

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

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**Board of Directors Meeting**

**Date: Sept. 26, 2022**

**8:00 AM – STEM Center Board Room 131 and Zoom**

Members present STEM Center: Julia Wallace (President), Norm Schroeder (V. President), Kris Lewins (Treasurer), Kay Pascoe (Secretary), Dean Cherry (Technology), Gary Hanna (Technology), Karen Carvenough (Social), Mary Cook (Publicity and Promotions, Heidi Jahnke (Office Manager).

Members present Zoom: Teri Zuege-Halverson (Advisor), Liz Kohler (Curriculum Man/Sh), Jeanne Rausch (Curriculum Man/Sh), Theresa Charapata (At-Large), Sue Johnson (At-Large)

Members excused: Steve Lenz, Fred Delie

Members not present: Sandy Ewald

Guests: Wes Carvenough, Sue Sorenson

The meeting was called to order by President Julia Wallace at 8:00 am.

1. Changes to Agenda

- There were no changes.

2. Approval of Meeting Minutes

- Motion by Dean Cherry, second by Karen Carvenough to approve the minutes of the regular Board Meeting of August 22, 2022. Motion carried.

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

- August revenues totaled \$75,129 of which \$75,040 was from registrations. Registrations currently total 571. The Budget was based on 650 total memberships.
- August expenses totaled \$16,401.21 and were mainly for payroll and administration, trip expenses, and our software costs to USI in the amount of \$4,826. The cash balance for August is \$102,649.13. This does not balance with WISER. The two accounts will be reconciled.
- The charge for Jason's salary for July and August has not yet been reversed. UWGB will be charging LLI 5% of Teri's salary. We were charged 12% of Jason's salary.
- The Finance Committee also discussed scholarships but has no recommendations.

4. Advisor's report – Teri Zuege-Halverson

- Teri offered three options for Fall day trips for discussion: a presentation at the PAC on November 27 of the play *All is Calm*; a trip to the Old Time Christmas Market at the Osthoff Resort at Elkhart Lake; and a presentation of *The Nutcracker in the Castle* in Oshkosh, which is

being offered November 19<sup>th</sup> through January 8<sup>th</sup>. After considerable discussion, the Board recommended that *The Nutcracker* would be most appealing to our members. Teri will further pursue this.

- Teri has an upcoming meeting with Lamers to discuss Spring travel.
- Teri is working with the accounting office to address the financial issues.

5. Office Manager's Report – Heidi Jahnke

- Heidi noted that three new software programs will be demonstrated this week. This software will affect approximately 15-20 non credit programs on campus. The contract with USI runs through June 30, 2023 so it is hoped to have the new software operational by July, 2023. The cost will be \$50-60,000 plus the costs of data migration. Costs will be spread over among all users. It is hoped that the new software will be a long term solution.
- Two members of the Finance Committee have volunteered to help Heidi with the inventory.
- Our two interns, Ashley and Courtney, are back in the office and doing very well.
- Wes noted that the choir has begun to practice and that the Union Congregational Church has been very helpful. The choir will perform for our Christmas Luncheon.
- Heidi noted she has had questions from coordinators as to who should be notified when a member cannot make a class. She feels that the office should be notified only when a class is being dropped. If a member will miss one meeting of a multiple meeting class, the coordinator should be notified.
- It was noted that a glass fusion class at NWTC did not require a waiver form. Heidi will look into this.

6. Vice President's Report – Norm Schroeder

- Norm thanked Heidi for her work in setting up this joint in-person/Zoom meeting.

7. President's Report – Julia Wallace

- Julia has touched base with Teri and Heidi on several issues which are under discussion.

8. Committee Reports

- Communications Committee –Mary Cook
  - Our focus right now is to increase our membership. We are working with Marketing to develop a colorful large postcard to send to local businesses to promote LLI gift certificates for retirees. We would like to send cards out in December and June. Jeanne noted that Manitowoc and Sheboygan could be included in this mailing. Tori has an updated contact list for businesses in those areas. It was also suggested that a coupon (perhaps \$10) could be given to Intro to LLI attendees to encourage registration. The possibility of marketing to students was also discussed.
  - ArtStreet was very successful and generated a lot of interactions both Saturday and Sunday. It was felt that the new venue worked very well as did our location. Our tent was set up among the vendors and not relegated to a non-profit area. It was felt that this made us much more visible. There were some problems with parking.

- Facebook Boosts seem to be generating a lot of interest for us and we feel that they should be used prior to all LLI events.
- Curriculum: Heidi for Steve Lenz
  - Course proposals for Spring are due Sept. 30<sup>th</sup>. Approximately 85-90 classes are already set for Spring.
  - The Board discussed streaming more classes but the committee felt this would make it much more difficult for recruiters. If the class were accessible to too many members, it would be difficult to promote the class for another semester.
  - As always, more recruiters are needed.
- Technology Committee – Dean Cherry/Gary Hanna
  - Gary noted that it is possible to do a live broadcast of an in-person class but this might reduce the demand for this class for another semester.
- Social – Karen Carvenough
  - Karen noted that the Fall Kick-Off will be held September 28<sup>th</sup> at the Stadium View. 58 members have signed up.
  - Karen noted this is her last year as chair of the Social Committee. If no one comes forward, the Board will have to decide how to move forward with social events.

#### 9. Old Business

- Possible bus travel with Lamers and the streaming of classes has been discussed.

#### 10. New Business

- New software has been discussed under Office Manager's report.

There being no additional business, the meeting adjourned at 9:20 am.

Next meeting: **8:00 am**, Monday, October 24, 2022, Conference Room, STEM Building.

Minutes submitted by Kay Pascoe, Secretary.