

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

Board of Directors Meeting

Date: Monday June 24, 2019

8:00 AM – CL 125

Members present: Weston Carvenough (President), Karen Carvenough (Social), Fred Delie (Vice President), Jim Huss (Secretary), Roxie Huebscher (At-Large), Nancy McGrew (Past President), Rick Nuetzel (Treasurer), Patty Payette (At-Large), Susan Pike (Office Manager), Sue Sorenson (Curriculum), Robert Vanden Heuvel (At-Large), Patti Wiegand (VDC), Bill Zoelle (Publicity & Promotion)

Guests present: Kay Pasco, Kathy Nielsen

1. Call to Order – President Wes Carvenough at 8:00
2. Changes to Agenda – None
3. Approval of May 28, 2019 BOD Minutes
 - Sue Sorenson moved to approve the minutes; Pati Wiegand 2nd: Motion carried.
4. Treasurer's Report – Rick Nuetzel
 - The \$117,000 balance in the treasury indicates that dues will not have to be increased for quite some time.
 - The committee is working on pinpointing \$204 of undefined receipts for spring courses.
 - Questions arose on whether the \$14,000 budgeted for venues this year is overstated. An analysis of past venue invoices reveals that LLI typically spends \$8,000 per semester on venues (\$16,000 for an academic year). Three venues are still in the process of confirming the number of LLI courses held at their sites and will be remitting invoices to the LLI office shortly.
 - Sue Sorenson moved to accept the financial report; Pati Wiegand 2nd: Motion carried.
5. Advisor's Report – Jason Mathwig – No report this month
6. Office Manager's Report – Susan Pike
 - The Fall Catalogue was emailed to Board and Curriculum Committee members for approval and will be sent to the printer this afternoon.
 - The LLI office is preparing for Registration that starts in several weeks.
 - 210 Coordinator Folders will be put together by the office this week, plus an additional 40 for courses being held at branch campuses.
 - The purchase of LLI polo shirts has been extended through September to give new members a chance to place their orders.
 - A July 2nd meeting is scheduled at Marinette to plan for the Spring Semester of 2020.

- UWGB Marketing has advised LLI to shorten our newsletters, so Susan will be sending occasional emails instead of holding items for the newsletter.

7. Vice President's Report – Fred Delie

- Fred will have a full report on statistics gathered from Spring Semester Coordinator Reports at the July BOD meeting.

8. President's Report – Wes Carvenough

- Teri (Division of Continuing Education & Community Engagement) will continue to meet with LLI Travel members over coffee but plans to poll members for future trip ideas. There will be a place on our LLI website under our Travel page for LLI members to submit input on future travel sites.
- The Danube Trip costs seem higher than expected, but Avalon is a highly rated travel company and the trip has been extended two days to include a stop in Vienna.
- Down payments will no longer be required to reserve a spot. When you sign up for a trip, you are expressing interest in hearing about it. A presentation will be given on all four campuses at the same time via Skype. After the presentation, a down payment can be made to commit.
- As the Division of Continuing Education & Community Engagement plans and handles all duties associated with trips, LLI office time will no longer have to be spent dealing with buses, meals, personal checks, credit card fees, etc.
- LLI has been assured that the travel company involved with each trip will have a representative accompany the group to handle any emergencies, flight delays, etc. A representative from UWGB Outreach will also accompany the group to handle any problems.
- Parking for extended trips was discussed. The Weidner lot is a possibility.

9. Committee Reports

- Publicity & Promotion – Bill Zoelle
 - Intro to LLI is scheduled for July 17th at the Neville. Flyers are available for posting.
 - LLI is participating in Art Street (August 23-25).
 - Thank you letters for UW professors who presented courses for LLI have been sent to the Chancellor and Provost.
 - Mike Murphy recently presented a course to the University of Georgia using the software program called Zoom. This might be a useful tool for presentations to branch campuses.
 - Due to increased costs, LLI will not be present at this year's KROC center event.
- Curriculum – Sue Sorenson
 - 14 courses are already scheduled for the Spring Semester. They include 4 continuing, 5 new and 5 repeat courses.
 - 12 people currently serve on the Curriculum Committee.

- Technology – Fred Delie reporting for Dean Cherry
 - Dean and the Technology Committee will do a presentation at the July meeting regarding technology updates to Rose Hall. Campus IT technicians will still be available to ensure everything is working.
- Social Committee – Karen Carvenough
 - The New Member Welcome is scheduled for August 28th.
 - Fall Kick- Off is scheduled for September 25th.
- Volunteer Development/Travel Update – Pati Wiegand
 - Misinformation has led to various issues among coordinators. LLI's 70 coordinators must attend a mandatory training session scheduled in Rose hall from 10-12 on August 21st or August 26th.
 - The Brewer Baseball trip on June 27th is full.
 - The Peninsula Players trip on July 16th is full. Two spots remain for the July 17th trip.
 - Three spots remain on the Door County Trolley Tour on July 31st.
 - Information recently went out for the Leigh Yawkey Art Museum trip on Oct. 2nd .
 - Details will be out soon for the Nutcracker at the Paine Art Center in Oshkosh.

Wes thanked all departing Board Members for their service.

Next meeting: Monday, July 29, 2019 8AM CL125

Meeting adjourned at 9:10 AM

Minutes submitted by Jim Huss/Secretary