

UNIVERSITY of WISCONSIN
GREEN BAY
Lifelong Learning Institute

Board of Directors Meeting
Date: Monday, November 25, 2019
8:00 AM – CL 125

Members present: Weston Carvenough (President), Karen Carvenough (Social), Fred Delie (Vice President), Kathy Nielsen (Treasurer), Kay Pascoe (Secretary), Barb Derenne (At-Large), Sue Sorenson (Curriculum), Bill Zoelle (Publicity & Promotions), Patty Payette (At-Large), Don Berg (At-Large), Susan Pike (Office Manager), Jason Mathwig (Advisor)

Members Excused: Dean Cherry, Pati Wiegand

1. Call to Order – President Wes Carvenough at 8:00 am.
2. Changes to Agenda
 - There were no changes or additions to the Agenda
3. Approval of September 23, 2019 BOD Minutes
 - Kathy Nielsen moved to approve the minutes; Sue Sorenson 2nd: Motion carried.
4. Treasurer's Report – Kathy Nielsen
 - Cash Balance is \$142,189.06, mostly allocated. Monthly receipts were \$737.50 (registrations) and expenses totaled \$36,478.41, of which \$26,500 is our annual parking fees.
 - \$237.50 was taken from the Annual Account to cover scholarships.
 - The University credited the Retirement Learning Account with \$1,261.61.
 - Kathy requested that Committee Chairs review their budget sheets to begin preparing for the budget process. Chairs will be contacted mid-January.
 - Kay Pascoe moved to accept the Financial Report; Karen Carvenough 2nd. Motion carried.
5. Advisor's Report – Jason Mathwig
 - Jason circulated a copy of the Position Description for the 50% office position which has been approved by the University. It is hoped that interviews will start in January.
 - Equipment has been ordered for the technology upgrades to RH 220 and 230. Equipment is expected to be installed in December.
6. Office Manager's Report – Susan Pike
 - The registration process has been going smoothly. As of last Friday, 227 registrations have been received.
 - The new intern, Emma, is doing very well.

- Susan spoke to the Kiwanis Club in Sheboygan and has been in contact with the Senior Center there. We have the curriculum the Senior Center is looking for and they have the potential members that we need. Discussions with the Senior Center and other venues will continue.
- Susan feels that the opening semester in Manitowoc and Sheboygan has been very positive and we have the potential to be very successful in both places.
- Registration has started for the Nutcracker day trip. 45 spots are available and currently 22 have been filled.

7. Vice President's Report – Fred Delie

- Fred noted that the Finance Committee has discussed ways to cover required salary increases without increasing tuition fees.
- Our biggest expense is the catalog (printing and mailing) and we may want to look at electronic distribution of the catalog and/or a fee for a hard copy. The catalog is also a marketing tool and the Finance Committee will continue to look at options and costs.
- The last tuition increase was two or three years ago.

8. President's Report – Wes Carvenough

- The Policy and Procedures Committee has begun the review. The Committee is looking at the language as well as the policies and anticipate at least one more meeting.
- Wes and Susan spoke to the Optimists Club and felt they were very receptive. We should get the word out to other organizations that LLI is available to provide speakers for a program. This is very positive promotion for our organization.
- It was noted that a local newspaper, the Press Times, is available and promotes local events. It was also suggested that our brochures could be put in local offices of financial planners, elder law specialists, etc. that serve our demographic.
- There have been some problems with business owners who teach classes and require payment for supplies. Payment is made directly by the LLI member to the business owner but when members sign up for a class but do not show up, LLI may be liable for covering the fees. After discussion, the Board agreed that this type of class, which exposes us to financial liability, will no longer be offered and current classes of this type will be dropped after the spring semester.

9. Committee Reports

- Publicity and Promotions Committee – Bill Zoelle
 - We received information from the office that approximately one-third of Sample Class attendees became members. Attendance last year was lower than previous years but there was also less publicity before the class.
 - We cannot establish any correlation between Art Street and memberships, but our presence at Art Street does keep our name out in the community. We will put more emphasis on flyers and gift certificates.
 - People often stop at the booth or come to a Sample Class but join for a later semester. Our catalog is one of our main marketing tools but we need to continue to find other methods to promote LLI. Susan is working with the University marketing department.

- Curriculum – Sue Sorenson
 - Wes expressed his thanks to Sue and Julie for all their work on the curriculum.
 - Sue noted that two spring courses had to be cancelled and one (Inter-Generational Discussion) had to be added. There was one date change and two courses were listed in the wrong section of the catalog, although the dates were correct.
 - Course supply lists will be added to the website very soon.
 - There are now 15 members on the Curriculum Committee. Five are new and have been trained. Julie will leave the committee on April 15th and Sue will be done this summer.

- Coordinators – Pati Wiegand
 - Pati will be solely in charge of the coordinators for the next semester.

- Technology Committee – Dean Cherry (Susan)
 - The IT Committee met with Judy at the Mauthe Center to discuss technical issues. Susan explained some of the technical issues that have come up and what will be expected of coordinators.
 - Coordinators will be trained on the new equipment when it is installed in Rose Hall. Equipment has been ordered and no delay is expected.
 - There will be two back-up laptops from Rose Hall for use at other venues.
 - A Blu-Ray DVD player may be requested.

- Social – Karen Carvenough
 - The Winter Social is scheduled for December 4th at the Riverside.
 - It will be set up with 21 tables and the LLI Choir will be performing holiday music.
 - Susan is promoting attendance from Sheboygan and Manitowoc.

New Business

- Board should consider the possibility of an increase in tuition in the near future.
- Kelly Dadam has offered to supply LLI with mugs with our logo. There was a motion by Sue Sorenson, seconded by Barb Derenne to refer this to the Publicity and Promotions Committee. Motion carried.

Next meeting: Monday, January 27, 2020 8AM CL125

Meeting adjourned at 9:20 AM

Minutes submitted by Kay Pascoe/Secretary