

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

---

Board of Directors Meeting  
Date: Monday, April 22, 2019  
8:00 AM – CL 125

Members present: Weston Carvenough (President), Karen Carvenough (Social), Dean Cherry (Technology), Fred Delie (V. President), Roxie Huebscher (At-Large), Jason Mathwig (Advisor), Nancy McGrew (Past President), Rick Nuetzel (Treasurer), Susan Pike (Office Manager), Jan Rickert (VDC), Sue Sorenson (Curriculum), Patti Wiegand (VDC), Bill Zoelle (Publicity & Promotion)

Excused: Robert Vanden Heuvel, Patty Payette      Guests: Ben Cruz-Uribe, Kathy Nielsen

1. Call to Order – President Wes Carvenough at 8:00 AM
2. Additions or Changes to the Agenda
  - Because of Memorial Day, the next BOD meeting will be on Tuesday, May 28, 2019
3. Approval of March 25, 2019 BOD Minutes
  - Pati Wiegand moved to approve the minutes; Sue Sorenson 2<sup>nd</sup>: Motion carried.
4. Treasurer's Report/Finance Committee – Rick Nuetzel
  - With the anticipation of voter approval, Kathy Nielsen will be the new Treasurer.
  - Nothing unusual this month. Receipts amounted to \$7,820. Most of that income was from trips. Expenses were \$9,373.
  - The budget proposed at the March BOD Meeting will be officially presented at the LLI annual meeting with one exception: An increase of the Social Committee from \$450 to \$600.
  - Sue Sorenson moved to accept the proposed budget as it stands with the correction of \$150; Jason Mathwig 2<sup>nd</sup>: Motion passed.
5. Advisor's Report – Jason Mathwig
  - Jason praised Susan, Wes, Fred and members of the new Manitowoc/Sheboygan Curriculum Committee for their devotion in getting programs started at Manitowoc and Sheboygan. There are nearly 40 classes scheduled for next fall at the branch campuses.
6. Office Manager's Report – Susan Pike
  - The old LLI bulletin board has been removed and will be replaced with a 48x72 inch board capable of using double sided tape instead of push pins. The green band on top will include the Lifelong Learning Institute title and the UWGB logo. Magazine racks will be bolted alongside to display LLI pamphlets and catalogues.

- There have been recent requests by presenters for the availability of whiteboards at off-site venues. The logistics of moving these large objects without damaging them is difficult. The board was asked to contemplate this issue for discussion at the next BOD meeting.
- The Introduction to LLI has been successful in sparking interest at the branch campuses. Mike Murphy did his Secret Service presentation. Sherry Moon did an overview of LLI and the Canine Units from all three branch campus cities did a presentation.
- The final work day of Rikki, our student intern, will be May 17<sup>th</sup>. Interviews are now closed and the new intern position will be offered to a freshman student with a background in customer service and a personality that will work well with our LLI demographic.
- The part time office employee position approved at the February LLI BOD Meeting is moving slowly through the channels of the UW system. No permission received thus far.
- July, August and September are crunch times in the LLI office because the Spring Catalogue is being developed at the same time that Fall registrations are arriving. Susan will train three office volunteers to assist in entering registrations and payments.

7. Vice President's Report – Fred Delie

- Fred is gathering data from courses presented during the current Spring Semester and will present a statistics report at the May BOD meeting.

8. President's Report – Wes Carvenough

- 14 people attended the Introduction to LLI in Marinette. 2 are interested in serving on a curriculum committee. The Marinette branch campus will come on board next spring.
- 24 people attended the Introduction to LLI in Sheboygan. Mike Murphy's son-in-law attended as an extra surprise for the Secret Service class.
- The UWGB Division of Continuing Education and Community Engagement has informed the LLI Travel Committee that travel planning will be taken over by their office next January. In a concession, they agreed to allow LLI members a two week period to register for travel before travel registration is opened to the public. Instead of disbanding, our current travel committee will continue to ensure that all trips include accommodations for anyone with physical, hearing, vision or dietary disabilities. LLI has always emphasized quality over price, and will continue to do so. One positive aspect of this change will be that Susan and the LLI office will no longer have to handle all the checks, receipts, etc. associated with each trip.

9. Committee Reports

- Publicity & Promotion – Bill Zoelle
  - Introduction to LLI is scheduled at the Neville on July 17<sup>th</sup> from 10-12. The format will include an Introduction and Power Point and 2 sample classes that will be followed by a question and answer period. The best advertising continues to be word-of-mouth.
  - All four LLI campuses are included in the newly designed LLI Trifold. Very impressive!
- Curriculum – Sue Sorenson
  - There are currently 217 courses scheduled for the Fall Semester. 12 (6%) are continuing courses, 93 (43%) are new courses and 112 (52%) are repeat courses. The courses include 19 tours, 21 arts & craft courses and 10 culinary courses.

- All the recruiting and scheduling has been accomplished by a mere 12 people. Additional Curriculum Committee members would be appreciated.
- Volunteer Development – Pati Wiegand
  - The Volunteer Appreciation Reception is scheduled for May 23<sup>rd</sup>.
  - Votes for Board positions and disbanding of the VDC committee will be counted tomorrow, April 23<sup>rd</sup>.
  - The Travel Committee has scheduled 2 buses for the Peninsula Players. There has also been a large interest in the Trolley Tour.
- Social Committee – Karen Carvenough
  - Spring Fling is on May 1<sup>st</sup> at the Tundra Lodge. Registrations are coming in slowly this year. The current count is 90.
- IT Committee – Dean Cherry
  - The IT Committee has proposed a committee name change to the Technology Committee.
  - The main purpose of the Technology Committee will be to look at hardware and software needs, improvements and upgrades.
  - Dean is currently working on Duties & Policies to share at the next meeting.
  - There has been major wear and tear on cords from carts being constantly moved to and from Rose Hall. The Technology Committee met recently with the UWGB IT staff to discuss solutions to this problem. The best option seems to be upgrading Rose Hall sometime in the future to a Semi-Smart Room, which would include a desktop computer, monitor and projector all permanently mounted on a floor stand.

#### New Business

- Statistical Analysis – Ben Cruz-Uribe
  - The average LLI member registers for 14 courses. 242 people (23% of our membership) registered for more than 20 courses. 52 (5%) registered for 30 courses. There is a definite demand for LLI courses!
  - The average LLI member gets into 9 requested courses, which means the average person is waitlisted for 5 courses. This could turn into a potential problem! As people are waitlisted for 6, 8, or 10 courses, complaints will arise.
  - Men comprise only 27% of our membership. Also, 131 members (12.5%) live outside the Green Bay metropolitan area and travel an average distance of 33 miles.
  - Our combined courses offer a total of 10,624 seats and we used 9,387 (88%) of those. This is normal because some courses just don't fill up. People asked for (registered for) 14,824 seats. This happens because some popular courses with a limit of 8 participants have a waitlist of nearly 200 people. We may be reaching a tipping point! Our Curriculum Committee is becoming more and more important as they try to satisfy the rising demand. Out of 165 Spring courses, 123 (75%) were closed at the completion of the lottery. Will we be able to fill the demands of a rising membership by continuing to offer only 165 courses?

- 117 LLI courses are offered in the AM while only 49 are offered in the PM. Does this negatively affect the ability of some members to attend?
- LLI had 340 sessions of courses with a resulting need for 340 coordinators. This is because some of the 165 courses meet for more than one session. Again, if there is a potential problem looming in LLI's future, it is this: Will the Curriculum Committee be able to continue meeting the demands of a growing membership?
- Ben will gather statistics from the upcoming Fall Semester to ascertain how the increased membership of the branch campuses affects LLI.

Next Meeting: Tuesday, May 28, 2019 8AM Room CL125

Meeting adjourned at 10:36 AM

*Minutes submitted by Jim Huss/Secretary*