2021.
3. Towner Presbyterian Homes presentation.
4. Kirkland Crossings Senior Center presentation.



5. Registered for the 50 Plus Senior Fest for October 2020 (August 2020 cancelled due to COVID).
6. Offered to host a WCTC summer graphic intern.
7. Participated in the Vietnam Memorial Moving Wall Display at the Waukesha Frame Park the Memorial Day Weekend, May 2021. LIRWC purchased a flag in the Field of Honor at this event and now has this flag to display at its events.



We are still lacking a person to fill the Promotion Committee Chair position, but our Membership Chair oversaw our public relations efforts with the president and office administrator, and achieved several important press releases in the regional newspaper The Freeman:

1. Press release regarding the equipment LIRWC purchased to assist our deaf and hard of hearing members due to two (2) grants provided last year by the Lions Clubs.
2. A focus article on LIRWC, including interviews of key personnel that appeared April 2021.

Other PR accomplishments:

1. First time placement of an ad in the Annual 50 Plus Resource Guide, May 2021.
2. First time placement of an advertorial in the 50 Plus 2021/2022 NEXT Magazine issue.
3. Participation in the Vietnam Memorial Moving Wall Exhibit during Memorial Day Weekend, May 2021. LIRWC purchased a flag for display in the Field of Honor and now owns this flag for displaying at LIRWC events.
4. The BYTES Newsletter was issued three (3) times during the year thereby keeping our membership well informed on the status of the organization and events. The BYTES editorial is currently managed by one of our DALs.

CURRICULUM COMMITTEE REPORT

Due to COVID, instructors were still reluctant to present courses in the fall semester, and members were also reluctant to attend any classes on campus; so, course levels were dramatically reduced. Course attendance was an average of 5 to 10 members as opposed to the usual 15-25 registrations for each class.

Our fall 2020 semester course selection was initially 27 instructors presenting 47 classes, but then the instructors cancelled 26 classes. LIRWC did not have the resources or training in Zoom for the 2020 fall semester, but in August began preparations for training of instructors in Zoom presentations for the 2021 spring semester.

Some of the difficulties of producing the course catalogs during this year:

1. Six (6) instructors submitted proposals, but then cancelled them.
2. An additional ten (10) instructors cancelled their courses after the catalog was printed and issued.
3. No ADRC classes in the fall 2020.
4. Instead of the usual in-person classes on 10 computer applications, WCTC IT students offered only "One-on-One" training sessions as Zoom only in the spring 2021.



SPECIAL EVENTS COMMITTEE REPORT

Here again, COVID limited the ability of the Special Events (SE) Committee to be able to plan and organize any programs for the fall 2020 and spring 2021. All public venues had cancelled all large in-person gatherings. Therefore, SE had to cancel all planned outside venue trips. However, SE was able to organize virtual tours with several very interesting venues:

1. "Ruther Bader Ginsburg (RBG) Exhibit" at Holocaust Museum, Skokie, IL
2. "WW II: Women of the War", WW II Museum, New Orleans, LA
3. "PEEPS" Show at Racine Art Museum, Racine, WI

Registration levels were half of what we would book for a bus trip, but these virtual tours kept interest alive in the special events and allowed for some social interaction, albeit on the computer.

SPECIAL INTEREST GROUPS (SIGs) REPORT

The Special Interest Groups (SIGs) experienced a difficult year as well as many members did not want to meet in person due to the risk of COVID exposure. A few met via Zoom while others went on hiatus. In addition, several were missing Coordinators:

<i>SIG</i>	<i>Status</i>	<i>SIG</i>	<i>Status</i>
Singers	Hiatus	Genealogy	Zoom
Sheepshead	Hiatus	Book Lovers	Zoom
Bridge	<i>Need Coordinator</i>	Beading & Jewelry	Zoom
Theater Group	<i>Need Coordinator</i>	Hiking	Hiatus (<i>seasonal</i>)
MAH-jongg	Hiatus	Golf	Hiatus (<i>seasonal</i>)
Creative Crafters	Hiatus	Philosophy	Hiatus
Game Playing	NEW- summer '21	Recipe Trading	NEW-Zoom



LIRWC BOARD MEMBERS 2020-2021

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Dick Hoffmann, Treasurer 262-617-1143 cell Dhoffmann1@wi.rr.com	<i>Secretary open</i>
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Pam Erdmann, Delegate-at-Large 262-309-3162 cell perdmann@yahoo.com	Nancy Langlas, Special Events Chair 262-271-5801 cell Howdydog1@yahoo.com
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