

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

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**Board of Directors Meeting**

**Date: January 23, 2023**

**8:00 AM – Zoom**

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

Members excused: Sue Johnson

Members not present: Sandy Ewald

Guests: Sue Sorenson

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

1. Changes to Agenda

- There were none.

2. Approval of Meeting Minutes

- Motion by Dean Cherry, second by Theresa Charapata to approve the minutes of the regular Board Meeting of November 28, 2022. Motion carried.

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

- November and December revenues totaled \$10,914, which were primarily from bus trips and December registrations for the Spring semester.
- November and December expenses totaled \$20,639.18. There were three payrolls in November and other expenses included trip fees and Fall Kick-Off costs.
- The adjustment to WISER was made so we are now in balance.
- The Foundation Report shows the receipt of \$570 in contributions and the scholarship fund remains unchanged at \$264.76. Money can be moved from the Foundation Account to Scholarships upon Board approval.
- Motion by Gary Hanna, second by Kay Pascoe to approve the Financial Report. Motion carried.
- The Finance Committee is recommending a change in wording to the Scholarship agreement to encourage, but not require, some volunteer commitment from the recipient. Scholarships are 50% of the semester cost. Wording will be ready for the February Board meeting.

4. Advisor's report – Teri Zuege-Halverson

- The contract for the new software has been signed. The name of the software is Blackthorn and it is from Sales Force. Our cost will be approximately 17% higher than previous costs. Installation costs have not yet been determined but it is possible that there will be other funding to cover those costs.
- There were only two responses to the Lamers question in the Newsletter and they were amenable to joining Lamers planned trips. This had also been the consensus of the Board. Teri and Heidi will work with Lamers on a potential list of trips. The Board discussed LLI Identifiers to be worn on these trips and Mary Cook noted that we hope to have polo shirts, hats, etc, with the LLI logo available for members in the near future.
- Jess Lambert, the Executive Director of CECE has been asked to speak at the Green Bay Retired Men's Club. Gary Hanna, who is President of the GB Retired Men's Club, noted that there is a link on that website to LLI but there is no link from LLI to the Men's Club. Teri will check to see if this can be done.

5. Office Manager's Report – Heidi Jahnke

- Heidi reported that we have 629 members registered for Spring Semester. Our budget was based on 650 members. 67 of these members were not registered for the Fall Semester.
- Ashley, the student employee, has left for another job so Heidi is working on filling that position.
- There were two requests for refunds for the Spring Semester. Both were given gift certificates that can be used for next semester. The certificates are transferable.
- Campus parking is a significant cost to LLI. We pay \$30 per member per year (Students and staff pay \$200/year). Heidi and Teri plan to meet with Campus Police to see if this cost is negotiable.

6. Vice President's Report – Norm Schroeder

- No report.

7. President's Report – Julia Wallace

- Julia asked Fred to report on the status of the nominating process. Fred reported that he has candidates for each office and three candidates for Members-at-Large. Some bios are still needed.
- An e-mail that was received by Gary Hanna detailing how seniors could avoid scams was discussed. It was felt that a poster could be put in classrooms in Rose Hall and that it could also be included in the next Newsletter.

8. Committee Reports

- Publicity and Promotions Committee –Mary Cook
  - 96 postcards promoting our gift certificates for retirees have been sent out. The mailing covered a wide geographical area and Heidi will track any requests. Our next step will be to approach school districts.
  - We were very pleased with the Newsletter that has been sent out. It covered a wide range of topics and was very well done. Our only suggestion is that Teri sign her Newsletter articles. Heidi noted that 1,540 Newsletters had been e-mailed and

approximately 65% clicked on the link. Karen noted that 2 members who do not have e-mail came into the office and reported that they are not getting any of the information being sent out. This includes announcements about social functions. Heidi will look to see which registrants do not have e-mail and we will need to discuss how to address communicating with these members.

- There have been no requests for speakers. The Committee feels that we need to approach local service clubs to let them know LLI has speakers available.
  - A logo has been selected for shirts, hats, etc. and we hope to get this project up and running soon.
- Curriculum: Steve Lenz
    - The committee met January 9<sup>th</sup> to kick off the planning for the Fall 2023 semester. The deadline for course proposals is April 16<sup>th</sup>.
  - Technology Committee – Dean Cherry/Gary Hanna
    - Gary talked to Patti about coordinators who are reluctant to deal with tech issues. After considerable discussion, it was felt that a buddy or mentor should be found to work with coordinators until they feel comfortable with the equipment. Heidi also noted that she is just a phone call away and that IT will also respond to requests for help.
  - Social – Heidi for Karen Carvenough
    - 123 members attended the Christmas Social. This was up considerably from previous socials. The Choir is back and performed for the social, inspiring some members to inquire about joining the choir.
    - The Spring Fling will be on May 3<sup>rd</sup>, the Fall Kick-Off on September 20<sup>th</sup> and the Winter Social will be December 6<sup>th</sup>.
    - No volunteers have come forward to chair this committee. An article will be put in the next Newsletter requesting volunteers for the Spring Fling in May.
    - Karen noted that we need to find a way to communicate with our members who do not have e-mail.

#### 9. Old Business

- There was none.

#### 10. New Business

- The new software update was already discussed.

There being no additional business, the meeting adjourned at 9:40 am.

Next meeting: **8:00 am**, Monday, February 27, 2023, by Zoom.

Minutes submitted by Kay Pascoe, Secretary.