

UNIVERSITY of WISCONSIN
GREEN BAY
Lifelong Learning Institute

Board of Directors Meeting
Date: Tuesday, May 28, 2019
8:00 AM – CL 125

Members present: Weston Carvenough (President), Karen Carvenough (Social), Dean Cherry (Technology), Jim Huss (Secretary), Roxie Huebscher (At-Large), Jason Mathwig (Advisor), Nancy McGrew (Past President), Rick Nuetzel (Treasurer), Susan Pike (Office Manager), Sue Sorenson (Curriculum), Robert Vanden Heuvel (At-Large), Patti Wiegand (VDC), Bill Zoelle (Publicity & Promotion)

Excused: Fred Delie, Patty Payette, Jan Rickert

Guests: Don Salman, Barbara Derenne, Kay Pascoe

1. Call to Order – President Wes Carvenough at 8:00 AM
2. Changes to the Agenda – None
3. Approval of April 22, 2019 BOD Minutes
 - Nancy McGrew moved to approve the minutes; Sue Sorenson 2nd: Motion carriedApproval of May 1, 2019 Annual Meeting Minutes
 - Sue Sorenson moved to approve the minutes; Karen Carvenough 2nd: Motion carried
4. Treasurer’s Report – Rick Nuetzel
 - Material fees, trip registration fees and Spring Fling registration fees generated minor income.
 - Removal of the old LLI bulletin board is reflected in the \$50 expense under category 1140.
 - The 1300 category (formerly EIN Dues and Conferences) has been redefined to Branch Campus Costs. Category 1308 reflects printing and traveling costs for the branch campuses. There were 4 trips to branch campuses and 1 printing for the Marinette Intro to LLI presentation in April.
 - The \$80 in account 3822 is an offset made by the university earlier and is now corrected.
5. Advisor’s Report – Jason Mathwig
 - The Division of Continuing Education and Community Engagement has approved LLI’s request for a Part Time Office Position and has passed our request up the UW system channels for approval.
 - Soundarya is our new student intern and has already started assisting in the LLI office.
6. Office Manager’s Report – Susan Pike
 - Before her graduation, Rikki Ward (former student intern) compiled a book of procedures to assist Soundarya in learning new tasks.

- Soundarya has a major in Communications with an emphasis on Social Media, which should be a huge help in keeping the LLI website updated.
- Some presenters have requested the use of Whiteboards. The Ashwaubenon and Allouez venues have Whiteboards available. Roxie Huebscher has found a portable roll-up style Whiteboard that adheres to any non-porous surface. It could be purchased in the future if needed. Current cost is \$135.
- Sporadic class documents, such as attendance rosters, coordinator reports, summaries and even recipes are in a large file cabinet in the LLI office. Some date back to 1992. Fred and Wes have briefly looked through the files and recommend recycling to free up office space. It was noted that important documents, such as class catalogues and membership directories, are already being saved. **Sue Sorenson moved to recycle the old documents; Rick Nuetzel 2nd: Motion carried.**
- Susan reminded the board of LLI's incremental rental agreement with the Mauthe. The new 2019-2020 rental will be \$70 for a 2 hour course. Judy Thomson is the new Mauthe contact.
- The LLI course catalogue is being proofed by UWGB Marketing and Communications with an estimated mail date of July 12th.

7. Vice President's Report – Fred Delie

- Wes reported that Fred will have a Spring Semester course data report at the July meeting. A few courses are still in session and 15 coordinator folders still need to be turned in.

8. President's Report – Wes Carvenough

- Because it's difficult to gather everyone for a group picture, Wes requested that all committees submit an updated list of committee member names to the LLI office by July instead.
- Wes noted that the task of picking up display racks from the LLI office for use at the Gallery of Creativity is a responsibility of the Publicity & Promotion Committee.
- It was noted that people in the main ballroom were unaware that the line dance group performed in the Gallery of Creativity. The group will announce their performance next year, or perform once in the main ballroom.
- Jim will be leading a line dance group at Titledown during July and August. He will request permission from his contact person to display the LLI banner and hand out LLI brochures.
- Concerning email posts regarding travel: It was agreed to phase in trips in the order they are scheduled instead of posting all in a single email. A note will always be included on the bottom of the email regarding upcoming trips that are still in the planning stage.

9. Committee Reports

- Publicity & Promotion – Bill Zoelle
 - Introduction to LLI is scheduled this year on July 17th at the Neville. Because of limited seating, this function is for non-members only.
 - LLI will have a booth at Art Street on August 24th and 25th.
- Curriculum – Sue Sorenson
 - No report this month

- Volunteer Development – Pati Wiegand
 - About 60 people attended this year’s Volunteer Appreciation event. The extra food was donated to the Mauthe for a function they were holding the following day.
 - After the next meeting, the Volunteer Development Committee will be defunct.

- Social Committee – Karen Carvenough
 - 152 members and guests attended this year’s Spring Fling Gala, up slightly from last year. A wonderful performance by Willow Tree, comprised of 3 siblings (ages 14, 15 and 18), was enjoyed by all after dinner.
 - The committee is now starting to plan for the Fall Kick Off in September.
 - Karen has been the committee chair for 2 years and asked the board to approve one additional year. This will allow an interested committee member to shadow Karen for one year before taking over as chair. **Sue Sorenson moved to allow Karen to chair the Social Committee for a third year; Rick Nuetzel 2nd: Motion carried.**

- Travel Update – Pati Wiegand
 - The Peninsula Players trips on July 16th and July 17th are both filled.
 - The June 27th Brewers trip is filled.
 - The Trolley Ride in Door County has 3 seats left at this time.
 - Trips being planned include a bird exhibit at the Leigh Yawkey Art Museum on October 2nd in Wausau and a performance of The Nutcracker at the Paine Art Center in Oshkosh on December 8th.
 - Wes reminded the Board that the Travel Committee will disband on January 1st , but suggested they continue to meet and forward their suggestions for trips to the Division of Continuing Education and Community Engagement.

New Business

- Presentation by Don Salmon
 - Don Salmon works with the Winston Group, a consulting group assisting the Mauthe Center in their current Fundraising Campaign.
 - The Mauthe Center was started 60 years ago by Fr. Richard Mauthe, UWGB’s first chaplain. His vision was an organization that would welcome all faiths. The resulting ecumenical center was the first of its kind in the country. It is not affiliated with and receives no funds from the university. The Mauthe is currently trying to raise 2 million dollars for an endowment which would sustain their future. Because LLI and the Mauthe share similarities in being outreach programs with diverse topics, the Mauthe Board felt it appropriate to have Don appeal to LLI Board members to serve on a 15-18 member Campaign Cabinet. Because LLI uses the Mauthe extensively, an article will appear in the next LLI newsletter explaining how LLI members can donate to the campaign.

- Approval of IT Duties and Policies submitted by Dean Cherry
 - Based on the stated Purpose of the Committee, a majority vote chose Technology Committee over Information Technology Committee as the official name.

- Changes to Duties and Responsibilities: Item J now reads...Present all proposed non-budgeted expenses to the Board of Directors.
 - Changes to Technology Chair's Duties: Item D now reads...Write periodic articles for the LLI newsletter on Technology items of interest to LLI members.
 - Dan Malcore submitted a finished Policy and Procedure update last June. A Policy & Procedure and By-Law subcommittee now needs to be set up to review Policy & Procedures affected by board motions within the last year. Nancy submitted a list of motions approved since during her term as president.
 - Dean Cherry, Susan Pike and the UWGB IT department will inspect Rose Hall on Thursday and discuss how to properly upgrade both rooms. Costs will be obtained and a formal proposal will eventually be submitted to the LLI Board of Directors.
- Guest Pass for courses
 - Several Guest Passes will now be in each green Coordinator Folder. When a member calls a coordinator requesting to bring a friend, the coordinator will write the person's name on the Guest Pass. When that person arrives at class, they will be asked to complete the pass information, then sign in and put "Guest" after their name. Coordinators are in charge and will offer open seats to non-registered LLI members first before offering empty seats to guests.
- Miscellaneous Items
 - In respect to presenters and coordinators, it is highly suggested that all LLI members wear their name tags. This request will be mentioned again in an upcoming newsletter.
 - A mandatory meeting for all coordinators will be held from 10-12 on August 21st and August 26th in Rose Hall. All coordinators must attend one of the meetings or their name will be removed from the coordinator list.
 - An email will be sent to the LLI membership allowing people to once again order green polo shirts with the LLI logo for \$15.
 - LLI has received a request from the UWGB Foundation for a list of our member's addresses. The board agreed to share the LLI list with the stipulation that it not be shared with any third parties.
 - The new LLI bulletin board is up in the hallway outside the LLI office. Items are now displayed with double sided tape instead of push pins. Separate racks are mounted on the side to display catalogues and brochures.

Next Meeting: Monday, June 24, 2019 8AM Room CL125

Sue Sorenson moved to adjourn; Roxie Huebscher 2nd: Motion carried

Meeting adjourned at 9:43 AM

Minutes submitted by Jim Huss/Secretary