

UNIVERSITY of WISCONSIN
GREEN BAY
Lifelong Learning Institute

Board of Directors Meeting
Date: Monday August 26, 2019
8:00 AM – CL 125

Members present: Weston Carvenough (President), Karen Carvenough (Social), Fred Delie (Vice President), Kathy Nielsen (Treasurer), Kay Pascoe (Secretary), Don Berg (At-Large), Barb Derenne (At-Large), Patty Payette (At-Large), Pati Weigand (Coordinators/Travel), Jason Mathwig, (Advisor), Susan Pike (Office Manager)

Members Excused: Julie Lindley, Sue Sorenson, Dean Cherry, Bill Zoelle

1. Call to Order – President Wes Carvenough at 8:00
2. Changes to Agenda – None
3. Approval of July 29, 2019 BOD Minutes
 - Fred Delie moved to approve the minutes; Pati Wiegand 2nd: Motion carried.
4. Treasurer's Report – Kathy Nielsen
 - July receipts totaled \$58,500. This is mainly registration income and is down approximately \$8,000 from last year. Expenses totaled \$10,364 giving us a current cash balance of \$160,180, which matches WISDM.
 - The Financial Committee approved 3 half scholarships, pending Board approval.
 - Report was approved.
5. Advisor's Report – Jason Mathwig – No report
6. Office Manager's Report – Susan Pike
 - Susan distributed a map showing the number of LLI members by area but noted that registrations are still coming in and that we are still actively recruiting in the Manitowoc area. Registrations so far total 1,065, including 126 new members which is down slightly from last year. 104 new members are from the Green Bay area, 20 are from the Manitowoc area and 2 are from the Sheboygan area. Membership is 1/3 male and 2/3 female. Last year membership totaled 1,079.
 - We are still struggling in the Sheboygan area. Marketing has been helpful but Gannett newspapers have not been responsive to our efforts. It has been suggested that we contact local service organizations such as Kiwanis to get our message out. It was also noted that Milwaukee LLI draws members from Sheboygan. Four courses scheduled for Sheboygan had to be canceled but members enrolled in those classes were invited to join the courses in Manitowoc.

- Susan noted that she is not disappointed in the results at the Manitowoc and Sheboygan campuses. She has always known that it would take several semesters to get these programs up and running.
- Wes noted that Susan has been putting a great deal of effort into working with these branch campuses and suggested that we should heavily promote the Fall Kick-Off there.
- Susan noted that she is still working with volunteers to secure venues and promote courses and she will be attending the first classes with the new coordinators.
- It was suggested that we encourage a stronger partnership between Manitowoc and Sheboygan but Wes noted that this has been a struggle.

7. Vice President's Report – Fred Delie

- No report but Fred noted that we will need a vice-presidential candidate for next year.

8. President's Report – Wes Carvenough

- The New Member Welcome will be held this coming Wednesday and the Board members are expected to attend and mingle with new members. Wes will emphasize the need for volunteers and Susan will do the information presentation. Susan has been active in getting volunteers to help coordinators set-up/take-down chairs in certain venues. Most venues with audio-visual equipment prefer to have their own staffs operate the equipment so coordinators are not responsible for operating the equipment, which is a concern for many coordinators.

9. Committee Report

- Social Committee – Karen Carvenough
 - Committee is preparing for the New Member Welcome on August 28th. 40-45 new members are expected to attend.
 - The Fall Kick-Off will be September 25th at the Swann Club Legends in DePere and the Committee will be promoting this. The Committee is approaching the Stadium View in Green Bay as a possible venue for next year to see if a different venue will increase participation.
 - Karen was excused to work in the office.
- Curriculum – Sue Sorenson (Wes)
 - Deadline is Friday for coordinators to submit paperwork for next semester.
 - Committee is looking for new co-chairperson for coming year. The process is computerized but still is a huge undertaking. New people on the Committee are gradually introduced to the process so as not to overwhelm them.
 - Local authors are encouraged to do presentations but we are careful about the marketing of their books.
 - Newsletter will be coming out 3 times per year and members are encouraged to submit articles. We need to encourage recruiting for committees.
 - As of August 21, there are 134 courses for Spring 2020: 10 (7%) Continuing, 76 (57%) Repeats, 48 (36%) New. 63 (47%) courses will meet in Rose Hall and 71 (53%) will meet offsite.

- Technology – Dean Cherry (Fred)
 - Request for purchasing of new equipment has been submitted to the University through Susan and we are still waiting to hear on that.
 - If approved, installation will be done during the Holiday break.

- Publicity & Promotions – Bill Zoelle (Kay)
 - The committee did not meet this month.
 - Art Street was very successful even though our booth was moved from Cherry Street to Northland Street. There were also vendor booths on this street which encouraged more people to come down this street. Several people signed up for spring catalogs and at least one person signed up as a possible presenter.
 - The event coordinator introduced herself and said that they were assigned different streets this year so it necessitated a lot of reshuffling. I told her that we liked the intermingling of cultural booths and vendor booths.

- Coordinators/Travel – Pati Weigand
 - There was very good response for Coordinator training and the training went very well last week. Another training is scheduled for today. We have 70 coordinators.
 - Pati is encouraging members to wear their name tags by rewarding those with name tags with a piece of candy at classes she coordinates.
 - Pati and Jan are also on the Curriculum Committee so feel that the Curriculum Committee can represent coordinators at future meetings.
 - Upper Michigan trip was very successful, with 28 people on the trip.
 - The Wausau trip has been cancelled.
 - The Nutcracker trip to Oshkosh in December is still on and e-mails will go out soon.
 - University will take suggestions from members on potential trips but don't feel the need for a travel committee. There is a place for suggestions on our website.

New Business

- Scholarships

We have three requests for scholarships this year. Most scholarship requests are for medical reasons. Scholarships are traditionally for half the registration amount and Susan feels we need more flexibility in the amount awarded for scholarships. Kathy noted that the Finance Committee feels we should rewrite the policy to be more flexible. Eligibility for a scholarship is based on Homestead Credit but we have not requested proof. Susan does not feel that this process is abused and that it is hard for members to request assistance. Currently money donated to the Scholarship Fund goes into the Annual Fund and we can request money from that fund. Providing scholarships is not a money issue at this time.

Motion by Kathy Nielsen that it is the consensus of this Board that we award 2 full scholarships and a half scholarship be awarded to the recurring requester and that the policy be rewritten to give Susan more discretion in recommending scholarship amounts. All requests are submitted to

the Finance Committee and require Board approval. Second by Kay Pascoe. Motion carried unanimously.

It was suggested that discussion of scholarship policy be a future agenda issue.

Other

Kathy noted that the one of the bullet points under the duties of the Finance Committee is to maintain the Strategic Planning Model. Nowhere else is this mentioned or defined. This will be referred to the Policy and Procedures Review Group.

Next meeting: Monday, September 23, 2019 8AM CL125

Meeting adjourned at 9:05 AM

Minutes submitted by Kay Pascoe/Secretary