

UNIVERSITY of WISCONSIN
GREEN BAY
Lifelong Learning Institute

Board of Directors Meeting
Date: Monday, November 26, 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), Rick Nuetzel (Treasurer), Patty Payette (At-Large), Susan Pike (Office Manager), Sue Sorenson (Curriculum), Robert Vanden Heuvel (At-Large), Patti Wiegand (VDC), Bill Zoelle (P&P).

1. Call to Order – President Wes Carvenough at 8:00 AM
2. Agenda Changes
 - Addition of Non-Member participation in LLI sponsored activities proposal under Old Business
 - Addition of Mauthe windows under New Business
3. Approval of October 22, 2018 BOD Minutes
 - Sue Sorenson moved to approve the amended minutes; Karen Carvenough 2nd. Amended minutes will be posted on the LLI website.
4. Treasurer's Report/Finance Committee – Rick Nuetzel
 - Finances for October include receipts of \$375 for additional registrations and expenses of \$34,881.35, which includes the \$26,000 parking fee for the 2018-2019 academic year.
5. Advisor's Report – Jason Mathwig
 - Jason will contact maintenance about the need to sand/salt the ramp leading down from the parking lot to Wood Hall.
6. Office Manager's Report – Susan Pike
 - Results from a question included in registration reveal that 946 people still prefer to receive a printed catalogue, while 132 feel at ease using an online copy.
7. Vice President's Report – Fred Delie
 - Fred has taken over the time-consuming task of tallying all the pink coordinator report forms which recap how each class went. An online coordinator report form is being developed, which will save countless hours of manually entering information into a database. A few coordinators will be chosen to try the new procedure for the Spring Semester and all coordinators will receive training next fall.

- Fred has already compiled 120 of the pink coordinator forms. A full report should be available in January. Preliminary comments reflect that attendees are pleased with course offerings. The Ashwaubenon Community Center is receiving positive comments as a venue. AV issues occurring at various venues are being addressed.

8. President's Report – Wes Carvenough

- UWGB marketing is assisting with an updated design and format of the LLI trifold pamphlet and the bulletin board outside the LLI office.
- New table covers are being purchased by the Division of Continuing Education and Community Engagement. LLI will be able to check them out for use at public promotional events.
- Dates are being set with Marinette, Sheboygan and Manitowoc to bring them up to speed on incorporating LLI into their campuses.
- LLI should be up and running on all four campuses by the Fall Semester. All members will be paying the same dues. Green Bay members will be able to register for classes hosted by other campuses and other campus members will be able to register for classes in Green Bay. A single registration and lottery will be inclusive of all four campuses.

9. Committee Reports

- Publicity and Promotion Committee – Bill Zoelle
 - Articles for the next Newsletter will be due on March 8th. The format of the Newsletter is changing to align closely with the Alumni Newsletter.
 - There has been a request to include an article in the next Newsletter about the consolidation of the four LLI campuses.
 - The P&P Committee is waiting to assess whether promotional events are yielding positive results in membership.
 - An Introduction to LLI will be held on all four campuses for fall registration.
 - As Wes mentioned, a new Trifold is being developed. Because of constant changes, Travel information will be inserted on a separate piece of paper.
 - If there is an interest, the P&P Committee will check into polo shirts next spring.
 - A meeting is scheduled with Donna from Marketing and Communications to discuss ideas on updating the LLI Picture Display Board used at promotional events.
 - LLI is aware of a company that offers free electronic billboard space to non-profit organizations and is definitely interested in promoting LLI.
- Curriculum Committee – Sue Sorenson
 - Representatives from the three other campuses have requested that our LLI recruiters ask all presenters if they would consider offering a course at another campus.
 - Because of privacy concerns, Jan has instructed all coordinators to return the roster list with contact information to the office at the completion of their course. Rosters with contact information will be eventually phased out. Coordinators are advised to utilize their directories instead.
 - The Curriculum Committee remains at only 11 members. Sherrill Revolinski has resigned and Karen Dallman has joined. Sherrill's work is greatly appreciated!

- The Curriculum Committee has agreed to have coordinators give a Guest Pass to presenters at the completion of their class as a thank you. It is hoped they will be interested in visiting an LLI class and possibly become a member. The Pass will instruct presenters to call the office to see if there is an open seat in the class of their interest.
- Volunteer Development Committee – Patti Wiegand
 - Jan has scheduled AV training from 10-12 on Dec. 3rd at the Mauthe and 10-12 on Dec. 6th at Rose Hall.
- Travel Committee – Patti Wiegand
 - Linda (from the Marinette Campus) is checking on a Danube cruise.
 - It has been suggested to extend overseas trips to 10 days to compensate for travel time.
 - Frank Moon reported that the Ireland Trip had positive feedback.
 - Patti is planning a Best of Door County Trip for next July that will include the Peninsula Players.
 - A tentative trip is being planned to Old World Wisconsin and Ten Chimneys.
 - A decision is being made pertaining to the best time to visit Iceland.
 - 31 people are currently signed up for the Hawaii trip.
 - There was low attendance at the informational meeting for the New England trip. Interested people are advised to contact Laura at Fox Travel.
- Social Committee – Karen Carvenough
 - The Winter Social is scheduled for December 5th at Riverside. The last call for reservations is going out. 140 are registered so far. Last year's total was 222.
 - Karen announced that Elizabeth Cody and Joann Yates are new members of the Social Committee.

New Business

- Nominating Committee
 - Wes reported that Mary Cook, Nancy McGrew and Patti Wiegand have agreed to serve on a Nominating Committee. Sue Sorenson made a motion to accept all three names; Rick Nuetzel 2nd: Motion carried.
- Mauthe Windows
 - The sun is causing AV presentations at the Mauthe to be unreadable. The hook for raising and lowering the shades has been broken for six months. Susan Pike will contact the Mauthe with a request to manually lower the shades and leave them down until the hook is replaced.

Old Business

- Venue Committee
 - The Venue Committee will meet tomorrow, (November 27th), to discuss who, what and why.

- Non-Member Participation in LLI Sponsored Activities
 - Thanks to Roxie Huebscher for returning from the October meeting with the following proposal...

Proposed Section 13 to the LLI Policy and Procedures

13.1 Non-Member Participation in LLI Sponsored Activities

To ensure the quality of LLI activities and maintain the LLI mission statement as an organization, LLI's board may, at its discretion, allow non-members to participate in LLI sponsored activities. Examples include, but are not limited to, the Travel program, the Choir program and the Ballroom dance class. Other special situations that benefit LLI and meet its mission may arise in the future. These situations will be brought to the LLI board for their review and approval.

- Fred Delie made a motion to accept the proposal; Rick Nuetzel 2nd: One dissention. Motion passed.

Next Meeting: Monday, January 28, 2019 8:00 AM Room CL125

Motion to adjourn by Rick Nuetzel; Roxie Huebscher 2nd: Meeting adjourned at 9:25 AM

Minutes submitted by Jim Huss/Secretary