

UNIVERSITY of WISCONSIN
GREEN BAY
Lifelong Learning Institute

Board of Directors Meeting

Date: October 23, 2023

8:00 AM – Zoom

Members present: Julia Wallace (President), Norm Schroeder (Vice-President), Kris Lewins (Treasurer), Mary Cook (Publicity and Promotions), Gary Hanna (Technology), Dean Cherry (Technology), Karen Carvenough (Social), Lou Norsetter (At-Large), Rob Miller (At-Large), Mary Gajeski (At-Large), Heidi Jahnke (Program Specialist), Fred Delie (Past President).

Members excused: Kay Pascoe, Teri Zuege-Halverson (Advisor), Jean Rausch

Guests:

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
 - The minutes of the Board Meeting of September 25, 2023 were approved.
3. Treasurer's Report/Finance Committee – Kris Lewins
 - September revenues totaled \$8,105, consisting of \$4,500 in membership fees and also travel revenue and course fees. September expenditures totaled \$7,416. There were no unusual expenses.
 - Our September cash balance is \$98,890 and is in balance with WISER.
 - The Foundation Report is unchanged.
 - Motion by Gary Hanna, second by Fred Delie to approve the Treasurer's Report subject to the electronic approval of the Finance Committee. Due to a lack of a quorum, the Finance Committee was unable to approve the Treasurer's Report. Motion carried.
4. Advisor's Report – No Report as Teri was excused.
5. Office Manager's Report – Heidi Jahnke
 - The Office is still cleaning up some invoices from registration and refunding some overpayments.
 - The Baskerville trip to Door County will generate approximately \$500 for us.
 - The bus trip to the Osthoff Resort at Elkhart Lake for the Old World Christmas Market is scheduled for December 7th. This is a day trip and snacks will be provided on the bus. Seats are

still available. On the way back to Green Bay, the bus will do a drive-through in Sheboygan to see Christmas lights.

- Registration is tentatively planned for the week of December 4th.
- The Holiday Social will be on Wednesday, December 6th. Marketing will put information for this event on the website. The website is being updated and will be frozen in November.
- The catalog has been sent to Marketing and will be ready the week of Thanksgiving.
- Moved by Dean Cherry, seconded by Gary Hanna, to combine the November and December Board meetings to the November meeting. Motion carried. The University will be closed the 4th week of December.

6. Vice President's Report – Norm Schroeder

- No report

7. President's Report – Julia Wallace

- No report

8. Committee Reports

- Publicity and Promotions Committee –Mary Cook
 - Our next Newsletter will be coming out in early January so the deadline for articles will be December 1st.
 - We are publicizing events in the Press Times free calendar feature and on Facebook trying to keep LLI in the public eye and encouraging non-members to attend our Breakfast Socials.
 - Bob Cook spoke to a Sorority in Green Bay and passed out brochures and Wes has a speaking event coming up in April. Wes and Heidi manned an LLI booth at the Kroc Senior Expo and had a lot of traffic. It was \$150 well spent so we plan to continue our participation.
 - We would like the Board's input on ordering our logo apparel in time for Christmas. After some discussion, it was decided to offer the logo apparel only once per year.
- Curriculum: Steve Lenz
 - The October meeting was the wrap-up for our spring recruiting. It appears we will have 87 classes for Spring 2024. Our next meeting is scheduled for January when we begin work for Fall 2024. Very few classes will be offered on Zoom. Coordinators and moderators are also lined up.
- Technology Committee – Dean Cherry/Gary Hanna
 - No report.
 - Heidi noted that the clicker from Room 230 is missing and she borrowed one from Tech. It was suggested that our equipment be labeled.

- Social – Karen Carvenough
 - The Christmas Social will be held at The Riverside on December 6th and the theme will be “There’s Snowplace Like LLI”. Our choir will be performing as the entertainment and the centerpieces are in progress.

10. Nominating Committee – Fred Delie

- Fred is resigning as the Chair of the Nominating Committee. An e-mail will go out soon regarding positions that are or will be available. Suggestions for candidates for the July 2024 slate will be appreciated. It was suggested that coordinators make a pitch in classes they are coordinating. It was also suggested that presenters make this an issue in class. Julia will be reaching out to coordinators and presenters.

9. Old Business – Survey Task Force, Lou Norsetter

- The group has put forth a proposal for a survey design document that would list the basic steps needed to design a survey, a timeline for design and implementation, and a consideration of the resources available. The timeline is highly dependent on Heidi’s availability to provide us with the information that we need. The plan is to get some basic information in October and November. The next step would be to do some very informal focus groups to get a general idea of the issues that concern members. This would help in formulating questions for the survey, which would be developed and put together early next year. The survey could go out in February or March and then we could do some basic analytics and formulate a report. The survey would only be open for one week. The task force would also like to set up a meeting with Tori in Marketing.
- Considerable discussion ensued. It was suggested that some focus groups could be done on Zoom, thus providing a record of the discussions. In-person focus groups would need a non-participating note-taker. To help eliminate bias, Board members would not be included in the survey. Reference was made to a survey done by Ben Cruz-Urbe several years ago. The task force will try to get a copy of that.

10. New Business

- Rob Miller noted that there are some problems and frustrations in dealing with the administration of UWGB and felt that a meeting with the Vice-Chancellor or Chancellor would be helpful. Rob noted he also provided a survey done by the Osher Foundation which supports Lifelong Learning organizations across the country. The survey addresses some of our issues. Julia noted that some of these difficulties had been the impetus for the survey discussed earlier and completing the survey would give us data to bring to a meeting with the administration. Fred noted that when he was president he met with the head of our department at least twice per year, and Julia indicated a willingness to reinstate such meetings if Jennifer is available. There was considerable discussion and Julia will try to set up a meeting with Jennifer, hopefully before the next meeting.

There being no additional business, the meeting adjourned at 10:10 am.

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

Minutes submitted by Kay Pascoe, Secretary.