

UNIVERSITY of WISCONSIN
GREEN BAY
Lifelong Learning Institute

Board of Directors Meeting

Date: Monday, September 24, 2018

8:00 AM – CL 125

Members attending: Weston Carvenough (President), Karen Carvenough (Social), Fred Delie (Vice President), Jim Huss (Secretary), Roxie Huebscher (At-Large), Jason Mathwig (Advisor), Nancy McGrew (Past President), Susan Pike (Office Manager), Sue Sorenson (Curriculum)

Excused: Rick Neutzel, Patti Wiegand, Robert Vanden Heuval, Patty Payette, Bill Zoelle

Guests: Glen Van Gheem, Jan Rickert, Mike Murphy

Agenda Minutes

1. Call to Order – President Wes Carvenough at 8:00 AM
2. Agenda Changes – No changes or additions
3. Approval of August 27, 2018 BOD Minutes
 - A question arose on item 8 as to whether Patty Payette or Patti Wiegand agreed to represent the board on the Travel Committee.
 - Sue Sorenson moved to accept the corrected minutes; Nancy McGrew 2nd: Motion carried.
4. Treasurer's Report/Finance Committee – Glen Van Gheem reporting for Rick Neutzel
 - The LLI receipt balance agrees with WISDM. The Annual Fund balance for 2018 is \$25,681.57.
 - UWGB will be audited this fall as part of the University Internal Control Procedures. Background checks will need to be redone.
 - Rich Aicher has replaced John Arneith on the Venue Committee.
 - Janet Gael, (Treasurer of the Sturgeon Bay LIR group), has indicated that their group is interested in talking to our Travel Committee.
5. Advisor's Report – Jason Mathwig
 - The Continuing Education position has been filled at the Marinette campus, as well as the combined position that will serve both the Manitowoc and Sheboygan campuses.
6. Office Manager's Report – Susan Pike
 - The BOD agrees with the Publicity and Promotions Committee that an order should be placed for new LLI polo shirts this year.
 - Current membership is 1076, which is up 30 members over last year.
 - The Spring Catalogue is currently being edited and will be mailed on November 16th.

- A membership directory is currently being worked on. Because of privacy issues, the BOD wishes to avoid a mass mailing. Any members wishing a copy may pick one up at the LLI office.
- Campus IT has indicated that the battery in the LLI outdoor speaker system is in need of replacement and is about \$200. Fred Delie will look into the purchase price of a new wireless system.
- The BOD agreed that the unfilled class list should be removed from the LLI website on Oct. 15th.

7. Vice President – Fred Delie

- Fred submitted a proposal to purchase a new laptop capable of playing DVD's for use at the Mauthe with an estimated cost of \$1470. The Mauthe equipment is not capable of handling DVD's. Another possibility involves checking out a DVD capable computer from campus IT on an as needed basis if available.
- Sue Sorenson made a motion to accept Fred's proposal only if a DVD capable computer is not available for loan from the campus IT department; Jan Rickert 2nd; 2 abstentions: Motion carried.

8. President's Report – Wes Carvenough

- Lauren March is the new full time person at the Mauthe, working along with numerous interns.
- Coordinators are asked to contact Lauren@mcenter.org one week before class with the number of chairs needed.
- Mike Pankratz has taken over some of the Mauthe duties from Hung.
- Each mic at the Mauthe (1 lapel, 1 headset, 2 handhelds) has its own designated channel on the control board.
- LLI will look into recommending that the university add the Mauthe Center to their high speed internet service because technology is leaning towards streaming rather than DVD capability. Streaming is not possible with the Mauthe's current internet speed. High speed internet is especially desirable as LLI numbers increase with the addition of 3 new campuses.

9. Committee Reports

- Publicity and Promotions – Mike Murphy reporting for Bill Zoelle
 - The deadline for Newsletter articles is Sept. 28th.
 - 45 people signed up for LLI material at the recent KROC Center Senior Fair.
 - LLI has a booth at the Green Bay Botanical Garden the weekend of Sept. 29th.
 - Social Breakfasts are going well, with an average of 20 attending.
- Curriculum – Sue Sorenson
 - A new Brown County Library policy states that all classes taught by library staff must be open to the public, which is opposed to the LLI policy of registered (paying) members only. Therefore, no classes will be offered at the library during the spring semester.
 - The Curriculum Committee is down to a mere 11 people. Limited time and resources make it difficult to approach and schedule all the new presenters that people are suggesting for future classes. "Newbies" joining the Curriculum Committee need not worry. They are always paired up with a mentor to learn the ropes.

- Volunteer Development – Jan Rickert reporting for Patty Wiegand
 - The New Member Welcome had 60 participants, which is double the amount of former years.
 - A survey is going out to coordinators asking for feedback on new policies such as rosters and no waitlists.

- Social Committee – Karen Carvenough
 - Everything is ready to go for the Fall Kickoff on Sept. 26th at Legends in De Pere. Susan Garot, Executive Director of Green Bay Botanical Garden, is the guest speaker.
 - The Winter Social is scheduled for December 5th.

New Business

- Choir
 - At one point, it was decided that the choir would not be an LLI choir because there are some non-members in the choir. The choir does not request any scheduling or venue from the curriculum committee, but does publicly promote LLI when performing at retirement homes, etc. Question: Though the choir is not officially recognized as a class, is it OK to use the LLI email system to send blasts about upcoming rehearsals and performances? This will be discussed in detail at the next BOD meeting.

Old Business

- Venue Committee
 - Members include Sue Sorenson, Rich Aicher, Robert Vanden Heuval, Roxie Huebscher
 - Venue Committee members will contact venues in the spring to check whether venues are interested in renewing their contracts. Jason Mathwig and the office will handle the official signing of contracts.

Next Meeting: Monday October 22, 2018 8:00-9:30 room CI125

Motion to adjourn by Sue Sorenson; Jan Rickert 2nd: Meeting adjourned at 9:41 AM

Minutes submitted by Jim Huss/Secretary