

UNIVERSITY of WISCONSIN
GREEN BAY
Lifelong Learning Institute

Board of Directors Meeting

Date: May 22, 2023

8:00 AM – Zoom

Members present: Norm Schroeder (V. President), Kris Lewins (Treasurer), Kay Pascoe (Secretary), Mary Cook (Publicity and Promotions), Dean Cherry (Technology), Gary Hanna (Technology), Steve Lenz (Curriculum), Jean Rausch (Curriculum: Man/Sh), Karen Carvenough (Social), Sue Johnson (At-Large), Mary Gajeski (At-Large), Teri Zuege-Halverson (Advisor), Heidi Jahnke (Program Specialist), Fred Delie (Past President).

Members excused: Julia Wallace, Liz Koehler, Theresa Charapata

Guests: Sue Sorenson

The meeting was called to order by Vice-President Norm Schroeder at 8:00 am.

1. Changes to Agenda
 - There were none.
2. Approval of Meeting Minutes
 - Moved by Gary Hanna, second by Karen Carvenough to approve the minutes of the Board Meeting of April 24, 2023. Motion carried.
3. Treasurer's Report/Finance Committee – Kris Lewins
 - April revenues totaled \$519 from course fees and materials. April expenditures totaled \$8,105.92. Included is \$1,314 from the Annual Meeting registrations that will be offset by expenses for the Annual Meeting. The remainder of the expenditures was for normal administrative expenses, including \$89 for the annual software license fee for Heidi. Per Teri, a second annual license will be needed for office staff. There is a \$964 error that will be reversed next month. We will be receiving \$228 for Great Decisions books that have been returned.
 - There will be an adjustment in the budget for the reduced parking fees when those fees are charged.
 - Our April cash balance is \$66,158.94 and is in balance with WISER.
 - The Foundation Report is unchanged.
4. Advisor's report – Teri Zuege-Halverson
 - The Office of CECE is actively promoting LLI through meetings with the United Way, Rotary and other service groups. LLI will be included in the Brown County Research Directory and in the 211 directory.

- The Department is also creating a Packer's History Certificate Program. The program will include a tour of the facilities and will run from Sept. 6th through Oct. 25th at a cost of \$135 per person. The Packer Historian will be a contributor to this program.
- Software testing is ongoing and is going well.

5. Office Manager's Report – Heidi Jahnke

- 32 people are registered for the Discover Wisconsin tour. This is fewer than anticipated but it is enough to break even.
- Information on the Peninsula Players trip scheduled for Wednesday, July 26th will go out this week. This will be opening night for the musical *Dames at Sea* and dinner will again be at the Log Den.
- A late August/early September day trip to Birch Creek is being planned and another trip to see the Peninsula Players in late September/early October is also being planned. The play will be *Baskerville* and a ghost trolley tour will be included. Trips are open to everyone and members are encouraged to bring a friend or relative.
- Catalog preparation is going well and data will be turned over to Marketing by the end of the month.
- Software training and testing is going very well. The system is a big improvement over our old software and provides clean and concise information and reports. So far, the staff is impressed with its functionality.
- Purple Angel Training, for those dealing with dementia, has been scheduled for June 15th at 9 am at the ADRC. Members are welcome to attend.
- The office will be closed to walk-in traffic on Thursdays from June through mid-August. Heidi will be answering the phone and checking e-mails from home. This will ease the workload on volunteers.

6. Vice President's Report – Norm Schroeder

- No report.

7. President's Report – Julia Wallace

- No report as Julia is out of the country.

8. Committee Reports

- Publicity and Promotions Committee –Mary Cook
 - The next Newsletter will go out in early June so we are collecting articles and information.
 - Art Fest on Broadway is using a weighted entry system for non-profits this year. We have applied but do not know if we have been accepted. No information has been received from ArtStreet. The committee feels that Art Fest is the better venue for us because of the timing. It will be held in July prior to our registration for Fall semester. ArtStreet is held the last full week-end of August and comes after registration.

- We are still pursuing presenter profiles for Member Monday's on Facebook.
 - The Intro to LLI will be held July 19th at the Weidner Center. This is a free venue for us, provides plenty of parking and gets people oriented to the campus. We are hoping to provide campus tours after the event. We are working with marketing on publicity, flyers and Facebook blasts. Bob Cook and Jim Huss will provide the programming. We were hoping to be able to register new members at the event and thus utilize a sign-up coupon but our system does not allow that.
 - We have received 1,000 large postcards to be used as handouts at events. This is our major promotional item and can be used at all events on all four campuses.
- Curriculum: Steve Lenz
 - The course breakdown for Fall is as follows: 196 total courses of which 141 are in Green Bay, 40 are in Manitowoc/Sheboygan and 15 and in Marinette/Menominee. 151 classes (77%) are in-person, 11 are Zoom, 14 are outdoor and 20 are tours. 196 courses translates into 320 class sessions. The Committee hopes to increase the number of classes available on Zoom in the future.
 - The next meeting of the committee will be July 10th.
 - Jean noted that Manitowoc will be promoting LLI at the Farmers' Market and there will also be an Intro to LLI in Manitowoc. Postcards and the banner will be available for use in Manitowoc.
- Technology Committee – Dean Cherry/Gary Hanna
 - Dean noted that a problem occurred in Rose Hall but it has been fixed. This was a mirroring problem that had not occurred previously and a fix was not included in the instructions.
- Social – Karen Carvenough
 - There were 73 attendees at the Spring Fling and the Gallery of Creativity showcased many of the projects completed at classes.
 - There is still no chairman for this committee as Karen is retiring. She is in the process of setting up a meeting and is hoping to attract new members.
 - Karen is still planning for future socials. With the consensus of the Board, she will reserve the Tundra Lodge for next year's annual meeting. No deposit is required and they have been very cooperative when plans change.
- Nominating Committee – Fred Delie
 - No report.

9. Old Business

- Jean noted that there have been some issues with tech support on the Manitowoc campus. Considerable discussion ensued on this topic. The Technology Committee will work with Teri and the staff at Manitowoc to see if they can provide some assistance.
- It was also noted that the new software will be very good at tracking attendance so this will provide us with better data.

10. New Business

- The June meeting is cancelled.

There being no additional business, the meeting adjourned at 9:15 am.

Next meeting: **8:00 am**, Monday, July24, 2023. Members will be advised whether this meeting will be in-person, on Zoom or a hybrid.

Minutes submitted by Kay Pascoe, Secretary.