

UNIVERSITY of WISCONSIN
GREEN BAY
Lifelong Learning Institute

Board of Directors Meeting

Date: February 27, 2023

8:00 AM – Zoom

Members present: Julia Wallace (President), Norm Schroeder (V.President), Kris Lewins (Treasurer), Kay Pascoe (Secretary), Mary Cook (Publicity and Promotions), Dean Cherry (Technology), Gary Hanna (Technology), Steve Lenz (Curriculum), Karen Carvenough (Social), Theresa Charapata (At-Large), Teri Zuege-Halverson (Advisor), Fred Delie (Past President),

Members excused: Heidi Jahnke, Jean Rausch

Members not present: Sandy Ewald

Guests: Sue Sorenson, Wes Carvenough

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

- Motion by Gary Hanna, second by Fred Delie to approve the minutes of the regular Board Meeting of January 23, 2023. Motion carried.

3. Treasurer's Report/Finance Committee – Kris Lewins

- January revenues totaled \$2,912, primarily from late registrations and payments for course materials.
- January expenses totaled \$8,017 and consisted primarily of regular administrative expenses and payments for course materials (books for Great Decisions Course).
- Our January cash balance is \$22,261.
- The Foundation Report is unchanged.
- The Finance Committee is recommending a change in wording to the Scholarship agreement. A copy of the proposed wording was sent to Board members prior to the meeting. Scholarship applicants must qualify for the Homestead Credit on their taxes and provide documentation. No documentation may be retained by LLI. The Finance Committee will determine the percentage of assistance (usually 50%) and present their recommendation to the Board. Recipients will be encouraged, but not required, to volunteer time to LLI. Motion by Kris Lewins, seconded by Kay Pascoe. Motion carried.
- The Finance Committee recommends that fees be increased to \$150 per member per year and that the cost for Spring Semester only be set at \$90 per member. This is a 7% increase. It was

noted that currently membership stands at 636 and revenues do not cover all expenses. The budget will anticipate 675 members. Membership is coming back very slowly but our venue costs and administrative expenses remain fixed. It was noted that gift certificates for retirees are anticipated to be used for either Fall or Spring semester. The purchaser will pay the semester cost set by LLI. The following motion was proposed by Kris Lewins and seconded by Norm Schroeder:

Effective Fall Semester, 2023, the annual dues per member will be increased to \$150. Members choosing to join for Spring Semester only will pay a fee of \$90. Semester gift certificates will sell for \$90 and will be available for Fall or Spring Semester. Gift certificate recipients who use the certificate for the Fall Semester and choose to join LLI for the Spring Semester will pay the \$90 Spring Semester fee. This policy is subject to review by the Board in February, 2024. Motion carried.

4. Advisor's report – Teri Zuege-Halverson

- Teri updated the Board on the new software. There are a number of features that are automatic and will make registration, data collection and contacting members much easier for the staff. The new software will also facilitate data collection and analysis.
- Jess Lambert, the Executive Director of CECE, has been working with the Provost to reduce the parking fees for LLI. As soon as the new software is operational, we will have more sophisticated data to substantiate our request. This will be pursued.
- Gary Hanna asked if any progress has been made to putting a link to the GB Retired Men's Club, on our website. Teri has talked to Tori about this but Tori said that there is no page on our website suitable for resources such as the Men's Club and suggested that resources could be listed in the Newsletter. This led to considerable discussion and it was suggested that a webpage of mutual resources might be worthwhile. Julia will talk to Heidi about setting up an ad hoc committee to look into this.
- Gary also asked if moderators could be set up as Zoom hosts to facilitate easier and earlier access to Zoom for moderators and presenters without the office always needing to be involved. Teri noted that the new software may facilitate some of the steps needed to set up links for moderators, presenters and class members. It is anticipated that links may be sent out with confirmations and with invitations to put links into one's calendar. Right now, one needs a UWGB e-mail to be set up as a Zoom host.

5. Office Manager's Report – Heidi Jahnke

- Heidi was out of town and excused from this meeting.

6. Vice President's Report – Norm Schroeder

- No report.

7. President's Report – Julia Wallace

- No report as topics were covered elsewhere.

8. Committee Reports

- Publicity and Promotions Committee –Mary Cook
 - An arrangement has been set up with a business in Luxembourg to provide apparel with the LLI logo. Apparel will be more expensive than that previously offered. Members will have the choice of men’s or women’s short sleeve or long sleeve polos in green with a white logo or white with a green logo, a unisex vest in black or gray, a green baseball cap and a white or gray bucket hat. There will be a \$70 charge for setting up the logo and the on-line store. It is hoped that the on-line store will be ready to go in April. We are hoping to encourage members to purchase the apparel and become “walking billboards” for LLI.
 - The Newsletter will go out next week and will include bios for all candidates for office. We are still in need of the dates that the voting will be open. Julia believed that the dates would be March 10th to April 10th.
 - Mary noted that we would be participating in the Woodfield Senior Provider Fair on June 8th.
 - We will be honoring presenters on our first Facebook Member Mondays and are collecting information.
 - Mary noted that there was an article about LLI in last week’s Press Time’s with two color pictures.

- Curriculum: Steve Lenz
 - The committee will meet next week but there are already 30 courses set for Fall. No classes had to be cancelled this semester due to lack of enrollment.
 - Steve noted that the committee deals with a number of business and would be happy to promote our gift certificates. He will meet with Mary about this.
 - Liz noted that she will be meeting with new coordinators in the Manitowoc area and will have a free booth at the Farmer’s Market on two Saturdays.

- Technology Committee – Dean Cherry/Gary Hanna
 - Gary is working with Pati to facilitate coordinator training on the equipment. He may go to the next coordinators meeting. They are also working on better labeling for the equipment. Gary also wondered if the moderator’s folders were still necessary as the information could be conveyed electronically. After considerable discussion, the consensus was that most moderators still wanted the hard copies that the folders provides.

- Social – Karen Carvenough
 - Karen is considering the Rite Place as a venue for the Fall Kick-Off. A contract has not yet been signed.
 - The Spring Fling will be held on May 3rd and Karen asked if we would like a speaker or just confine it to a business meeting. The speaker under consideration is the head of

Shakespeare in the Park for this summer. The consensus was to confine the social to a business meeting but that we would be happy to display flyers for the event.

9. Old Business

- There was none.

10. New Business

- Julia noted that the by-laws need to be changed to reflect the fact that the past president is now chairman of the nominating committee. The by-laws do require three persons on the committee and that will need to be adhered to next year. She has other potential language changes to the by-laws for discussion at a future meeting.

There being no additional business, the meeting adjourned at 9:40 am.

Next meeting: **8:00 am**, Monday, February 27, 2023, by Zoom.

Minutes submitted by Kay Pascoe, Secretary.