

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

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**Board of Directors Meeting**

**Date: October 26, 2020**

**8:00 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), 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)

1. Call to Order – President Fred Delie at 8:00 am.
2. Changes to Agenda
  - There were no changes.
3. Approval of Meeting Minutes
  - Motion by Wes Carvenough, second by Gary Hanna to approve the minutes of the regular Board Meeting of September 28, 2020. Minutes were approved as submitted.
  - Motion by Gary Hanna, second by Dean Cherry to approve the minutes of the Special Board Meeting of October 2, 2020. Minutes were approved as submitted.
4. Treasurer's report – Kathy Nielsen
  - Balance as of September 30 was \$119,016.47. Receipts totaled of \$1,375.00 and expenses were \$8,645.93. Motion by Kay Pascoe, second by Julia Wallace to accept the Treasurer's Report. Motion carried.
5. Advisor's report – Jason Mathwig
  - No new information to report.
6. Office Manager's Report – Susan Pike
  - The catalog for the Spring Semester is now in the hands of the Marketing Department with an expected publication date of November 23<sup>rd</sup>. There are 115 classes scheduled for spring, 11 of which are outdoor.
  - On-line classes are going very well.
  - Gary Hanna and other moderators have taken on the responsibility for moderating many classes and that is also going very well.

7. Vice President's Report – Bob Srenaski

- No report

8. President's Report – Fred Delie

- Fred thanked everyone for attending the Special Board Meeting and noted that we have the backing of Joy and her office in maintaining financial stability. He also noted that we do have a communications protocol and encouraged all to follow that.

9. Committee Reports

- Publicity and Promotions Committee – Bill Zoelle
  - The Committee has met but no action needs to be taken at this time. A request has gone to Susan that past members who did not register this fall be kept on the Newsletter e-mail list in order to keep these members engaged and encourage their return to LLI.
- Curriculum – Karen Dallman/Susan Pike
  - Recruiting is now completed for the Spring Semester so the committee will not meet again until January.
  - There is a critical need for new members for the committee who are vested in LLI. The committee has gone from 14 members to 10 and some long term members have either resigned from the committee or have expressed a wish to “move on”. The last two recruiting periods have been difficult due to format changes and encouraging presenters to work with our new formats. Karen and Susan will focus their efforts on recruiting new members for the committee.
- Technology Committee – Dean Cherry/Gary Hanna
  - Dean noted that on-line classes he has taken have gone very well and that, after the pandemic restrictions are eased, we may consider offering a hybrid of in-person and on-line classes.
  - Dean also noted that the music that he heard in Class #94 was somewhat garbled. Susan will listen to the recording of the class to assess that.
  - Gary noted that more moderators need to be recruited and trained as the current group of moderators are each moderating a large number of classes. Susan noted that she has more moderators coming up and Dean volunteered his services as a moderator.
- Social - Karen Carvenough
  - No report
- New Business
  - A copy of the Memorandum of Agreement (MOA) between UWGB Office of Continuing Education and Community Outreach and LLI had been e-mailed to each board member. There is an Appendix to the MOA that will also be e-mailed to each board member. Fred requested that two members volunteer to review the documents and report to the Board

on any revisions and/or modifications that may be necessary or desired. It is understood that the Office of Continuing Education must review and approve any changes. Kathy Nielsen and Vicki DeMain volunteered for this task. Susan will set up a virtual classroom for this project.

- Old Business: Mission Statement: LLI Growth exploration Task Force
  - The following Mission Statement was presented to the Board:  
**Investigate expanding our community presence and increasing our membership by offering LLI programs to senior living facilities in which the residents' mobility is limited.**
  - Committee members are considering starting with a small pilot project to gauge interest and explore the mechanics of implementing our programs. Pricing has not yet been discussed. Jason noted that his office would be available to work with us on pricing. There was no plan to implement this program for the Spring 2021 semester. The committee will continue to research options to implement the mission statement and will discuss a timetable.
  - Susan will set up a classroom link so the committee can meet virtually. The committee will report to the Board on a regular basis.

There was no additional business.

Motion to adjourn by Kay Pascoe, second by Kathy Nielsen. Meeting adjourned at 8:57.

Next meeting: **10:00 am**, Monday, November 23, 2020 On-line

*Minutes submitted by Kay Pascoe/Secretary*