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**Lifelong Learning Institute**

Board of Directors Meeting

Date: Monday, March 25, 2019

8:00 AM – CL 125

Members present: Weston Carvenough (President), Karen Carvenough (Social), Dean Cherry, Fred Delie (V. President), Jim Huss (Secretary), Roxie Huebscher (At-Large), Julie Lindley (Curriculum), Nancy McGrew (Past President), Rick Nuetzel (Treasurer), Patty Payette (At-Large), Susan Pike (Office Manager), Robert Vanden Heuvel (At-Large), Pati Wiegand (VDC/Travel)

Excused: Jason Mathwig, Sue Sorenson, Jan Rickert, Bill Zoelle

Guests: Kay Pascoe, Don Berg, Sharon Zupke

1. Call to Order – President Wes Carvenough at 8:00 AM

2. Additions to Agenda – Technolgy was added to the agenda via email prior to the meeting.

3. Approval of February 25, 2019 BOD Minutes

* Nancy McGrew moved to approve the minutes; Rick Nuetzel 2nd: Motion carried

4. Treasurer’s Report/Finance Committee – Rick Nuetzel

* There are no outstanding income or expense issues for the month of February.
* Concerning the proposed budget: The current LLI financial philosophy is to continue running a deficit budget each year until we reach and hold a $50,000 carryover. $9,000 is budgeted for the addition of a new part time office person, which was approved at the February BOD meeting. Approximately $2,500 is budgeted for a 3% increase in office salaries/benefits.
* The final budget approval will take place at the next BOD meeting in April.

5. Advisor’s Report – Jason Mathwig – No report. Jason is excused.

6. Office Manager’s Report – Susan Pike

* Coordinator changes, class changes and occasional AV problems have kept the office busy.
* Susan met recently with the Curriculum Committee of the Manitowoc Campus. The Manitowoc Senior Center and Library are willing to serve as venues. Benjamin Uribe-Cruz will present the first class in Manitowoc on September 5th.
* Susan met with the Mayor of Sheboygan, who is very supportive of LLI. Possible venues include the Senior Activity Center and the Sheboygan Library.
* 17 classes are already scheduled for the Branch Campuses and Susan is busily following up with 20 additional class presenter contacts.
* A question looms regarding the number of catalogues to order to cover both Green Bay and the new Branch Campuses.
* Rikki will graduate in May. 20 applications have been received for the student intern position thus far. Susan will interview 4-6 applicants on April 8th.
* Election ballots and the newsletter will be completed this week for dispersal next week.

7. Vice President’s Report – Fred Delie

* Coordinator Reports are successfully being entered electronically by a test group of coordinators during the Spring Semester. Paper reports submitted to the office are also being entered electronically by LLI office personnel. Hopefully, all coordinators will utilize the on-line form for the Fall Semester.

8. President’s Report – Wes Carvenough

* Mike Murphy gave his Secret Service presentation to 24 people in Manitowoc on March 20th. Sherry Moon gave a presentation on what LLI is all about.
* A meeting is set up with Marinette for March 27th with intention of establishing a curriculum team to get things rolling. Hopefully, courses can be offered in Marinette by Spring of 2020.
* Because of their success at the Neville in Green Bay, Mike Murphy, the Police Canine Unit and Sherry Moon are presenting their material at all three branch campuses. Their Sheboygan presentation is scheduled for April.

9. Committee Reports

* Publicity & Promotion – Kay Pascoe reporting for Bill Zoelle
  + A new bulletin board is in the works for the hallway outside the LLI office.
  + The committee is busy working on a new LLI trifold brochure with less clutter.
* Curriculum – Julie Lindley
  + 148 courses have already been scheduled for the Fall Semester
  + 86 are repeat courses, 9 are continuing courses and 53 are new courses.
  + 36% of the courses are in Rose Hall, 47% are off site and 17% are at the Mauthe.
* Volunteer Development/Travel – Pati Wiegand
  + This year’s Volunteer Appreciation Event will take place from 2-4 PM on May 23rd.
  + Because the Peninsula Players trip and the Trolley Trip both have waitlists, the committee is checking into adding a second bus for both trips.
* Social – Karen Carvenough
  + Reservations for the Spring Fling Lunch on May 1st will go out soon.
  + The Gallery of Creativity will have the same setup as last year.
  + LLI thanks the wonderful people at Tundra Lodge for holding their lunch price at $15.
  + Entertainment is Willow Tree. They are three siblings that sing folk songs.
* Technology– Dean Cherry
  + Instead of being a co-chair, Dean is now the sole chair of the Technology Committee.
  + At their last meeting, the Technology Committee toured the UWGB IT technician’s facility.
  + A meeting is scheduled on April 10th to address the intermittent internet problems that still exist in Rose Hall.
  + The Technology Committee is currently very small and in need of more members.

New Business:

* Statistical Analysis
  + Over the past several years, as courses hovered around the 200 mark, questions arose such as: How does one know when too many courses are being offered or not enough courses are being offered? Should membership be capped at any point? Do we offer enough courses in all categories?
  + Susan handed out data sheets compiled by retired UWGB Professor Ben Cruz-Uribe for study by BOD members. He has genuine concerns about where LLI stands on several items. Ben will address these concerns at the next BOD meeting on April 22nd.

Old Business:

* Nominating Committee report
  + Nancy reported that all items have been turned in by those running for office. There is one person on the ballot for President, one for Vice President, one for Treasurer, two for Secretary and 6 for At-Large. Ballots will be counted on April 23rd.

Next Meeting: Monday, April 22, 2019 8:00AM Room CL125

Motion to adjourn by Rick Nuetzel; Roxie Huebscher 2nd: Meeting adjourned at 9:15 AM

*Minutes submitted by Jim Huss/Secretary*