

UNIVERSITY of WISCONSIN  
**GREEN BAY**  
**Lifelong Learning Institute**

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**Board of Directors Meeting**  
**Date: Monday, February 26, 2018**  
**8:00 AM – CL 125**

Members attending: Nancy McGrew (President), Ron Niesing (Treasurer), Jim Huss (Secretary), Susan Pike (Office Manager), Jason Mathwig (Advisor), Jan Rickert, Karen Carvenough, Dan Malcore, Wes Carvenough

Excused: Frank Moon, Sherry Moon, Sue Sorenson

Guests: Fred Delie

**Agenda Minutes**

1. Call to Order – President Nancy McGrew at 8:00 am
2. Changes to Agenda – None
3. Approval of January 22, 2018 BOD Minutes
  - Jan Rickert made motion to accept; Wes Carvenough 2<sup>nd</sup>: Motion carried
4. Treasurer’s Report/Finance Committee – Ron Niesing
  - Minor expenses this month included course handout printing fees and presenter expense reimbursements. Income included \$125 in registrations and numerous class fee payments.
  - Ron is preparing next year’s budget and has heard from almost all committees.
  - A deficit of \$8,000 is being projected for this year because of increased parking fees and a small bump in administrative expenses.
  - Based on numbers received thus far, a projected membership of 1040 and expected salary/administrative expenses, a potential deficit of \$17,000 is being anticipated next year.
  - Dan Malcore made motion to accept Treasurer’s Report; Karen Carvenough 2<sup>nd</sup>: Motion carried.
5. Advisor’s Report – Jason Mathwig
  - Jason is negotiating with the Weidner Center regarding fees for the use of Fort Howard Hall. Discussion included the possibility of utilizing the Jean Weidner Theatre which seats 90.

#### 6. Office Manager's Report – Susan Pike

- Recent office workloads have included contacting participants of several classes that had to be cancelled because of presenter conflicts/medical issues. Six classes were also cancelled due to the recent ice storm on February 20<sup>th</sup>
- The office is receiving phone calls regarding the decision passed at the January BOD meeting to cancel future Supplemental Registration Periods. A note will be placed in the March and July newsletter explaining the new procedure and urging members to contact class coordinators with their desires to be added to a class that has drops.
- Bellin Hospital is interested in how LLI might be beneficial to members of its Stroke Support Group. Susan is joining Mike Murphy on March 5<sup>th</sup> in a PowerPoint presentation to the group.
- Instead of the Office, Curriculum Committee and the Volunteer Development Committee all manually entering data from course proposal sheets, Susan is testing a promising new software program called Qualtrix, in which data would be easily accessed by all in the future.
- Alycia has been nominated by the LLI office for a student employee recognition award. Alycia will be graduating in May. Her position is posted and one application has been received.
- Susan was recently contacted by a team of students looking for information about LLI for use during the campus "Pitch Day". Their theme was "Making Senior Lives Better" by starting an archive of interviews with LLI members about their experiences growing up, during the war, etc.

#### 7. Vice President's Report

- Regrettably, because of Tom Chase's recent passing, there is no report.

#### 8. President's Report

- The data that Tom Chase was gathering has been taken over by Julie Lindley of the Curriculum Committee from information listed on the pink Coordinator Summary sheets. Discussion leaned towards data gathering remaining a duty of the Curriculum Committee.
- Nancy, Jason, Susan and Fred met with Hung Nyguyan recently. The Mauthe Center is requesting the following: 1) Mauthe classes will not be scheduled on Fridays, 2) Presenters are urged to use the Mauthe computer, 3) LLI is asked to propose a range of rental fees acceptable to the LLI Board. Board members agree that the Mauthe is entitled to a fee that would cover the cost of their interns and new equipment, but tabled further discussion till March.
- Mauthe interns should not have to deal with individual LLI member complaints or requests. An overview of Mauthe history and policies will be presented during coordinator training next fall. Coordinators will then disperse that information to class participants during first sessions.
- Sue, Dan and Nancy are making progress on updating Policy and Procedures. Wes will be joining the next meeting.

#### 9. Committee Reports:

- Communications Committee – Sherry Moon
  - No report

- Curriculum Committee – Frank Moon
  - No report
  - Ron Niesing reported that the It's Happening Sub-Committee is working on summer trips: Brewer's Baseball, Madison Botanical Garden & Lake Menona Cruise, Peninsula Players. A survey will question LLI members about desired locations for a Long Trip.
- Volunteer Development Committee – Jan Rickert
  - VDC Policy and Procedures have been updated.
  - A Volunteer Appreciation is being scheduled from 2-4 PM on May 17<sup>th</sup> at the Mauthe.
- Social Committee – Karen Carvenough
  - Plans are on schedule for the Spring Fling on May 2<sup>nd</sup>. A March 9<sup>th</sup> meeting with Tundra Lodge will go over menu items and set up space for the Gallery of Creativity (which Mary Cook, Andy Trotti, Kay Adams and Wes Carvenough have agreed to supervise).

New Business:

- Appoint Interim Vice President
  - Wes Carvenough has agreed to run for President in the Spring Election. Traditionally, presidents serve a term as vice president first. Therefore, Ron Niesing moved to appoint Wes as the BOD Interim Vice President; Dan Malcore 2<sup>nd</sup>: Motion carried.
- Additional Plaque for Office
  - A plaque in the LLI office lists past presidents, but is full and needs to be updated. After much discussion, Dan Malcore moved that past presidents be recognized on the LLI website in lieu of a plaque; Ron Niesing 2<sup>nd</sup>: Motion carried.
- Obituaries or In Memoriam
  - The BOD discussed whether an Email blast, an In Memoriam Newsletter article, or Facebook obituary posting would be most appropriate in alerting members to deaths among the membership. Dan Malcore made a motion to observe a Memoriam by listing active members who have recently passed in LLI Newsletters; Jan Rickert 2<sup>nd</sup>: Motion carried.
  - Contributions to the Scholarship Fund are often received in remembrance of specific individuals. Instead of singling out any individual's name, an effort is being made to remain all inclusive when disbursing those funds. Accordingly, Ron Niesing made a motion to change the LLI Scholarship Fund's name to the LLI Memorial Scholarship Fund; Wes Carvenough 2<sup>nd</sup>: Motion carried.

Next meeting: March 26, 2018 8:00-9:30am Room CL125

Ron Niesing moved to adjourn; Dan Malcore 2<sup>nd</sup>: Motion carried

Meeting adjourned 9:40 am

*Minutes submitted by Jim Huss, Secretary*