

UNIVERSITY of WISCONSIN
GREEN BAY
Lifelong Learning Institute

Board of Directors Meeting

Date: April 24, 2023

8:00 AM – Zoom

Members present: Julia Wallace (President), Norm Schroeder (V. President), Kris Lewins (Treasurer), Mary Cook (Publicity and Promotions), Dean Cherry (Technology), Gary Hanna (Technology), Steve Lenz (Curriculum), Jean Rausch (Curriculum: Man/Sh), Liz Koehler (Curriculum: Man/Sh), Karen Carvenough (Social), Sue Johnson (At-Large), Theresa Charapata (at-Large), Heidi Jahnke (Program Specialist), Fred Delie (Past President).

Members excused: Teri Zuege-Halverson, Kay Pascoe

The meeting was called to order by President Julia Wallace at 8:00 am.

1. Changes to Agenda
 - There were none.
2. Approval of Meeting Minutes
 - Minutes of the Board Meeting of March 27, 2023 were approved.
3. Treasurer's Report/Finance Committee – Kris Lewins
 - March revenues totaled \$458, and March expenditures totaled \$14,570.84, including \$5,230 for the new software and \$775 for Fall 2022 postage. The remainder of the expenditures was for normal administrative expenses.
 - The year-end projection has been updated and the expected year-end cash balance remains at approximately \$23,000. The budget for the next fiscal year is based on 675 members, an increase of 40 over our current count of 635. It is also based on the current parking fee of \$30 per member. Venue costs have been reduced due to greater use of campus facilities. Four day trips are built into the budget; technology increases are due to the new software program. A reduction in parking fees would greatly help us. In short, we are losing money and need to increase our membership. It would take an increase of approximately 400 people to break even.
 - Our March cash balance is \$73,746.
 - The Foundation Report is unchanged.
 - Motion by Karen Carvenough, second by Mary Cook to accept the Treasurer's Report. Motion carried.

4. Advisor's report – Heidi for Teri Zuege-Halverson
 - Per Teri, the Department will be creating a Packer's History Certificate Program. This is an FYI for members who may be interested. More information will be forthcoming.
 - The new director of the Theater on the Bay in Marinette is now on Heidi and Teri's continuing education team. The theater is in full renovation mode at this time but plays are scheduled for fall and winter. Once open, we will look at scheduling day trips.
 - Testing on some aspects of the new software is beginning this week.

5. Office Manager's Report – Heidi Jahnke
 - The deadline for the clothing order was extended by one day and Heidi is waiting for an order total from Quali-T.
 - The office is sharing a student intern with Teri so we are not being charged for her at this time. She will be very helpful when inputting information into the new system.
 - The number of fall classes currently stands at 165 but recruiters have until the end of the week to add classes. The Fall Catalog is tentatively scheduled to be released on July 10th, with registration set for August 1st. These dates are dependent on the software installation and may change.
 - The next travel opportunity is set for June 8th. It is a tour of the Wisconsin Farm Discovery Center, a wine and cheese tasting, lunch and a tour of a sheep farm for \$79. On July 26th, there will be a day trip to the Peninsula Players with dinner at the Log Den.

6. Vice President's Report – Norm Schroeder
 - No report.

7. President's Report – Julia Wallace
 - Julia noted that by-laws revisions have been sent to Board members. The changes specify dates when action is needed and also specify that the past president will now chair the Nominating and Election Committee. Heidi will e-mail revisions to members today so the vote can be in before the annual meeting. Changes will need to be approved at the Annual Meeting.
 - Julia also requested that all committees let her know if the chair of the committee will change.
 - Website update is on-going.

8. Committee Reports
 - Publicity and Promotions Committee –Mary Cook
 - The next Newsletter will go out in early June so the deadline for articles will be mid-May.
 - The committee voted not to participate in the Woodfield Senior Provider Fair. We tried to contact them twice about waiving the fee because we are a non-profit but they never got back to us.
 - Heidi is working with Barb Mohr to get information on the presenters so we can begin posting Member Monday's on our Facebook page.

- We have ordered 1,000 large postcards to be used as handouts at events. This is our major promotional item and is used at all events on all four campuses. We also have business cards that can be handed out that have basic contact information.
- Julia suggested that we consider issuing a \$25 coupon to new members who sign up at the Intro to LLI. Mary will bring this back to the committee for discussion and a recommendation.
- Curriculum: Steve Lenz
 - The final day for course proposals for Fall is the end of this week. Then the committee will take a break until their next meeting on July 10th. At that time, they will begin recruiting for Spring 2024.
 - At the next meeting, Steve will have a breakdown of in-person and Zoom classes.
- Technology Committee – Dean Cherry/Gary Hanna
 - The committee now includes Jay Bowen.
- Social – Karen Carvenough
 - The Spring Fling is next Wednesday. The Line Dancers will be performing. 65 members have signed up, which is a very low turnout. Heidi will send out another e-mail reminder and also encourage members to bring “show and tell” items from craft classes.
- Nominating Committee – Fred Delie
 - The results of the election are: Julia Wallace, President; Norm Schroeder, Vice-President; Kris Lewins, Treasurer; Kay Pascoe, Secretary; At Large: Lou Ann Norsetter, Mary Gaeski and Rob Miller. Fred will make the announcement at the Annual Meeting..

9. Old Business

- Heidi prepared a spread sheet for the Chief of the Campus Police showing that only about 2/3 of our members took 6 or more on-campus classes and thus we hope to qualify for a reduction in parking fees. We are still waiting for him to reply.

10. New Business

- The Board may consider canceling the June meeting. Julia will be out of the country for the May meeting so Norm will preside at that meeting.

There being no additional business, the meeting adjourned at 8:45 am.

Next meeting: **8:00 am**, Monday, May 22, 2023, in the STEM Center. A Zoom link will also be available.

Minutes submitted by Kay Pascoe, Secretary.