

UNIVERSITY of WISCONSIN
GREEN BAY
Lifelong Learning Institute

Board of Directors Meeting

Date: Monday, October 22, 2018

8:00 AM – CL 125

Members attending: Weston Carvenough (President), Fred Delie (V. President), Nancy McGrew (Past President), Rick Nuetzel (Treasurer), Jim Huss (Secretary), Jason Mathwig (Advisor), Susan Pike (Office Manager), Sue Sorenson (Curriculum), Patti Wiegand (VDC), Bill Zoelle (P & P), Karen Carvenough (Social), Roxie Huebscher, Patty Payette and Robert Vanden Heuvel (Members-At-Large)
Guest: Ron Niesing

Agenda Minutes

1. Call to Order – President Wes Carvenough at 8:00 AM
2. Agenda Changes – No changes or additions
3. Approval of September 24, 2018 BOD Minutes
 - A clarification of the first point of Item 3: Patti Wiegand agreed to represent the board on the Travel Committee.
 - Sue Sorenson moved to accept the minutes; Fred Delie 2nd: Motion carried.
4. Treasurer's Report – Rick Nuetzel
 - Registration fees totaling \$875 were received during September.
 - Postage costs are rising. Fred Delie cautions everyone to adjust figures accordingly when preparing next year's budget. Susan Pike stated that it's difficult to track specific mailing costs. The university only supplies a sum of monthly expenditures without specific details.
5. Advisor's Report – Jason Mathwig
 - Publicity work is in progress for introducing LLI on the new campus locations and their respective communities.
6. Office Manager's Report – Susan Pike
 - Sister Celine and Susan Pike met with Lauren March recently. Together, they have solved the problem of Mauthe equipment not being able to play DVDs.
 - Campus IT personnel have stated that it would be cost prohibitive for the Mauthe to cover the cost of laying high speed fiber optic lines for faster internet service.

- Plans are in progress for Introduction to LLI presentations at the Marinette, Sheboygan and Manitowoc campuses that will be patterned after our successful program in Green Bay. Mike Murphy has agreed to share his presentation at each site.
- Susan thanks all those who have submitted names of people who are interested in getting things going in the new campus communities. The Manitowoc area has already gathered 15 people who are willing to present potential LLI classes.
- 225 directories were ordered this year and are available in the office.
- Release forms are now deemed necessary for biking, hiking, yoga, culinary, travel, and some art classes. These forms will be mailed with confirmation letters for the Spring Semester and will be handled by the LLI office. Coordinators will be involved only if someone is added to a class after the start date. **The Release Form needs to be added to the Policy & Procedures Manual.**
- The LLI trifold brochure needs to be reordered soon. The Marketing and Communications Department is being consulted about layout and logo updates.
- The LLI website is frequently updated on a consistent basis. If you notice any area needing improvement, please notify Susan.
- The Spring Catalogue has been returned to Susan for final proofing. An improved campus map and descriptive pages of upcoming travel opportunities have been added.
- Good Day Wisconsin is looking for an LLI class that might be willing to tape a greeting that would air on their morning program. Details were turned over to Bill Zoelle.
- LLI received a letter from Dean D. VonDras regarding the upcoming Innovation in Aging – Idea Competition. The letter invites interested LLI members to form a team and submit an original project, join a student team, or serve as a consultant to a student team.
- Current LLI membership is 1077, a 21.3% increase since 2014. This includes 303 male and 774 female members. Membership records indicate members travel from Abrams, Appleton, Algoma, Crivitz, Kewaunee, Pulaski, Door County and Two Rivers to attend classes.
- The new policy of scanning and emailing the blue course evaluation forms has received positive feedback from presenters. It also enables new course suggestions to be sent to the Curriculum Committee.

7. Vice President's Report – Fred Delie

- Fred has been asked who is leading the Venue Committee. Wes answered that he will call a meeting before the New Year. Venue Committee members will be charged with appointing their own leader and will start contacting venues as contracts come due in the Spring.
- The DVD issue at the Mauthe is resolved, but if problems arise, the LLI office could check out a DVD capable laptop from the campus IT department.
- Rather than purchasing a portable loud speaker system at this time, LLI will monitor the amount of times one is requested and rent a system when needed.

8. President's Report – Wes Carvenough

- In lieu of an annual convention, Wisconsin Association of Lifelong Learners holds conference calls with its statewide units. Wes and Jason will participate in a tentative conference on November 12th.
- The Travel Committee is working on a brochure to hand out at LLI information booths. This worthwhile publicity could draw in potential members interested in travel instead of classes.

9. Committee Reports:

- Publicity and Promotions Committee – Bill Zoelle
 - Pictures are always welcome for the LLI display board at area events. Hopefully, data will be available next year on how effective the events are at attracting new members.
 - Social Breakfasts continue every fourth Wednesday of the month.

- Curriculum Committee– Sue Sorenson
 - The Curriculum Committee is concerned about the various classes that fall under the new UWGB policy of a requirement for Assurance of Risk, Indemnification, Release and Consent for Emergency Treatment forms.
 - Online registration was removed from the LLI website on October 15th. Potential members are now instructed to contact the LLI office directly.
 - Sue Sorenson will be the Curriculum representative on the Venue Committee.

- Volunteer Development Committee – Patti Wiegand
 - Media training will be held at the Mauthe on December 3rd from 10-12 by Lauren March and Mike Pankratz. Rose Hall training will be on December 6th in RH220 from 10-12.
 - Results of the questionnaire sent out to coordinators include: Rosters will include contact information. Excused and unexcused no longer have to be tallied. Any course with 3 or more sessions will only have one roster sheet.
 - Coordinators are instructed to ignore phone messages in which the caller doesn't speak clearly or leave contact information. Also, please reply to all emails to acknowledge that you received the message.

- Social Committee – Karen Carvenough
 - Fall Kickoff was successful. 133 members and friends attended. The presentation by Susan Garot was well received. The Botanical Garden is an asset to our community.
 - The Winter Social will take place on December 5th with a snow man theme. Riverside's price has risen to \$15.905 per plate. LLI tickets will be \$17.50 to cover the cost of entertainment.

- Travel Committee – Ron Niesing
 - The IKEA trip has been cancelled due to low registrations. To avoid conflicts with classes, the committee will shy away from scheduling future day trips during the academic year.
 - A New England informational meeting is being scheduled by Fox Travel at the Mauthe.
 - Future trips being discussed by the Travel Committee include: A trip to the Leigh Yawkey Woodson Museum in Wausau and Point Brewery in Stevens Point in September, 2019. A combined trip to Old World Wisconsin and Olbrich Botanical Gardens in June, 2019. A trip to the Paine Art Center during the Nutcracker Exhibit in December, 2019.
 - Preliminary research is starting for trips to Iceland and a cruise on the Danube River so in 2020.
 - The Committee meets at 9AM on the 3rd Friday of the month at the ARDC.

New Business

- Choir
 - In a Board vote about two years ago, LLI was dropped from the LLI Choir's name because several participants were not LLI members. The current choir of 45 includes 5 non-members. They do not rely on the Curriculum Committee to schedule rehearsals and performance dates, or to arrange rehearsal and performance venues. Yet, the choir is an excellent potential publicity arm for LLI when they perform at convalescent homes, etc. The choir would like permission to use the LLI Newsletter to keep their members informed. Wes questioned the possibility of rescinding the vote of two years ago and allowing the choir to actively promote LLI when they go out and sing. Fred Delie suggested a possible policy change which would allow non-members in the choir. Sue Sorenson pointed out that the choir is not a course. The choir is simply trying to be acknowledged as a part of LLI. Susan Pike suggested grand-fathering the 5 current members and accepting only members in the future. A suggestion was made to appoint a Member-At-Large (who is not in choir) to research all the suggestions and come back with a solution. Roxie Huebscher was appointed. She will confer with choir member Patti Payette and Ron Niesing from Travel.

- Social Committee Budget
 - Up until 2 years ago the entertainment for LLI socials was covered under the LLI budget. Last year's board decided that entertainment would be covered by a ticket price increase of \$1 instead. It was no longer listed as a line item in the budget because not all members attend. An analogy was made that we all pay for the printing of our member directory, but not everyone will receive one. Wes suggested that some members with limited income might not be attending socials because of the ticket price increases. Karen Carvenough suggested we just see how it works out this year before discussing this item further.
 - Wes reminded people to invite new members at social events to join you at your table so they feel welcome and accepted instead of feeling like an outsider.

Next Meeting: Monday, November 26, 2018 8:00-9:30 AM Room CL125

Motion to adjourn by Rick Nuetzel; Patti Wiegand 2nd: Meeting adjourned at 9:40 AM

Minutes submitted by Jim Huss/Secretary