

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

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**Board of Directors Meeting**  
**Date: Monday, April 23, 2018**  
**8:00 AM – CL 125**

Members attending: Nancy McGrew (President), Wes Carvenough (Interim Vice President), Ron Niesing (Treasurer), Jim Huss (Secretary), Susan Pike (Office Manager), Jason Mathwig (Advisor), Frank Moon, Sherry Moon, Karen Carvenough, Sue Sorenson, Dan Malcore

Excused: Jan Rickert

Guests: Fred Delie, Rick Nuetzel

**Agenda Minutes**

1. Call to Order – President Nancy McGrew at 8:00 am
2. Changes to Agenda – None
3. Approval of March 26, 2018 BOD Minutes
  - Ron Niesing made motion to accept; Sue Sorenson 2<sup>nd</sup>: Motion carried.
4. Treasurer's Report/Finance Committee – Ron Niesing & Rick Nuetzel
  - Financial activity in March included 5 new memberships, venue rentals (including the Mauthe) totaling \$3,700, photocopying for courses and refunds for cancelled classes.
  - Postage, supplies and media services were cited for being above budget under the Curriculum Tab of the Financial Report. It was noted that itemized postage listings do not appear on WISDM Reports, so it's hard to pinpoint what is causing the excess expenses. Course catalogues are mailed 1<sup>st</sup> class because bulk mail is delivered at the discretion of the Post Office, which does not guarantee that all catalogues will be delivered on the same day. A future possibility to consider includes listing all postage under one single budget code.
  - Dan Malcore moved to approve the March Financial Report; Sue Sorenson 2<sup>nd</sup>: Motion carried.
  - Next year's proposed budget is based on a membership of 1040 with dues of \$125.
  - It's Happening Budget Line 3600 will now be listed as the Travel Committee.
  - Course Presenter Fees Line 3800 will now be listed as Course Fees.
  - Venue Rentals have been budgeted slightly lower at \$14,000.
  - Financial reports were time consuming and of minor interest to many attending the Annual Meeting. Therefore, for the last four years, detailed financial reports have been available by email for board members for approval and questioning.
  - The Social Committee's Holiday Social budget was increased to \$550.

- The Volunteer Development Committee's budget amount for next year's Volunteer Appreciation event was reduced from \$1200 to \$700.
  - The BOD reaffirmed that committee chairpersons are to adhere to approved budget amounts. Also, the use of any budget surplus money requires prior board approval.
  - Sue Sorensen made a motion to accept the amended Proposed Budget; Sherry Moon 2<sup>nd</sup>: Motion carried.
5. Advisor's Report – Jason Mathwig
- Jason has made contact with an individual in question and urges all coordinators to contact campus security when non-members try to attend LLI classes.
6. Office Manager's Report – Susan Pike
- The office continues to process Spring Fling and May 10<sup>th</sup> Bus Trip registrations.
  - 337 online and 61 paper ballots are being tallied for the open Board positions.
  - Out of 11 nominations, Alycia was named student Employee of the Year and will remain with the LLI office until May 11<sup>th</sup>.
  - Rikki Ward will be the new Student Office Assistant. She is a Junior and will start a bit ahead of time to learn some pointers from Alycia.
  - Updates and testing of the LLI website on the new platform is proceeding with slight delays.
  - The Fall Catalogue is due to Marketing and Communications by May 1<sup>st</sup>. After running out of copies last year, an extra 100 will be ordered totaling 1700.
7. Interim Vice President's Report – Wes Carvenough
- Wes has approached Jason Mathwig and Joy Ruzek (Director for the Division of Continuing Education and Community Engagement) about the possibility of hiring a Limited Term Employee to help in the LLI office during high workload times of the year. Though not feasible at this time, LLI is encouraged to re-submit this proposal in the future.
  - The Venue Committee has been contacting all venues and turning the information into Sue for inclusion in a matrix for use by the Curriculum Committee. Only Suamico, Allouez Village Hall, West DePere Community Center and Festival Foods remain.
  - Notes about the Ashwaubenon Venue: A kitchen is available. There is no charge for a cancelled class if it is rescheduled. Presenters need to supply their own computer. Chair carts are being revised.
8. President's Report – Nancy McGrew
- The Policy and Procedures revision committee was proactive by including an Information and Technology Committee in the new document. The BOD cannot approve the updated Policy and Procedures until By-Laws are approved by the LLI membership at the Annual Meeting.
  - A May 16<sup>th</sup> meeting with Hung will reveal whether the Mauthe accepted LLI's \$25/\$15 per hour rental proposal for use of the Main Room/Fireside Room.

## 9. Committee Reports:

### • Communications – Sherry Moon

- Unfortunately, there isn't an overflow area available for the Introduction to LLI Event on July 25<sup>th</sup> at the Neville. Advertising brochures will be printed and distributed to committee members by May 2<sup>nd</sup>.
- The deadline for the next newsletter is June 22<sup>nd</sup>.
- It is hoped that labels and set-up can be done ahead of time, but Mary Cook has received only 5 responses so far for displays at this year's Gallery of Creativity.

### Curriculum – Frank Moon

- A total of 194 Class Proposal Forms were processed for the Fall Semester.
- A firm class proposal deadline is recommended to meet related deadlines, such as catalogue proofing and printing.
- 61% of the Class Proposal Forms were processed by only 3 recruiters. Extra volunteers would be appreciated on the Curriculum Committee. Without classes, LLI wouldn't exist.
- Venue statistics were shared by Frank. The Mauthe is listed as hosting the most classes; followed by Rose Hall 220, Rose Hall 230 and Bellevue.
- With the recent expansion of the Travel Committee to include overnight trips, Frank Moon made a motion that the Travel Committee report directly to the Board as an Ad Hoc Committee and not continue as a sub-committee of the Curriculum Committee; Sue Sorenson 2<sup>nd</sup>: Motion carried. Note: It will be determined at a later date if the Travel Committee needs to become a standing committee of the Board, which would require a By-Laws change.
- Ron Niesing reported that the Milwaukee Museum Trip has not been filled. Plans are being made for a Brewers Trip in August. An overnight trip is being planned to Madison. A Peninsula Players trip is scheduled for July 18<sup>th</sup>. A 30% reply to the recent travel survey shows an interest in a Hawaii Trip.
- Fox Travel is conveniently handling all money for the Ireland Trip. Suggestions for future overnight trips include participants making checks payable to the bus line or agency involved. The checks could be held in the LLI office and turned over, in bulk, to the respective bus line or agency. Checks for day trips would remain payable to LLI.

### Volunteer Development – Jan Rickert

- Jan forwarded the following information: Karen Dallman will train new coordinators on the green folder. Jan Rickert will handle Rose Hall media training. Fred Delie will handle Mauthe media training. The Neville will handle training for their site. Barb Beaver will announce election results at the Annual Meeting. Barb Mohr is in charge of the Volunteer Appreciation Reception at the Mauthe on May 17<sup>th</sup>.

### Social Committee – Karen Carvenough

- A reminder will go out today about reservations for the Spring Fling on May 2<sup>nd</sup>. It was suggested that the email include the time of the annual meeting for those who wish to attend the meeting without attending the lunch.

10. New Business

- Concerning the upcoming Curriculum Chair vacancy: Sue Sorenson reported that the issue is being resolved, but cannot share details at this time.
- Frank Moon expressed that it is difficult for any chairperson to act as a chair when there appears to be behind the scenes activity that is not shared with the chairperson or board. In education programs like ours, there should only be enlightenment.
- Ron Niesing will email a final copy of the proposed budget for Board review before the Spring Fling Annual Meeting.

Next Meeting: Tuesday, May 29<sup>th</sup>, 2018 8AM Room CL 125

Wes Carvenough moved to adjourn; Ron Niesing 2<sup>nd</sup>: Motion carried

Meeting adjourned 10:04 am

*Minutes submitted by Jim Huss/Secretary*