

Lifelong Learning Institute
Board of Directors
October 25, 2021[Type here]

University of Wisconsin

Green Bay

Lifelong Learning Institute

_Board of Directors

Monday, October 25, 2021 (Virtual)

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

Excused: Absent: Dean Cherry, Norm Schroeder Guests:

Call to Order – 8 AM

1. Any changes to agenda – No changes
2. Meeting Minutes from September 27, 2021, BOD – No changes, motion to approve by Theresa Charapata, seconded by Karen Carvenough.
3. Treasurer’s Reports/Finance Committee – Kris Lewins
 - Revenue: total \$18,551.00—membership dues \$17,360.00, course fees \$197.00, Catalog revenue \$25.00, Social Events Revenue \$969.00.
 - Expenses: Total \$8,400.56 – Administration \$8,216.76, break down LLI Office \$118.95, UWGB Expenses \$8,097.81 Includes salaries of office, advisor, marketing, part time employee and parking, Catalog costs \$131.00, Course Costs \$52.80, Miscellaneous expense \$.45 and E Mail Service subscription \$118.50.
 - Total number of members 566.
 - Total Revenue \$77,704 December starts new revenue.
 - Financial approved scholarship \$70.00 - fund balance \$334.70.
 - Motion to approve Julia Wallace Seconded Mary Cook and Theresa Charapata approved.
4. Advisor’s Report: Update on Joy Reznek replacement, interviews this week, one interview this week 10 am link to members.

5. Office Manager's Report.

- Office intern—Ashley doing a great job.
- Catalog publishing on Thursday, November 22 catalog sent out, December 6 at 10:00 am registrations begin.
- Concern about members not checking email –100 people not opening their email for registration.
- 30 plus new members, how many existing members did not renew?
- Testimonial for new members 566 members, 532 in Spring 2021.
- Coordinators name now shown in catalog. Moderators not shown in catalog.
- Heather is exploring on-line course evaluation numbers. Mary Gajeski (LLI member) is helping Heather.

6. Vice President's Report – Julia Wallace

- Policies and Procedures: Have a lot of date discrepancies and typos. Necessity of video loans has been stopped since COVID. Beginning in Spring all documents are to be reviewed. Wisconsin Association of LLI no longer exist.
- LLI website needs to be updated first page's good update needed on the back pages. Julia to provide Jason with pages to update. Marketing to update the LLI website (simplify) but not until the first of the year.
- Set a date for Annual 2022 membership meeting. Put on next agenda.
- May 4, 2022, for Spring Fling.
- Julia recommended to start evaluation of Policies and Procedures, possible meetings in March and April to review, present to BOD in May.

7. Publicity and Promotions (Marketing & Travel)

- Newsletter needs to be revised to reflect personality of the organization, about our members, personal bio of members, have a regular newsletter, UWGB marketing making it more professional, submit one month to marketing prior to publication.
- Ed post photos to Facebook, reviving testimonials, Keith Pamperin to do a testimonial. ART Street (Keith Pamperin offered to donate tent), presentations to community groups, a contact person on each campus, want more speakers to give presentations (want five volunteers).
- Fred and Julia, Christmas parade (November 20) need someone to walk in parade, UWGB will have a parade float LLI will be represented, starts a 9 am.

8. Curriculum – Mary Braband Spring Classes
 - Total – 195 classes, in-person 133, online live 29, outdoor 15, pre-recorded 2, tour 16, continuous 3, new 107, repeat 85
 - Green Bay Campus 135 classes -- in-person 92, online live 23, outdoor 7, pre-recorded 1, tour 9, continuous 3, new 58, repeat 71.
 - Manitowoc/Sheboygan Campus – 36 classes - in-person 16, online live 4, outdoor 8, pre-recorded 1, tour 7, new 23, repeat 13.
 - Marinette/Menominee Campus – 27 classes – in-person 25, online live 2, new 26, repeat 1.
 - Green Bay needs 7 to 8 recruiters to research for classes.
9. President’s Report – Fred Delie - Committee chairs should submit reports on exciting items to newsletter.
10. Technology – Gary Hanna - No issues at this time, thank Gary for training moderators.
11. Social Committee – Karen Carvenough – Dec 1st at Riverside Ballroom, Gnome for the Holidays, four-piece group Something Old Something New, \$21 per person, chicken cordon bleu, 11 am social, meal 12:00, entertainment 1pm.
12. Old Business – Moderators
13. New Business—Committee articles for newsletter

Adjourned 9:10 am Motion to adjourn Karen Carvenough, seconded Gary Hanna

Next Meeting: Monday, November 22, 2021, 8:00-10:00 AM (virtual)

Secretary

Judy Gilson