

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

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**Board of Directors Agenda**  
**Monday, June 27, 2022 (Virtual Meeting)**  
**8:00 AM – 10:00 AM**

**Zoom Link:** <https://wisconsin-edu.zoom.us/j/98340609895?pwd=N05JY2ZGcEhjUnZDOEVYZGxTVG1RZz09>

Members: Fred Delie (President), Julia Wallace (V. President), Judy Gilson (Secretary), Kris Lewins (Treasurer), Theresa Charapata (At-Large), Sue Johnson (At-Large), Norm Schroeder (At-Large), Mary Cook (Publicity and Promotions), Dean Cherry (Technology), Gary Hanna (Technology), Karen Carvenough (Social Committee), Heidi Jahnke (Program Specialist), Teri Zuege-Halverson (Advisor), Weston Carvenough (Past President), Jean Rausch (Curriculum: Man./Sh.), Liz Koehler (Curriculum: Man./Sh.), Steve Lenz (Curriculum)

Excused: Mary Cook, Gary Hanna, Jean Rausch, Theresa Charapata, Kay Pascoe, 77Ben Cruz-Uribe

Absent: Barb Beaver

Guests: Barb Beaver, Kay Pascoe, Sue Sorenson, Ben Cruz-Uribe

Call to Order – 8:02 am

1. Any changes to the agenda No change in agenda.
2. Approval of May 23, 2022, correction 9-5 Motion Liz Koehler Seconded Dean Cherry
3. Treasurer's Report/Finance Committee – Kris Lewins
  - No revenue in May
  - Payroll otherwise minor expenses for Annual meeting
  - Health insurance for Heidi \$4,000 for several months.
  - Food charges for Annual meeting. Bill paid but slow to process.
  - End of fiscal year \$65,000 carry over.
  - Some revenue for June/July big month August.
4. Advisor's Report – Teri Zuege-Halverson
  - a. Travel ideas
    - i. Forty-one for 9 to 5 show. Great suggestions for day trips
    - ii. Working on DocuSign for trips will be done on computer before trip.
    - iii. Chaperone only at destination, not Fox Travel representative (no longer their policy)
    - iv. Alaska, Hawaii, New Hampshire, Hilton Head, Northwest under consideration.
    - v. Fox Travel contracted with UWGB. Travel cost is up 30% according to Fox Travel.
    - vi. List of churches for solicitation of church members
    - vii. Limited to Fox Travel when trips involve air travel. Lamers bus tours for land trips.

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5. Office Manager's Report – Heidi Jahnke (pronounced Yankee, short A)
  - a. Great Courses status
    - i. Site license of \$300 for 0-50 people for great Courses, change in their policy
    - ii. Options to sell DVDs or donations
  - b. Cost of producing hardcopy catalog is going up. May have to increase cost hardcopy members. Heidi to get publishing and (postage July increase) costs, report back at next Board meeting.
  - b. Website update
    - i. Currently, Heidi cannot update website, needs UWGB help
    - ii. Need training on new website software. No schedule on date of training. Only two people at UWGB can make updates. Teri said they have had a high turnover of personnel in website group, causing a delay in updates.
  - c. Inventory of LLI Items
    - i. Heidi and Wes to make a list of LLI items. She will report back at next board meeting.
    - ii. Dept has a small storage area. May not be able to accommodate LLI items.
  - d. Membership address book
    - i. Membership book. Heidi to research putting on website. Member would agree to information posted. Individual would need password to view membership directory.
  - e. ART street contract must be sent in by June 30. Booth staffed Fri – Sun. Strict policy on tents. Mosaic (ART Street presenter) has not responded to Heidi's emails. Board agreed to participate. Heidi will get contract and \$150 to Mosaic. Norm has tent that complies with ART street requirements. He will provide weight to keep tent from blowing away. We will help him set up tent on Friday. Julia Wallace will man tent on Friday.
6. Vice President's Report – Julia Wallace
  - a. Talked with Norm and Heidi about Norms/Julia's list.
7. President's Report – Fred Delie
  - a. Thanked everyone for their support during his two-year tenure as President.
8. Committee Reports:
  - a. Publicity & Promotions (Marketing & Travel) – Mary Cook,
    - i. Newsletter should be reviewed by P&P prior to being sent out.
    - ii. Some items submitted by P&P were not in newsletter. Teri to research problems with content, language, and no review.
    - iii. July 13, What You Need to Know about LLI at Neville Museum.

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- b. Curriculum – Steve Lenz, Heidi Jahnke, Liz Koehler, and Jean Rausch (Manitowoc and Sheboygan)
    - i. Steve Lenz: 220 classes, two-thirds are in-person, on-line, tours, and outdoor classes.  
Catalog issue on website on July 18
    - ii. Aug 1 registration for two weeks
    - iii. Need course like bridge added back
    - iv. Liz Koehler: July 9 & 16 will go to Farmer’s Market to advertise LLI to public.
  - c. Technology – Dean Cherry/Gary Hanna
    - i. Everything fine
  - d. Social Committee – Karen Carvenough
    - i. Meeting of social committee. Preparing for Fall Kick-off meeting.
9. Old Business
- a. LLI tables and cart – Wes Carvenough & Heidi Jahnke
    - i. Invoice for \$100 for cart to Bellevue. Wes to contact Judy Hastert to see if there is a need for new cart. He will report back at the next board meeting.
10. New Business
- a. Return to in-person Board meetings, possible Kress Center.
    - i. Heidi to research availability of Kress center. Next meeting will be Zoom.
    - ii. Suggestion made to change start time of board meeting to a later time. Board agreed starting at 9:00am for the summer months. Therefore, beginning in July, the board meeting will be 9:00 – 11:00am.

**Next Meeting: Monday, July 25, 2022 (9:00-11:00am (Virtual))**

**Adorned 9:51am**

**Secretary Judy Gilson**