

University of Wisconsin

Lifelong Learning Institute

Board of Directors Agenda

Monday, August 23, 2021 (Virtual Meeting)

10:00 AM – 12:00 PM

Next Meeting: Monday, September 27, 2021, 8:00 – 10:00 AM (Virtual)

Members: Fred Delie (President), Julia Wallace (V- President), Judy Gilson (Secretary), Kris Lewins (Treasurer), Theresa Charapata (At-Large), Sue Jonnson (At-Large), Norm Schroeder (At-Large), Mary Braband (Curriculum), Mary Cook (Publicity and Promotions), Dean Cherry (Technology), Gary Hanna (Technology), Karen Carvenough (Social Committee), Susan Pike (Office Manager), Jason Mathwig (Advisor), Weston Carvenough (Past President)

Excused: Dean Cherry, Julia Wallace, Karen Carvenough, Sue Pike, Theresa Charapata, Jason Mathwig (will join at 10:30) Absent:

Call to Order: 10 AM

1. Any changes in agenda. Change date of next meeting.
 - Approved by Gary Hanna
 - Seconded by Kris Lewins
2. Treasurer's Report/Finance Committee – Kris Lewins
 - Expenses \$9,396.49 July expenses, wages 9,336.45
 - \$15 Susan light email/month will change to one payment/year.
 - \$41 copy/rental and \$3.70 miscellaneous
 - Carry over \$40,519.60
 - No foundation report for June 30th
 - Approved by Norman Schroeder 2nd by Gary Hanna
3. Advisor's Report – Jason Mathwig
 - Sue busy with registration and confirmation of courses.
 - Two new entrances to CO109 classroom main entrance for volunteers/student desk also Susan in same location.
 - Post sign to indicate location of Lifelong Learning Institute location.
 - 15% of Jason's salary is charged to LLI, \$550 approximately.
4. Office Manager – Susan Pike 537 as of Aug 18. Training Ashley, student intern this morning (16 hours per week). Moved LLI reception desk with more room for volunteers, need LLI sign put on door to LLI reception desk, mask required on campus, off-campus up to venue.

UWGB Lifelong Learning Institute
Board of Directors Meeting
July 26th, 2021
UWGB Lifelong Learning Institute
Board Directors Meeting
August 23, 2021

5. Vice President's Report – Julia Wallace Excused
6. President's Report – Fred Delie MOA is completed, as of August 18th 537 members have registered for classes. Susan checking for capacity of 50 people with social distancing. Covid concerns reduced traveling, masking wearing where required.
7. Publicity & Promotions (Marketing & Travel) Mary Cook Cancelled Intro to LLI at the Neville Museum, no one showed up, need to check with UWGB Marketing on publicity on the presentation. No posting for volunteers for Art Street presentation. Wes's presentation at Green Bay Men's Club at library. Ed Smith posts weekly history photos every Tuesday at Title Town. Intro to LLI at Marinette 14 people attended presented by Bob and Susan. Marketing developing power point presentation.
8. Curriculum Mary Braband -Difficulty with registration at beginning server crashed but afternoon functioned better. 1. Difficulty with processing charge cards. 2. No immediate confirmation person was registered for classes. 3. Cost of a lottery type registration approximately \$100,000. 4. USI could make software six years for \$250/hour now \$330 to 350/hour take at least one year. 5. Need to increase memberships to 700.
9. Old Business
 - No Reports for Policies & Procedures, Bylaws, Request for Statistical Reports because Julia Wallace is absent.
 - MOA Review: Fred Delie
10. New Business - Time of meeting moved to 8 am for members to attend classes.

Motion to Adjourn by Gary Hanna, second by Kris Lewins adjourned at 11:30 (approximately)

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Secretary: Judy Gilson

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