

UNIVERSITY of WISCONSIN
GREEN BAY
Lifelong Learning Institute

Board of Directors Meeting

Date: November 27, 2023

8:00 AM – Zoom

Members present: Julia Wallace (President), Norm Schroeder (Vice-President), Kris Lewins (Treasurer), Kay Pascoe (Secretary), Mary Cook (Publicity and Promotions), Steve Lenz, (Curriculum), Liz Koehler (Curriculum, Man/Sh), 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), Teri Zuege-Halverson, (Advisor), Fred Delie (Past President).

Members excused: Jean Rausch

Guests: Bob Srenaski, 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
 - Moved by Gary Hanna, seconded by Dean Cherry, to approve the minutes of the Board Meeting of October 23, 2023 with the correction under New Business that Julia is willing to meet with Jessica (the name was incorrectly written as Jennifer). Motion carried.
3. Treasurer's Report/Finance Committee – Kris Lewins
 - October revenues totaled \$9,463, consisting of \$6,000 in membership fees, and travel revenue and course fees of \$3,605. October expenditures totaled \$16,241.62. Payroll was higher than normal due to three payrolls in October. Credit card fees are higher than normal due to registration issues and there are trip expenses and Fall Social expenses.
 - Our October cash balance is \$90,845 and is in balance with WISER.
 - Motion by Fred Delie, second by Steve Lenz to approve the Treasurer's Report. Motion carried.
4. Advisor's Report – Teri Zuege-Halverson
 - Teri noted that her office is negotiating to reduce the credit card fees. There is a 3% fee for regular charges but we are hoping to negotiate a reduction in refund and dual registration fees.
 - Teri announced that she will be retiring Jan. 2nd. Kerry Winkler will be appointed as Interim Advisor. There is no target date for naming a permanent advisor at this time but the position should not be affected by University cut-backs.

5. Office Manager's Report – Heidi Jahnke

- The software program has been undergoing considerable stress testing by a third party prior to spring registration. No money will be collected on the day of registration. Members who owe registration fees (most will not owe due to paying in September) and class fees will be invoiced.
- Heidi will make a presentation on Wednesday to the Green Bay Retired Teachers Club. She will have catalogs for sale at the presentation.
- The bus trip to the Osthoff Resort at Elkhart Lake for the Old World Christmas Market scheduled for December 7th is sold out. This is a day trip and snacks will be provided on the bus. It is expected that we will make approximately \$1,000 on this trip.
- Spring Registration is scheduled to begin at 10:00 am on Monday, December 4th. Some venues are still being finalized.

6. Vice President's Report – Norm Schroeder

- Norm noted that Gary Lewins has volunteered to run for Member-at-Large.

7. President's Report – Julia Wallace

- Julia noted that she will be meeting with Jennifer in December.

8. Committee Reports

- Publicity and Promotions Committee –Mary Cook
 - Our next Newsletter will be coming out in early January. This is too late to promote our gift certificates for Christmas giving but we are still promoting them for other gifts. We are also promoting guest passes to expose more people to LLI.
 - Wes is working with the Chamber of Commerce to promote our speakers group for local presentations.
 - We are still using Facebook and Facebook boosts to publicize classes and events. The boosts seem to be very effective and not that costly.
 - Our Dutch Treat Breakfast was listed in the last issue of the City Pages of the Press Times. Only free events can be listed in that calendar. The Press Times did publish a lengthy article about LLI last spring.
- Curriculum: Steve Lenz
 - The committee will not meet again until January. For the spring semester, there are 188 classes of which 18 are in Manitowoc, 8 are in Marinette and 8 are in Sheboygan. 16 classes are on Zoom.
- Technology Committee – Dean Cherry/Gary Hanna
 - No report.

- 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”. We have 82 people signed up and the centerpieces are being donated by a member of the committee.
 - The Committee is considering the Village Grill on Bellevue for the Fall Social. No decision has yet been made.
- Nominating Committee
 - Please send names of anyone recruited for an LLI position to Julia by January 31st and she will work on putting the election slate together.

9. Old Business – Survey Task Force, Lou Ann Norsetter

- With Heidi’s help, Lou Ann has been able to gather some historical data detailing class categories, levels of participation, and times and sites of classes and has prepared a preliminary analysis which will be sent out with the minutes of this meeting. Since the coding varies throughout the various data bases, recoding and analyzing is very time consuming. Also, the data available is limited and not all of it is in an electronic format.
- Lou Ann is very concerned that that leadership decides what they want to learn from this process and that the information generated be actionable.
- Rob Miller conducted an information-gathering session in the Continuing Issues class and he also attended the Dutch Treat Breakfast and he will put together on report on those discussions. More focus groups will be set up in the coming months.
- There was considerable Board discussion on this topic and the Task Force will continue to keep the Board updated on their progress.
- An Ad Hoc Committee was appointed to look into ways to make registration more fair, especially for those who cannot register immediately when registration opens. It was suggested that we revisit the possibility of a lottery. The Committee will consist of Norm (chair), Bob, Fred, Kris and Rob.

10. New Business

- There was none.

There being no additional business, the meeting adjourned at 9:15 am.

Next meeting: **8:00 am**, Monday, January 22, 2024, by Zoom.

Minutes submitted by Kay Pascoe, Secretary.