

UNIVERSITY of WISCONSIN
GREEN BAY
Lifelong Learning Institute

Board of Directors Meeting

Date: July 25, 2022

9:00 AM – Virtual via Zoom

Members present: Julia Wallace (President), Norm Schroeder (V. President), Kris Lewins (Treasurer), Kay Pascoe (Secretary), Mary Cook (Publicity and Promotions), Gary Hanna (Technology), Dean Cherry (Technology), Steve Lenz (Curriculum), Liz Koehler (Curriculum:Man/Sh), Karen Carvenough (Social), Fred Delie (Past President), Heidi Jahnke (Office Manager), Teri Zuege-Halverson (Advisor).

Members absent: Theresa Charapata (At-Large), Sue Johnson (At-Large), Sandy Ewald (At-Large)

Guests: Wes Carvenough

1. Call to Order – President Julia Wallace at 9:06 am.
2. Curriculum Committee – Steve Lenz (Steve needed to be excused early for an appointment.)
 - Steve and Sue Pike are co-chairs of this committee. The Committee met on July 11th to begin the recruitment process for Spring 2023.
 - The Fall 2022 catalog was released on July 18th and registration begins August 1st.
 - Coordinator training will be held August 10th, 1:00 – 3:00 and August 12, 10:00 to 12:00.
3. Welcome to new members
 - Each member was asked to introduce themselves and provide a little background.
4. Changes to Agenda
 - There were no changes.
5. Approval of Meeting Minutes
 - Motion by Norm Schroeder, second by Dean Cherry, to approve the minutes of the regular Board Meeting of June 27, 2022. Motion carried.
6. Treasurer's Report/Finance Committee – Kris Lewins
 - June marks the end of our fiscal year. There was no revenue in June and expenses consisted of payroll and various office expenses. The Food Service bill for the Annual Meeting has finally posted in the amount of \$1,296.
 - We are ending the year under budget in all departments, most notably Venue Rentals. \$15,000 had been budgeted for venues and less than \$1,700 was spent. This reflects a higher use of campus venues. However, the bill for USS software has not yet been received and will likely be in excess of \$3,000.

- The carryover for the new year is \$68,485, of which \$51,788 is Covid Care money. (We Need Membership!) The Foundation has a balance of \$16,299 of which \$264.76 is in the scholarship fund and the balance is in our program fund. Motion by Karen Carvenough, second by Gary Hanna to accept the Treasurer's report. Motion carried.

7. Advisor's report – Teri Zuege-Halverson

- Teri noted that she is working on connecting with more organizations and has connected with Up Town Social in Sheboygan. LLI and IP Town Social have agreed to cross-promote functions for each organization, such as trips.
- She has also been in contact with the Brown County ADRC. They may have rooms available for classes and discussions with the ADRC are on-going. Teri will also check with the Marinette ARDC.
- The **Nine to Five** trip went very well and the trip to see **Ripcord** is scheduled for August 9th. Unfortunately, due to high food costs and staff shortages, the restaurant we were planning to use will now be closed on the day of the trip. Arrangements have been made with The Log Den and the meal will be served family style. Fuel costs have also risen sharply but it is still hoped that costs will be covered without needing additional funds.

8. Office Manager's Report – Heidi Jahnke

- The LLI Inventory Project is temporarily on the back burner.
- The best venue for in-person Board meetings will be the STEM building on campus. There is no cost to us and there is ample close parking.
- The office of Continuing Education will be manning a booth at the Packer Training Camp this week and will be promoting LLI and other university programs.
- Heid felt that all three Intros to LLI were successful and very well presented. A total of approximately 75 people attended.
- The New Member Welcome will be held in late August and tours of the campus will be provided.
- Marketing will be asked to facilitate a link on our website to the Green Bay Men's Club. Their website does link to ours.
- Heidi had received a request from a prospective presenter, who is a published author, to have books for sale at class. After some discussion, it was decided to check with UWGB for a policy on this and if the policy also pertains to classes held off-campus. Other author/presenters have had books for sale at classes.
- Heidi also checked with The Great Courses regarding their policy of using DVD's bought from them as class material. Their policy is that all courses purchased from The Great Courses, no matter when they were purchased, are intended for personal use and subject to their copyright provisions. To use their material for a large group, permission must be purchased from The Great Courses.
- The Great Courses DVD Library will be maintained in the office and loaned to individual members upon request.

9. Vice President's Report – Norm Schroeder

- No report

10. President's Report – Julia Wallace

- No report

11. Committee Reports

- Communications Committee –Mary Cook
 - The committee was very pleased with the success of the Intro to LLI. After questioning many attendees, it was felt that Facebook was our most successful promotion.
 - The committee is currently working on plans for ArtStreet, which is held the last full week-end of August. The contract has been signed and Norm has offered to provide a tent. Wes will work with Norm to get the tent set up.
 - We are still working on ways to promote our Gift Certificates.
 - There have been no requests for speakers.
 - We are currently assembling articles for the next Newsletter.
- Curriculum Man/Sh: Liz Koehler
 - Liz was very pleased with the turnout for the Intro to LLI and credited the promotion at the Farmers Market.
 - Gary Hanna reported that the Green Bay Men's Club had toured the new Green Bay Packaging Company and the tour had been very well received. He suggested this as a possible tour for LLI. It was noted that the company had been previously approached with no response but another contact will be made.
- Technology Committee – Dean Cherry/Gary Hanna
 - No report.
- Social – Karen Carvenough
 - On July 13th, Karen met with the Stadium View staff to finalize arrangements for the Fall Kick-Off. Due to higher costs, the price for the meal will likely be approximately \$20 per person. Desert is not included but we will be allowed to bring in our own desert. The speaker will be Alicia Birder, who owns a small theater in DePere. The date for the Kick-Off is Sept. 28th.

12. Old Business

- There was none at this time.

13. New Business

- Fred requested an update as to whether or not Barnes & Noble would allow the "It's a Mystery to Me" Book Club to begin meeting in-person there again. If not, he advised that the Ashwaubenon Public Library has offered a meeting room at no cost. Heidi will look into it.
- Julia reported that she has received phone calls requesting semester by semester payment. The consensus was not to make any changes in the payment policy at this time but to revisit this issue in another year.

There being no additional business, a motion to adjourn was made by Gary Hanna, seconded by Norm Schroeder. The meeting adjourned at 10:15 am.

Next meeting: **9:00 am**, Monday, August 22, 2022. (Virtual unless notified otherwise)

Minutes submitted by Kay Pascoe, Secretary