

UNIVERSITY of WISCONSIN
GREEN BAY
Lifelong Learning Institute

Board of Directors Meeting

Date: July 27, 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), Bill Zoelle (Publicity & Promotions), Karen Carvenough (Social,) Julia Wallace (At-Large), Ron Ross (At-Large), Vicki DeMain (At-Large), Susan Pike (Office Manager), Jason Mathwig (Advisor), Weston Carvenough (Past President)

Excused: Dean Cherry

1. Call to Order – President Fred Delie at 10:06 am.
2. Changes to Agenda
 - There were no changes.
3. Approval of June 22, 2020 BOD Minutes
 - Motion by Wes Carvenough, second by Gary Hanna. Minutes were approved as submitted.
4. Treasurer’s report – Kathy Nielsen
 - Balance as of June 30th was \$93,240.16. There were no receipts in June and expenses were mainly for salaries. We received refunds totaling \$1,150 for tech support and software. \$14,276.98 was moved from the Foundation to the LLI account. This covered unbudgeted costs of the Rose Hall upgrade. (The Foundation is an accumulation of donated funds and is separate from the LLI Budget.)
 - If membership totals 700, we will have a deficit of roughly \$53,000, which will be covered by our carry-over money. We still have approximately \$14,000 in the Foundation which can be used if necessary.
 - Motion by Julia Wallace, second by Kay Pascoe to approve the treasurer’s Report. Treasurer’s report was approved unanimously.
5. Advisor’s report – Jason Mathwig
 - No new information to report
6. Office Manager’s Report – Susan Pike
 - The website has been updated with the catalog and registration, including a page turner function. A PDF of the catalog is available. Selected pages from the catalog, such as the calendar

and worksheets, can be printed without printing the entire catalog. Susan is very pleased with the work that Marketing has done with the catalog.

- Links to registration were sent this morning to members. Karen Carvenough will be monitoring the e-mails from her home and Susan will be monitoring the phone to answer members questions. Another volunteer is also on-deck to assist with registration.
- Susan is continuing to work on Free Classes that will be available next week as introductory classes.
- The Intro to LLI will be offered as a recorded event and will be shorter than previous programs. Mike Murphy and Bob Cook are recording short programs and the power point has been updated to reflect current conditions. It will be available on our website and Marketing is doing the promotional work.
- Susan has a group of 8 moderators that will be working with our presenters and feels that we have a very strong group. Training has been started.
- Less than 50 members have taken advantage of the on-line training for Blackboard Collaborate but the training continues next week. Susan is working on a short video showing how the interactive features will work. She stressed the importance of getting members to accept and work with the on-line procedures.
- Susan is also working on the procedures to e-mail links and handouts to registered members for each class, including classes that have multiple meeting dates. Each presenter will have his/her own unique virtual classroom which members will be linked into for the class. A blue evaluation form is also included in the virtual classroom and is very user friendly.
- Susan and Jason will be doing a radio showed in Manitowac at 9 a.m. on Wednesday to promote LLI. The show is called "Be My Guest".

7. Vice President's Report – Bob Srenski

- Bob noted that he will be attending the P&P and Technology committee meetings. He also intends to attend the Curriculum and Financial Committee meetings to extend his understanding of their functions. He requested that committee chairmen provide him with their schedules and any other pertinent information.

8. President's Report – Fred Delie

- A short discussion was held regarding changing the fiscal year to match the semester year. It was noted that changing to a fiscal year other than the University's fiscal year would be problematic. There was also a discussion regarding trying to move the payment of all members fees to September. Those who join in January would possibly pay for one semester only and move to an annual payment the next September. This is an issue for further in-depth discussion.

9. Committee Reports

- Publicity and Promotions Committee – Bill Zoelle
 - The P&P has been working with Susan on the Intro to LLI presentation.
 - Art Street has changed its format this year and we will not be participating.

- Curriculum – Karen Dallman
 - Karen noted that recruiting for the Spring 2021 semester will begin in August and will continue through Sept. 30. The course proposal form is being updated to reflect the possibility that classes will continue to be on-line for the spring semester.
 - There have been three resignations from the Committee and new members are being welcomed and trained.
 - The Curriculum Committee from Manitowoc/Sheboygan will be joining the August 3rd meeting virtually. The Marinette area is very quiet at this time. Hopefully, on-line classes will attract more people from outlying areas.
 - External venues are not allowing us on their premises at this time so that will also play into the decision as to whether or not to hold in-person classes next semester. The Curriculum Committee will be discussing this at the next meeting and will have a recommendation for the Board.
 - For the Fall Semester, we have 99 live on-line classes and 19 pre-recorded classes. Pre-recorded classes are available on our private YouTube channel and this is a very convenient way to access these classes at a time convenient for the member.
 - We noted that the Union Hotel is providing historical presentations on YouTube which could be an interesting topic for our members. A collaboration with the Brown County Historical Society might also be possible.
 - Karen noted that the brother of Ben Cruz-Urbe is a public health doctor in Seattle and has provided Ben with unbiased public health information regarding Covid-19. Any member who would like to be added to this e-mail should notify Karen (kdallamn@new.rr.com).

- Technology Committee – Gary Hanna
 - The Committee has not met for several months.
 - There is a need for an additional stand for the video conference for one of the classrooms but that is on hold for now. Kathy noted that all purchases will be subject to budget constraints.

- Social – Karen Carvenough
 - No report although a chairperson is still needed for this committee.

- New Business
 - Fred noted that, along with the Agenda, he had sent out norms for conducting meetings in the hopes of streamlining our meetings. He is interested in hearing feed back on these guidelines which he would like to implement at the next meeting.

- Old Business
 - Fred noted that for the 2021 fiscal year, we will be charged for the support services of the Marketing Office in the amount of approximately \$12,000.
 - A part-time office assistant will not be assigned to the LLI office at this time and the need for such a person on an on-going basis will be reassessed later.

- The University will waive the members parking fee for the Fall Semester. \$17,500 was budgeted for parking fees for the coming year so this will be a savings of approximately \$8,000 for the Fall Semester.

There was no additional business.

Motion to adjourn by Bob Serenski, seconded by Kay Pascoe. Meeting adjourned at 11:15.

Next meeting: 10:00 am, Monday, August 24, 2020 On-line

Meeting adjourned at 11:15 AM

Minutes submitted by Kay Pascoe/Secretary