

UNIVERSITY of WISCONSIN
GREEN BAY
Lifelong Learning Institute

Board of Directors Meeting
Date: Tuesday, May 29, 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), Frank Moon, Sherry Moon, Dan Malcore, Jan Rickert, Karen Carvenough, Sue Sorenson

Excused: Jason Mathwig, Bob VandenHueval

Guests: Fred Delie, Rick Nuetzel, Patti Payette, Bill Zoelle

Agenda Minutes

1. Call to Order – President Nancy McGrew at 8:00 am
 - All members and guests introduced themselves
2. Changes to Agenda – LLI website and approval of Annual Meeting minutes
3. Approval of April 23, 2018 BOD Minutes
 - Posted minutes will reflect corrections to Item 4 (Point 10), Item 9 (Communications Committee Point 2) and a clarification of Item 9 (Curriculum Committee Point 7).
 - Sue Sorenson made motion to accept corrected minutes; Rick Nuetzel 2nd: Motion carriedApproval of May 2, 2018 Annual Meeting Minutes
 - Posted minutes will reflect corrections to Item 5 (Point 1) and the following addition to Item 5 (Point 3)... Election Results: Changes to the By Laws were approved.
 - Sherry Moon made motion to accept corrected minutes; Wes Carvenough 2nd: Motion carried
4. Treasurer's Report/Finance Committee – Ron Niesing, Rick Nuetzel
 - Expenses were approximately \$8500 this month. This included \$6000 for salaries, \$1600 for computer support and \$900 for postage and copies.
 - Receipts totaled \$3200. Only \$62.50 went against the budget. The remainder was offsets for the Spring Fling, Milwaukee Trip and course fees.
 - A full financial report will be provided at the next meeting after Ron has proofed Rick's figures.
 - Sue Sorenson moved to accept the financial report; Dan Malcore 2nd: Motion carried
5. Advisor's Report – Jason Mathwig
 - No report this month. Jason is absent due to wedding and summer camp preparations.

6. Office Manager's Report – Susan Pike

- Susan has been busy checking every link and PDF file being transferred to the new computer platform. A new online Class Proposal Form is also being designed.
- Focus in the office will switch shortly to Registration which is only 7 weeks away. Changes to the Confirmation Letter and Roster Sign-In sheet is in progress.
- Rikki, the new student intern, is catching on quickly to LLI office procedures.

7. Interim Vice President's Report – Wes Carvenough

- A Memorandum of Agreement between LLI and UWGB was recently discussed in a Touchpoint meeting. By Laws state that this 12 page document should be updated yearly. The last revision is dated 2014.
- A recent meeting with Hung revealed that the Mauthe Fireside Room will no longer be available to LLI classes because of new programs being introduced during the day for campus students. The computer cart will be returned to the LLI office.

8. President's Report – Nancy McGrew

- Mauthe directors have agreed to rent their main room for \$25 per hour for the 2018-19 year, \$30 per hour for the 2019-20 year, and \$35 per hour for the 2020-21 year and after.
- Four venues (Ashwaubenon, Bellevue, Allouez and First Presbyterian) currently involve table and chair set-up. Questions arose about the ramifications of any personal injury to an LLI coordinator. Wes presented a letter that states liability goes on the individual. Further discussion is needed on this concern.

9. Committee Reports

- Communications – Sherry Moon
 - Introduction to LLI is scheduled for July 25th at the Neville. The two sample classes will be The Secret Service and Brown County Sheriff's Department. Brochures are ready.
 - LLI will be represented at Art Street on both Saturday and Sunday.
 - The newsletter deadline is June 22nd. It will go out shortly after that date.
 - The new chair of the Communications Committee will be Bill Zoelle. Sherry will continue to do the newsletter.
 - Mike Murphy, Bill Zoelle, Susan Pike and Sherry met to discuss the website's change-over to the new platform. Discussion arose on the appropriate amount of time to retain Board minutes on the website.
 - Sue Sorenson moved **to retain minutes on the LLI website for 2 years** and then remove them for placement in the archives; Dan Malcore 2nd: Motion passed. Frank Moon stressed that actions taken by the board need to ultimately end up in the Policy and Procedures Manual.
 - The website Course Information title has been changed to Course Presenter's Outlines and Handouts. Course Supply Lists appear in a separate area of the website. Again, discussion arose on the appropriate amount of time to retain Outlines and Handouts.
 - Sherry Moon moved **to remove Course Presenter's Outlines and Power Points from the LLI website after one academic year, and not archive that information afterward**; Sue Sorenson 2nd: Motion carried.

- Curriculum – Frank Moon
 - Sue Sorenson and Julie Lindley have agreed to co-chair the Curriculum Committee.
 - Frank noted that it's a huge job to recruit volunteers for the Curriculum Committee. The Board needs to always assure that there is continuity going forward. If the Curriculum Committee falls apart, LLI will fall apart.
 - The Board was reminded of a motion passed in April to have the **Travel Committee report directly to the Board as an Ad Hoc Committee and not continue as a sub-committee of the Curriculum Committee.**
 - The Travel Committee has scheduled an informational meeting on June 7th about a trip to Hawaii next March. Ron Niesing is currently working on plans for a Fall 2019 Trip.

- Volunteer Development – Jan Rickert
 - Nobody has volunteered to take over the chair, so Jan may need Board approval to chair for a third term.
 - The Volunteer Appreciation Reception on May 17th at the Mauthe was well received. Three founding members were in attendance. About a third of 150 invitations responded, which is better than most other social events.
 - Coordinators will be notified of their assignments in June, along with scheduled media training sessions.
 - The New Member Welcome will be held on Wednesday, August 29th from 9 to 11 at the Mauthe. All Board members will be introduced by presenter Barb Beaver and will share information about their position or committee. An evaluation received last year suggested that there be a handout available with a description about each committee.

- Social Committee – Karen Carvenough
 - 172 people attended this year's Spring Fling on May 2nd.
 - Next year's entertainment costs will be covered by the cost of the meal instead of being part of the budget, which will probably result in a slight increase in the cost of a reservation.

New Business:

- LLI Website – (Covered under Communications Report Points 5 and 6)

Old Business

- Mauthe Center Rental – (Covered under President's Report Point 1)

- Venue Committee
 - Approval of the West DePere contract will be delayed as it goes through their lawyers, Rec board and City board. Two of the five available rooms have kitchens attached.
 - Many of the smaller venues do not provide AV equipment.

- Policy and Procedures – The Board reviewed the first 8 pages and made the following additions/deletions...
 - Page 2: added or Jan 1st to Dec 31st to the Membership Year
 - Frank suggested an appointed person should review board minutes regularly, pull out anything affecting Policy and Procedures, and place it in an Appendix called “Policies passed since last revision”. Policy and Procedures should be a standing item at every Board meeting to decide which items to add to the Appendix.
 - Page 3, Item 1.3: drop upon request
 - Page 4, Item 3.2 E Point 1: for the sake of consistency, drop UW-Green Bay
 - Page 4, Item 3.2 E Point 2: drop A Point 3: drop An Point 4: drop A and replace upon request with available
 - Page 4, Item 3.4 Paragraph 3: Change Travel Committee trips to Travel Committee Day trips. A separate paragraph will be added by the Travel Committee concerning overnight trip refund policies, etc.
 - Page 5, 4.2 Vice President: Delete Wisconsin Association of Lifelong Learning
 - Page 7, 6.4: Delete all of item “I” from Duties and Responsibilities
 - Page 7, 6.4: Change scholarship to tuition assistance
 - Page 8, Item “J”: Change expected to required and add or be excused by chair
 - Page 8 Recommended Skills and Abilities Item “B”: entire sentence revised to Ability to use email, word processing and spreadsheet applications
 - Page 8, 6.4.1 Item “A”: change they have to he or she has
 - Will restart with Page 9, Item 6.5 at the next meeting

- Other
 - By Laws state that individuals may not serve as a BOD officer and committee chair at the same time, so Fred Delie will appoint a new chair for the IT committee.
 - Looking ahead: There will be no meeting in July. Wes will preside as President for the August meeting.

Next Meeting: June 25, 2018 8 AM Room CL125

Wes Carvenough moved to adjourn; Janice Rickert 2nd: Motion carried

Meeting adjourned at 10:28 AM

Minutes submitted by Jim Huss/Secretary