

UNIVERSITY of WISCONSIN
GREEN BAY
Lifelong Learning Institute

Board of Directors Meeting
Date: Monday, June 25, 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), Sherry Moon, Dan Malcore, Sue Sorenson, Karen Carvenough

Excused: Jan Rickert, Jason Mathwig (Advisor), Frank Moon, Patti Payette

Guests: Fred Delie, Rick Nuetzel, Bob Vanden Heuvel, Roxie Huebscher, Patti Wiegand

1. Call to Order – President Nancy McGrew at 8:00 am
 - Rikki (LLI student office intern) was introduced to the Board
 - All members and guests introduced themselves
2. Changes to Agenda – No changes
3. Approval of May 29, 2018 BOD Minutes
 - Ron Niesing made motion to accept; Rick Nuetzel 2nd: Motion carried
4. Treasurer’s Report/Finance Committee – Ron Niesing
 - LLI is close to budget for the year. Total expenses thus far are near \$130,000. Total income has been \$141,000. June salaries and remaining venue fees will add minimal expenses.
 - Ron thanked Susan Pike and the Board for their support. Ron mentioned that LLI finances are in good hands with Rick Nuetzel, who helped design and organize LLI’s current financial reporting system.
 - 2 clarifications: EIN dues and conferences are dropped from the budget next year under code 1300. Cofrin Library magazines are dropped from the budget next year under code 1508.
5. Advisor’s Report – Jason Mathwig
 - No report this month due to involvement with current camps
6. Office Manager’s Report – Susan Pike
 - The Fall Catalogue is at printers and is scheduled to be mailed on July 13th. Registration will open on Monday, July 16th.
 - Changes to the Confirmation Letter will reflect the Board’s vote to no longer utilize a wait list. Members wishing to attend a closed class will be instructed to contact the class coordinator. The term “not registered” will be replaced with “class full”.

- A new format will be utilized on the Roster Sign-In Sheet. A separate sheet will be used for each multiple class session. Without a wait list, Roster Sheets can now be inserted into coordinator folders immediately after the lottery, which will cut postage and labor costs.
- The blue Class Evaluation Forms will now be scanned and emailed to presenters instead of being physically mailed. With 200 classes, this will result in substantial postage costs.
- Before registration opens, Susan will ask a married couple to pretest the registration process. Problems arose in the past when two people used the same computer to register for classes.
- The office is currently working on sending out 200 Presenter Confirmation Letters and 200 Coordinator Confirmation Letters.

7. Interim Vice President's Report – Wes Carvenough

- The new exit process has been challenging to members using the downtown parking ramp by the Library. Perhaps a future newsletter could explain how to deal with the change.
- The venue contract for Allouez is complete. West De Pere Community Center is being processed. Hopefully they will be somewhat flexible on their cancellation fee and fees for the use of their AV equipment. The Kroc Center will not be utilized for the Fall Semester because of a large rental fee increase.
- An advertisement for the Weidner will appear on the back page of the Fall Catalogue. In exchange, LLI will be able to hold classes in Fort Howard Hall and only be charged for the Weidner personnel that run the AV equipment.
- Wes suggested that student shows and music presentations be incorporated into events listed on the LLI website. Susan Pike agreed that posting upcoming events every Monday might spur increased interest in the LLI website.

8. President's Report – Nancy McGrew

- Nancy expressed her sincere thanks and appreciation for everyone's help and assistance.

9. Committee Reports

- Communications – Sherry Moon
 - The next newsletter will go out on July 1st or 2nd.
 - Introduction to LLI is scheduled on July 25th.
 - LLI will be present at Art Street on July 25th and 26th.
 - The Communications Committee requested Board approval for a name change. Sue Sorenson made a motion **TO APPROVE A NAME CHANGE FROM COMMUNICATIONS COMMITTEE TO PUBLICITY AND PROMOTIONS COMMITTEE**; Ron Niesing 2nd: Motion Carried.
- Curriculum Committee/Travel Committee – Frank Moon/Ron Niesing
 - Registrations are coming in for the Hawaii Trip.
 - An overnight trip to Old World Wisconsin is being planned for August.
 - Preliminary planning has begun on a trip to New England next fall and a trip to Iceland in the future.
 - Wes suggested that information about upcoming trips be published as soon as possible to allow people time to make adequate financial plans.

- Volunteer Development Committee – Patti Wiegand
 - The New Member Welcome will be held from 9-11 on August 29th at the Mauthe. Board members are requested to attend and talk briefly about their duties/committees.
 - The Volunteer Appreciation event was successful and will be repeated next year.
- Social Committee – Karen Carvenough
 - The Fall Kick Off event is already being planned. This year's theme is scarecrows.
 - Alternative menus for reasonable prices are being investigated.
 - Theresa has retired from the Ashwaubenon Encore Choir, so alternative entertainment is being considered for Spring Fling 2019.

Old Business

- Venue
 - Festival Foods North has agreed to be a venue for the 6 session Beginning Spanish class being held in September and October. There is no charge to non-profit organizations to use their community meeting room.
- Policy and Procedures – The Board made the following additions/deletions.....
 - Page 9, Item 6.5: add or be excused by the chair to Item J under Duties and Responsibilities
 - Page 10, Item 6.5.2: Change first sentence to Travel Committee is an ad hoc committee and reports to the Board of Directors. In the following sentence, strike subcommittee.
 - Page 10, Item 6.5.2 B: Change first sentence to Completes and files trip information form by the office manager and given to the coordinator.
 - Page 10, Item 6.5.2 C: Change to Finalizes and completes details
 - Page 10, Item 6.5.2 H: Add including UWGB waiver of liability to end of sentence.
 - Page 10, Item 6.6: Replace Communications Committee with Publicity and Promotions Committee
 - Page 11, Item I: Change to Publicity and Promotions Committee members are required to attend committee meetings or be excused by the chair.
 - Page 11, Item 6.6.1: Replace Communications Committee Chairperson Duties with Publicity and Promotions Chairperson Duties.
 - Page 12, Item 6.7 D: Change to Social Committee members are required to attend committee meetings or be excused by the chair.
 - Page 14, Item 6.8 F: Strike Develops a means of tracking yearly volunteer numbers, contacts made, etc.
 - Page 14, Item 6.8 K: Change to Required to attend all meetings or be excused by the chair.
 - Page 15, Item 7.2 B: Replace Communications Committee with Publicity and Promotions Committee.
 - Page 16, Item 7.4: Changed to In case of inclement weather, LLI class/meetings follow the Green Bay Public School System Cancellation Policy and will be announced on local

media. The LLI Office Manager is responsible for contacting the media. In absence of the Office Manager, the decision will be made by the President and/or Vice President.

- Page 18, Item 9.1: Strike Institute for from beginning of second sentence.
- Page 19, Item 9.4: Strike Institute for from middle of first sentence.
- Page 20, Item 11.2: Strike the word focused from the end of first sentence.
- Page 20, Item 11.2: Strike If food is offered with a course, LLI will be required to submit a "Food approval Form" as state fees would be paying for the food.
- Rick Nuetzel made a motion to **ACCEPT THE REVISED POLICY AND PROCEDURES WITH THE EXCEPTION OF ADDENDA**; Sue Sorenson 2nd: Motion carried.

Next meeting: Monday August 27, 2018 8AM Room CL125

Meeting adjourned at 10:15 AM

Minutes submitted by Jim Huss/Secretary