

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

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**Board of Directors Meeting**  
**Date: Monday, August 27, 2018**  
**8:00 AM – CL 125**

Members attending: Weston Carvenough (President), Karen Carvenough (Social), Fred Delie (Vice President), Jim Huss (Secretary), Roxie Huebscher (At-Large), Jason Mathwig (Advisor), Nancy McGrew (Past President), Ron Niesing (Travel), Rick Nuetzel (Treasurer), Patty Payette (At-Large), Susan Pike (Office Manager), Sue Sorenson (Curriculum), Robert Vanden Heuvel (At-Large), Pati Wiegand, (Volunteer Development), Bill Zoelle (Publicity & Promotions)

Guests: Terry Zuege-Halvorsen, Glen VanGheem

**Agenda Minutes**

1. Call to Order- President Wes Carvenough at 8:00 am
2. Agenda Changes – Introductions
  - No Changes to Agenda
  - Wes introduced Terry Zuege-Halvorsen. She is the Director for Continuing Professional Education. That position formerly included personal enrichment classes and travel at the two year campuses. Those campuses will now include LLI as part of their continuing education. A person is already in place on the Marinette Campus and a posting is currently open for a combined position at the Sheboygan and Manitowoc Campuses.
  - Wes assured Terry that Green Bay LLI is willing to meet and assist with starting LLI groups at the other campuses. Hopefully, class offerings at each campus will eventually be listed in one combined catalogue.
  - Terry mentioned that future LLI trips might be able to save money by using college contacts rather than local agencies. She also agreed that it's beneficial to have a knowledgeable tour or campus representative travel with the group to handle travel problems when they arise.
  - Since this was the first meeting including people with new positions and terms, all members and guests introduced themselves. Members are urged to wear their name tags at future meetings.
3. Approval of June 28, 2018 BOD Minutes
  - Art Street dates were corrected to August 25<sup>th</sup> and 26<sup>th</sup>
  - Jim questioned whether the wording of Policy & Procedure 6.5.2b appears somewhat awkward.
  - Rick Nuetzel moved to accept the corrected minutes; Karen Carvenough 2<sup>nd</sup>: Motion carried

4. Treasurer's Report/Finance Committee – Rick Nuetzel
  - Anything in parentheses in the expense column reflects income. Lines 32 and 33, for example, reflect money accepted for upcoming trips.
  - Anything in parentheses in the income columns reflect dispersals. Line 15, for example, reflects fees returned for a cancelled class.
  - Preliminary figures in the WISDM report indicate that over 940 people submitted their yearly dues for September 1 to August 31 membership.
  - There were no motions or outstanding questions.
  
5. Advisor's Report – Jason Mathwig
  - Jason is excited about the potential opportunities that exist for LLI on the former two year campuses.
  - Jason was involved with 25 successful camps within a 6-7 week period this summer.
  - An unrelated discussion arose about holding a proposed Boys & Girls Club class in Fort Howard Hall. Though deemed inappropriate by Curriculum Committee standards, the class will proceed as an experiment.
  
6. Office Manager's Report – Susan Pike
  - Current membership is 1069, which is up from 1047 last year.
  - There are 155 new members. This figure has been double checked and confirmed. Susan wishes to take things a step further by possibly checking how many non-renewals there are.
  - Online IT problems were minimal this semester. Husbands and wives were able to register from the same computer, but there were some issues with password resets.
  - Registration ran smoothly this year. Upping classes to 30 and having members contact their coordinator instead of the office has made a significant impact on reducing office work.
  - Small changes are resulting in significant savings. Course openings were made available online instead of being mailed with the confirmation letter, which saved \$56 in printing costs. Blue evaluation forms will now be scanned and emailed to presenters, resulting in postage savings.
  - A clarification from the University: LLI is not allowed to purchase meals or tickets for bus drivers. Paying for hotel rooms on overnight trips is allowed under the present contract.
  - Susan is working with UWGB Purchasing to acquire two new card tables needed at Bellevue.
  - It's nice to know who you're talking to, both as a presenter and as a participant. Coordinators are urged to remind people to always wear their ID's.
  - Online registration has been removed from the website. Late registrants must call the office to pay their fees and submit their lists of classes.
  
7. Vice President – Fred Delie
  - The role of VP is to track LLI attendance and growth and to fill in for the President if needed.
  - There is a lot of interest in LLI classes being offered. Of 197 Fall classes, 59% are full and many have a waitlist. 19% are between 75%-100% full. 11% are between 50% and 75% full. 11% are between 25% and 50% full. Current waitlists contain anywhere from 1 to 160 names. The above statistics are most applicable to the curriculum committee, but in the future, Fred will provide statistics to the Board when requested.

## 8. President's Report – Wes Carvenough

- Wes asked a Member-At-Large to represent the Board at Travel Committee meetings. Patti Payette agreed.
- Wes requested that Jason contact the Neville to see if our ongoing Partnership Agreement might result in lower usage fees.
- Wes reminded us that Fred has compiled an AV booklet at the Mauthe to assist coordinators when interns are not available for help.
- The Kroc Center wants to stay involved with LLI. They have agreed to maintain their room usage fee of \$235 per session for one additional year. The Kroc has also agreed to supply LLI a table at this year's Senior Fair on September 6<sup>th</sup> at no charge.

## 9. Committee Reports

- Curriculum – Sue Sorenson
  - 118 classes have been scheduled for the Spring Semester thus far at the following venues: Rose Hall 220 (36), Rose Hall 230 (18), Rose Hall 250 (5), Mauthe (21), Ashwaubenon (3), Bellevue (12), Neville (3), Suamico (4), West De Pere (1), Off site (20).
  - There are 33 new classes, 81 Repeat classes and 4 continuing classes.
  - The deadline for Spring class proposals is September 5<sup>th</sup>.
- Volunteer Development – Patti Wiegand
  - The New Member Welcome is this Wednesday at the Mauthe from 9-11. Board members will be talking about their positions.
  - VDC is always looking for new members.
- Social Committee – Karen Carvenough
  - Fall Kickoff is scheduled at Legends in De Pere on Sept. 26<sup>th</sup> at Noon. The speaker will be Susan Garot from the Botanical Garden. The committee has met twice at the ARDC and has decorations ready to go.
  - Registration has increased from \$15 to \$16 to cover entertainment costs. An email blast will go out shortly.
- Travel Committee – Ron Niesing
  - 30 people are signed up for the Hawaii trip.
  - Upcoming trips for next year include: Ikea, New England Fall trip, Brewer trip, Door County Adventure and Birch Creek trip, UP trip and Peninsula Players trip. A listing of dates and anticipated costs will go out to members shortly to help in budgeting and planning ahead.

## New Business: Demo of new Course Proposal Form

- Susan demonstrated the new online Course Proposal form. Instead of the old labor intensive manual process, the new online form is easily filled out by class recruiters. Data is immediately available to all recruiters for viewing, but only Sue Sorenson, Susan Pike, Julie Lindley and Jan Rickert have access to the database for editing. This is a huge time saver!

- Green colors immediately indicate when coordinators, venues, etc are verified. Rather than working in batches, individual classes can be entered as they are processed. With this system, it is very easy to view an up-to-date list of venues and whether or not they are available on specific dates.

Old Business: Venue Committee

- The Venue Committee is a sub-committee of the Board. It's members include John Arneth from the Finance Committee and Gary Dallman from the Curriculum Committee and should include a representative from the BOD. We asked if a Member-At-Large would consider the position. Bob Vanden Heuvel and Roxie Huebscher agreed.

Next Meeting: Monday September 24, 2018 8:00-9:30 AM, Room CL 125

Motion to adjourn by Sue Sorenson; Rick Nuetzel 2<sup>nd</sup>: Meeting adjourned at 10:28 AM

*Minutes submitted by Jim Huss/Secretary*