

UNIVERSITY of WISCONSIN
GREEN BAY
Lifelong Learning Institute

Board of Directors Meeting

Date: Monday, October 28, 2019

8:00 AM – CL 125

Members present: Weston Carvenough (President), Karen Carvenough (Social), Fred Delie (Vice President), Kathy Nielsen (Treasurer), Kay Pascoe (Secretary), Dean Cherry (IT), Barb Derenne (At-Large), Pati Wiegand (Coordinators), Sue Sorenson (Curriculum), Bill Zoelle (Publicity & Promotions), Patty Payette (At-Large), Susan Pike (Office Manager)

Members Excused: Don Berg, Jason Mathwig

1. Call to Order – President Wes Carvenough at 8:00 am.
2. Changes to Agenda
 - Treasurer’s Report: Add recommended scholarship changes to Policy and Procedures Manual
 - New Business: Add Letter re: Iceland Trip
3. Approval of September 23, 2019 BOD Minutes
 - Sue Sorenson moved to approve the minutes; Kathy Nielsen 2nd: Motion carried.
4. Treasurer’s Report – Kathy Nielsen
 - Cash Balance is \$177,929.97, mostly allocated.
 - Publicity and Promotions Committee has expenditures in both July and September for \$308.03. This is because there were two separate printings of our redesigned trifold brochures. Total printing was for 2,000 brochures. Per Susan, these brochures are being widely circulated.
 - Sue Sorenson moved to accept the Financial Report; Patty Payette 2nd. Motion carried.
 - Susan will begin checking outgoing mail to monitor postage costs.
 - Susan reviewed the process for sending out registration confirmation letters. Converting to e-mail would require a program code change.
 - Policy and Procedures recommended changes:
 - 6.4 Delete reference to Strategic Planning Model
 - 6.1 and 6.4 Delete reference to VDC (Committee is defunct)
 - 9.5 All monetary gifts or donations shall be used to help pay budgeted or unbudgeted expenses of the Organization with Finance Committee recommendation and Board of Directors approval. (This deletes immediately following the year in which they are received and includes unbudgeted expenses.)
 - 12.1 If a person qualifies for Homestead Credit on their taxes, they may qualify for a financial assistance application. The recipient would normally pay 50 % and be matched 50 % by LLI. Based on an interview with the applicant, the Office Manager may recommend to the

Finance Committee that the percentage be adjusted. The Finance Committee will determine and approve the final percentage of assistance. The decision of the Finance Committee will then be presented to the Board of Directors. Exceptions may be considered at the recommendation of the Office Manager. (This increases the flexibility of the scholarship award.) These recommendations will be presented to the Policy and Procedures Committee.

5. Advisor's Report – No Report

6. Office Manager's Report – Susan Pike

- Rose Hall technology upgrades have been approved by the University but we are still waiting for University IT to fit us into their schedule.
- Polo shirts are in. There are requests for long sleeve shirts and there has been a suggestion to order shirts once a year so new members can get shirts. The shirts are not an entry to class.
- Catalogs have gone to the printer and will be mailed by November 15th. Registration will begin that day.
- Currently we have 1,077 members registered. This number is somewhat fluid as registrations continue to come in. Next semester we will have 181 courses in Green Bay plus 48 courses in Manitowoc and Sheboygan.
- Susan has been doing considerable travel to help the new coordinators in Manitowoc and Sheboygan. Classes have been going very well and a number of Green Bay residents are traveling to off-campus classes. This may become a problem if Manitowoc and Sheboygan residents lose their place in class to Green Bay residents. Susan is also looking at the availability of larger venues if needed.
- Tori is helping with marketing in Manitowoc and Sheboygan. We may need to spend some money on advertising in Sheboygan to promote our program. Susan is making contacts with organizations such as Rotary, Kiwanis and retired educators to promote LLI.
- A request had been put in for a small space on the Manitowoc campus and mailboxes and copier codes for both campuses. Those requests have been granted.
- The office will be closed Thanksgiving and the Friday after. Susan will be off November 7th, 8th and 19th.
- Gift Certificates have been updated and will be available in denominations of \$125, \$75 and \$50.
- We have been encouraged to keep our website updated and in line with other University websites. Tori is working on this from the perspective of a brand new LLI member and is making the site look more professional.
- Susan would like coordinators to let her know when classes are full so she can take the class off the on-line registration site. Unfortunately, coordinators receive cancellations up to the last minute. This issue needs to be worked out.
- Susan discussed the registration process and what happens in the office.
- Directories are in and were given to Board members.
- The Newsletter will go out this week and it is BIG! We have 30 members without e-mail who require a mailed copy. Some timely information may have to be e-mailed prior to the newsletter coming out.

- Susan discussed the weather cancellation policy and suggested that we may be able to sign up for the Green Bay Public Schools app to receive a text alert. This will avoid having to watch the scroll on the bottom of the TV picture.

7. Vice President's Report – Fred Delie

- Fred complimented the Curriculum Committee on the tremendous job they have done. Classes have been very enlightening.
- Blue Slips continue to go into the data base for a later report.
- We still have a problem with no shows and late cancellations.

8. President's Report – Wes Carvenough

- Karen Dallman will be the co-chair of Curriculum and the new office hire will be the other co-chair. A meeting is coming up to work through the transition.
- The Committee to update the Policy and Procedures will meet on November 13th.
- The ballet trip will be the last LLI planned trip. Registration for that trip will begin on November 20th and it is expected to fill quickly.
- The Thursday play trips sponsored by the University look very promising.

9. Committee Report

- Publicity and Promotions Committee – Bill Zoelle
 - No new activities
- Curriculum – Sue Sorenson
 - There are 3 new members on the committee who have already been trained and 2 more waiting to be trained.
- Coordinators – Pati Wiegand
 - Pati will be assigning coordinators for the Fall semester.
- Technology Committee – Dean Cherry (Fred)
 - The IT Committee is meeting with Judy at the Mauthe Center on November 13th to address audio issues and other technology issues.
 - Presenters need to be encouraged to use the over-the-ear microphones for the best sound quality.
 - Computer settings in Rose Hall had to be adjusted to turn-off the voice assistant.
 - Two new DVD players will be added to the technology upgrade at a cost of approximately \$70 each. The current players are failing.
- Social – Karen Carvenough
 - The Fall Kick-Off went very well. The speaker was from the Historical Society.
 - There was an issue with an attendee who had not paid beforehand but it was felt that this was an outlier and this is generally not a problem. All money should be collected by the office prior to the event.

- The Christmas Social will be December 4th. The cost will be \$18 and registrations must be in by November 26th. The theme will be Light Up the Holidays.
- The choir will again be performing and will be placed midway on the dining floor and not upfront.
- A chairman is needed for the Social Committee for next year.

New Business

- We read a letter from Larry Johnson regarding the webinar on the proposed Iceland trip sponsored by the University. Considerable discussion ensued concerning the criticisms of the webinar process that were stated in the letter and the University response. It was stated that we still need to give this process time to work out.

Next meeting: Monday, November 25, 2019 8AM CL125

Meeting adjourned at 10:00 AM

Minutes submitted by Kay Pascoe/Secretary