

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

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**Board of Directors Meeting**

**Date: March 27, 2023**

**8:00 AM – Zoom**

Members present: Julia Wallace (President ), Norm Schroeder (V.President), Kris Lewins (Treasurer), Kay Pascoe (Secretary), Mary Cook (Publicity and Promotions), Dean Cherry (Technology), Gary Hanna (Technology), Steve Lenz (Curriculum), Jean Rausch (Curriculum: Man/Sh), Liz Koehler (Curriculum: Man/Sh), Karen Carvenough (Social), Sue Johnson (At-Large), Heidi Jahnke (Program Specialist), Teri Zuege-Halverson (Advisor), Fred Delie (Past President).

Members excused: Theresa Charapata (At-Large),

Guests: Sue Sorenson, Mary Gajeski, Bob Srenaski

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
  - Motion by Gary Hanna, second by Dean Cherry to approve the minutes of the regular Board Meeting of February 27, 2023. Motion carried.
3. Treasurer's Report/Finance Committee – Kris Lewins
  - February revenues totaled \$750, and February expenditures totaled \$10,423, primarily administrative expenses and food costs from the Holiday Social.
  - A Projected Budget for Fiscal 2023-2024 has been sent out to Board members. It is based on 675 members and 4 day trips. A final proposed budget will be sent out prior to the Annual Meeting. It will need to be approved at the Annual Meeting.
  - Our February cash balance is \$87,859.
  - The Foundation Report is unchanged.
4. Advisor's report – Teri Zuege-Halverson
  - Teri noted that there has been some overlap in payments for software. USI payments were made at the beginning of our fiscal year but a Blackthorn payment was made in March. This payment schedule will likely be maintained. Training on the new software is ongoing and Heidi has been very involved in this. We are still shooting for a June/July transfer. However, if that is not possible, we will be able to maintain USI until the transition has been made.

- Teri looked into the possibility of making moderators Zoom hosts. However, because the University is the owner of the account, all hosts must have a UWGB e-mail account. This is also complicated by the need for dual authentication. University personnel have verification on their phones or on a fob, which coordinators would not have. Teri is still looking into this.
- The Marinette Theater is undergoing renovations but it is hoped that new offerings at the Theater will be available upon completion of the renovations.
- Teri also discussed with Tori the possibility of putting a link to the Green Bay Retired Men's Club on our web page and was informed that a Resource Page could be added but much more information would be needed to fill a page and it would need upkeep and maintenance. This led to a discussion of our web site, which many members felt was out of date and not being maintained in a timely manner. The Christmas Social was still listed but there was no mention of the Spring Social. Also, no link to our Newsletter, either current or past issues, was available. It was also noted that committee memberships were not listed accurately. Teri noted that Marketing has been extremely busy but she will address this issue.

#### 5. Office Manager's Report – Heidi Jahnke

- Heidi noted that she will also address the issues concerning the web site. Information on the Spring Fling has been forwarded to Marketing.
- A new office volunteer will begin training today.
- Quali-T of Luxembourg is finalizing the on-line catalog store for ordering apparel with the LLI logo. It is anticipated that it will go live next Monday and members will have approximately 2 weeks to place their orders. Heidi will send out a number of e-mail blasts and Facebook posts. There will be unisex, men's and women's long sleeve and short sleeve polos in green or white at two price points, a vest and three types of hats. There will be a \$10 charge for shipping but members can by-pass the shipping charges by picking up their merchandise at the store in Luxembourg.
- Heidi and Jess Lambert are meeting later today with the Chief of the Campus Police to discuss parking costs.
- Four day-trips are scheduled for the coming summer. The first is scheduled for June 8<sup>th</sup> and is a trip to the Farm Discovery Center in Manitowoc. It also includes lunch, a wine and cheese pairing and a trip to a sheep farm.
- Heidi also noted that the blackboard in Rose Hall 230 has been replaced with a white board. We did not request that change.

#### 6. Vice President's Report – Norm Schroeder

- No report.

#### 7. President's Report – Julia Wallace

- Julia noted some changes being made to the by-laws, primarily to simplify the by-laws by replacing "so many days before" an event with specific dates. Another change specifies that the past president will now chair the Nominating and Election Committee. Changes will need to be approved at the Annual Meeting.
- Julie also requested that all committees, except Finance, forward to her the names of the chairs for the coming year.

- Web site has already been discussed.

## 8. Committee Reports

- Publicity and Promotions Committee –Mary Cook
  - Mary noted that one of the focuses of our committee has been to secure new committee members and a new member has volunteered for the P&P Committee.
  - The Newsletter did go out recently and includes information on all committees. We are hoping this helps to recruit new members.
  - Mary also noted that there is a lot more sharing on Facebook, thanks to Heidi and Ed Smith posting a lot of pictures and information.
  - We have ordered 1,000 large postcards to be used as handouts at events.
  - No requests for speakers have been received in quite some time so our next focus will be to approach service clubs and women’s groups to let them know that we have speakers available.
  - Our travel subcommittee is working on two Peninsula Players day trips, one in June and one in September and a Birch Creek concert trip is also being planned.
- Curriculum: Steve Lenz
  - 110 classes are so far finalized for Fall semester. The deadline is April 19<sup>th</sup> and it is normal that a lot of activity takes place close to the deadline.
  - The Ledgeview Community Center is also now available as a venue and is very reasonable for its size and location.
  - Liz and Jean are both meeting with coordinators in their areas.
- Technology Committee – Dean Cherry/Gary Hanna
  - Gary will be present at the coordinator’s meeting in August to go over the technology used in Rose Hall and to acquaint coordinators with University tech support.
  - Dean has also secured a potential new member for the Technology Committee.
  - There has been a problem with batteries for the microphones in Rose Hall but Heidi has provided a new supply.
- Social – Karen Carvenough
  - The Spring Fling is May 3<sup>rd</sup> and will be \$18 per person. Invites will go out the second week of April. The cut-off date will be April 26<sup>th</sup>.
  - There will be a Gallery of Creativity in the dining room for projects members have made during the Fall and Spring semesters. Jim Huss will be asked to provide some Line Dancing demonstrations.
  - Karen would like to see mailed invitations go out to members without e-mail addresses.

- Nominating Committee – Fred Delie
  - Biographies and the ballot will be e-mailed next week. Voting will be open until April 29<sup>th</sup>. Signs are also posted in Rose Hall.

9. Old Business

- There was none.

10. New Business

- There was none.

There being no additional business, the meeting adjourned at 8:55 am.

Next meeting: **8:00 am**, Monday, April 24, 2023, in the STEM Center. A Zoom link will also be available.

Minutes submitted by Kay Pascoe, Secretary.