

UNIVERSITY of WISCONSIN
GREEN BAY
Lifelong Learning Institute

Board of Directors Meeting

Date: August 22, 2022

9:00 AM – Rose Hall 220

Members present: Julia Wallace (President), Norm Schroeder (V. President), Kris Lewins (Treasurer), Kay Pascoe (Secretary), Dean Cherry (Technology), Steve Lenz (Curriculum), Karen Carvenough (Social), Fred Delie (Past President), Theresa Charapata (At-Large), Sue Johnson (At-Large), Sandy Ewald (At-Large), Heidi Jahnke (Office Manager), Teri Zuege-Halverson (Advisor).

Members excused: Gary Hanna, Liz Koehler, Jean Rausch, Mary Cook

Guests: Wes Carvenough, Sue Sorenson

1. Call to Order – President Julia Wallace at 9:00 am.
2. Welcome to new members
 - The President welcomed all members and asked each one to introduce themselves.
3. Changes to Agenda
 - There were no changes.
4. Approval of Meeting Minutes
 - Motion by Theresa Charapata, second by Dean Cherry, to approve the minutes of the regular Board Meeting of July 25, 2022. Motion carried.
5. Treasurer’s Report/Finance Committee – Kris Lewins
 - Kris noted that the Financial Statements show a UWGB charge to LLI for \$18,697 for salary/fringes for Jason for Sept 2021 through June 2022. This entry is in error and will be reversed.
 - July expenses totaled \$29,928.12 and were for payroll (including Jason), ArtStreet, trip expenses and various smaller charges. Revenue totaled \$8,922 and was from travel and catalog sales. The cash balance for July is \$43,921.34. This does not balance with WISER. The two accounts will be reconciled.
 - A new tab has been added to the Financial Statements for Trips so that the revenue and expenses for each trip can be tracked. The goal is to break even on trips. It was suggested that the Peninsula Music Festival and Birch Creek be considered for travel next summer. It was also suggested that testimonials from travel participants be posted on our website and in the Newsletter.

6. Advisor's report – Teri Zuege-Halverson

- The possibility of offering UWGB retirees an LLI membership is still under discussion.
- Teri reported that Foundation Funds are mostly used for scholarships but some funds had been used to help purchase technology equipment for Rose Hall. Currently, there is \$16,299 in the Foundation, of which \$264 is designated for scholarships.
- Teri will no longer have an office on the Green Bay campus but her phone number and e-mail address have not changed so she will be accessible. She is also in touch with Heidi almost daily.
- Teri discussed the challenges involved in travel. Per UWGB, travel plans must go through Fox Travel and Fox is no longer sending a travel guide to accompany domestic travel groups. This poses a number of challenges for groups that would be traveling without a guide, especially in light of problems with air travel at this time. Considerable discussion ensued. One suggestion was to investigate bus trips through Lamers.

8. Office Manager's Report – Heidi Jahnke

- Another student intern has been hired in the department so Heidi will have approximately 8 hours of help per week.
- The New Member Welcome will be held this coming Thursday. Tours of the campus will be available.
- The Stem Building is available for our next Board meeting.
- Registrations for the coming semester total 553, about the same as last year. The budget is based on 650 members. Teri and Heidi will be discussing our program at Woodside on the 29th.
- There is an issue with the software generating a waitlist even when classes are not full. USI will fix this problem. A number of members were also able to sign up for more than 15 classes.
- One person has requested tuition assistance. This same person has requested assistance several times and discussion ensued as to whether this is appropriate. Assistance consists of a \$70 subsidy. It was decided not to make any changes to our policy at this time but to encourage more volunteering as part of the assistance program. Scholarship money mostly comes from gifts to the Foundation and money can be transferred to the scholarship fund. We could also encourage more donations by highlighting this line item on the registration form.
- A short discussion ensued on presenters who have a product to sell. Most presenters, such as authors, are very low-key about this but some, such as financial planners, are more aggressive. It was noted that we do not want to have a "2-hour commercial" but have permitted presenters to offer products for sale in the past. It was acknowledged that this is a difficult issue. Possibly, language can be added to the presenter's form that will discourage too much commercialization. We could also look at evaluations to see if this is a problem for members.
- Heidi also noted that a Special Event class will be held on Halloween celebrating the 50 year anniversary of Title IX. It will be held at the Christie Theater and is not in the catalog. LLI will have first access to this presentation and then it will be opened to the public. It will be announced at the Fall Kick-Off.

9. Vice President's Report – Norm Schroeder

- No report

10. President's Report – Julia Wallace

- Julia has met with Teri, Heidi and Norm to discuss issues that have come up. One issue is to encourage more streaming of classes. This would necessitate having a camera and a trained operator in the class. The Tech Committee will look into this.

11. Committee Reports

- Communications Committee –Kay Pascoe for Mary Cook
 - The monthly breakfast socials continue to be well-attended.
 - Intro's to LLI were very successful.
 - ArtStreet will be held this coming weekend. We will have our booth open Saturday and Sunday and we are still in need of volunteers to cover several shifts. (A number of members met with Heidi after the meeting and several slots were filled.)
 - The committee discussed the format for the Newsletter and felt strongly that we would like a calendar in every Newsletter that gives all events/committee meetings at a glance. It was also suggested that quotes and comments from course evaluations could be included in the Newsletter and on the website. This could give new members more information on presenters and course content. A suggestion was made to put a disclaimer on the evaluation form stating that your comment may be used for marketing purposes.
 - We also discussed advertising in the Uptown Social e-mail and print newsletter in the Sheboygan area.
 - Heidi suggested that Member Mondays be a regular Facebook promotion and this idea will be pursued.
- Curriculum: Steve Lenz
 - Spring recruiting is in full swing. Course proposals are due by September 30th. Generally, there are fewer courses in the Spring than in the Fall.
 - The Green Bay Packaging Company has committed to a spring tour.
 - Ellen Frammes is focusing on Zoom classes, which need to be promoted for the spring semester.
 - As always, more recruiters are needed and this will be noted at the Fall Kick-Off.
- Technology Committee – Dean Cherry
 - The possibility of having a Zoom component for our Board meetings was discussed, particularly for members who do not live in Green Bay. There could be a problem with the audio but a microphone that picks up all the sound is a possibility. This will be pursued.
- Social – Karen Carvenough
 - Karen noted that the Fall Kick-Off will be held September 28th at the Stadium View. The meal will be \$22 this year, up \$3.50 from last year. Invitations will go out Sept. 6th. Jess Lambrecht, director of CE&CO, will be invited.

12. Old Business

- There was none.

13. New Business

- Kris noted that our large postcard was handed out to all Meals-on-Wheels drivers at the ADRC. Heidi reported that she and Tori met with the ADRC and they were very receptive to providing space for LLI and working with us.

There being no additional business, a motion to adjourn was made by Karen Carvenough, seconded by Theresa Charapata. The meeting adjourned at 10:21 am.

Next meeting: **8:00 am**, Monday, August 22, 2022, Conference Room, STEM Building.

Minutes submitted by Kay Pascoe, Secretary.