

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

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**Board of Directors Meeting**

**Date: August 31, 2020**

**10:00 AM – On-line via Blackboard Collaborate**

Members present: Fred Delie (President), Bob Srenaski (Vice President), Kathy Nielsen (Treasurer), Kay Pascoe (Secretary), Karen Dallman (Curriculum), Gary Hanna (Technology), Dean Cherry (Technology), Bill Zoelle (Publicity & Promotions), Julia Wallace (At-Large), Ron Ross (At-Large), Susan Pike (Office Manager), Jason Mathwig (Advisor), Weston Carvenough (Past President)

Excused: Vicki DeMain

1. Call to Order – President Fred Delie at 10:00 am.
2. Changes to Agenda
  - There were no changes.
3. Approval of July 27, 2020 BOD Minutes
  - Motion by Karen Dallman, second by Kathy Nielsen. Minutes were approved as submitted.
4. Treasurer’s report – Kathy Nielsen
  - Balance as of July 31 was \$88,454.41. Income of \$5,687.50 was from registrations and expenses of \$10,473.25 covered salaries and two spring venue rentals.
  - Motion by Kay Pascoe, second by Wes Carvenough to approve the treasurer’s Report. Treasurer’s report was approved unanimously.
5. Advisor’s report – Jason Mathwig
  - No new information to report. It was noted that there is no cost to LLI for Blackboard Collaborate.
6. Office Manager’s Report – Susan Pike
  - Currently, we have 523 registered members with registrations still coming in. 19 are new members, including one from Florida.
  - Susan thanked Heather Collins and Karen Carvenough for their help with registrations.
  - Susan will be much more focused now on training presenters and working with moderators in anticipation of classes starting. Susan noted that this is new territory for almost everyone involved.
  - Susan noted that the turn out for the free classes was very light but those who took advantage of the classes were very satisfied.

- The on-line tutorial class is still available.

#### 7. Vice President's Report – Bob Srenski

- Bob noted that 90% of our costs are administrative (fixed) costs and that it is likely that our delivery method for classes will continue to evolve. Without growing our fixed costs, how can we grow our membership? Why do members leave and why do members stay? How can we leverage the technology available to us? These are questions he would like to explore in the near future.

#### 8. President's Report – Fred Delie

- Fred identified two items listed under New Business.

#### 9. Committee Reports

- Publicity and Promotions Committee – Bill Zoelle
  - The Committee did not meet in August.
- Curriculum – Karen Dallman
  - Recruiting for the second semester will continue until Sept. 30<sup>th</sup>.
  - All presenters have a recruiter. Committee is working through the process.
  - Second semester will be on-line.
- Technology Committee – Gary Hanna
  - The Committee has not met. Susan is continuing to investigate platforms that might be available to us.
  - Fred requested that the committee keep abreast of any software issues with Blackboard Collaborate. Gary is a moderator so he is working closely with this platform.
- Social – Wes Carvenough for Karen
  - Karen and Jason are working with Stadium View for our Fall Gathering, 2021. Stadium View is now requiring a down payment, and this is being negotiated.
  - As of now, there is no chairman for the Spring Fling but that gathering is uncertain at this time.
  - Karen will continue to be linked to Board meetings.
- New Business
  - The suggestion has been made that a one-time single semester fee of \$63 for next semester be implemented. This would get all members on the same payment rotation and would entice members who did not register for this semester to come back to LLI. It would also encourage new members to try LLI at a single semester cost. A decision on this will be made at the September board meeting after the Finance Committee reviews this proposal. If adopted, this should be communicated to members who did not sign up for fall classes.
  - Wes proposed that we consider a group fee for convalescent homes. This would promote community outreach, as well as increase our revenue. Implementing such a fee implies that

- we will continue to offer at least some on-line classes. This will be added as an agenda item at a later board meeting.
- There was a short discussion on guest/board member participation in committee meetings. It was noted that only committee members may vote. However, guests are free to ask questions and/or make comments at the appropriate time but should keep their comments short and to the point. The committee chair should be notified if a board member wishes to attend a meeting.
  - Old Business
    - Fred noted that, per Susan's report, 523 members have registered for this semester.

There was no additional business.

Meeting adjourned at 11:06.

Next meeting: 10:00 am, Monday, September 28, 2020 On-line  
*Minutes submitted by Kay Pascoe/Secretary*