

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

---

**Board of Directors Meeting**

**Date: February 24, 2020**

**8:00 AM – Rose Hall 230**

Members present: Weston Carvenough (President), Karen Carvenough (Social), Fred Delie (Vice President), Kathy Nielsen (Treasurer), Kay Pascoe (Secretary), Karen Dallman (Curriculum), Dean Cherry (IT), Gary Hanna (IT), Barb Derenne (At-Large), Patty Payette (At-Large), Don Berg (At-Large), Susan Pike (Office Manager), Jason Mathwig (Advisor)

Members Excused: Bill Zoelle

Guests: Sue Sorenson

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 January 27, 2020 BOD Minutes
  - Karen Carvenough moved to approve the minutes; Karen Dallman 2<sup>nd</sup>: Motion carried.
4. Demo of new technology equipment installed in Rose Hall
  - Dean Cherry and Garry Hanna walked the Board through the new system, demonstrating the integration of the computer system, projector, screen, DVD player and three types of microphones (over-the-ear, handheld and lapel), all of which can be used simultaneously. Everything the coordinator and/or presenter needs is on the top shelf of the cart, where it is easily accessible.
  - It was noted that the committee may look for a smaller projector cart as the current cart takes up a considerable amount of space.
  - It was stressed that, if any problems arise with the equipment, the coordinators have been instructed to call the IT department.
  - Dean thanked Susan for the tremendous amount of work she had put in on this project and noted that she had prepared the instruction manual that the coordinators used.
  - The Board found this presentation informative and interesting.
5. Treasurer's Report – Kathy Nielsen
  - January revenues were - **\$2,570** and January expenses were \$15,651.17. Thirty-three members paid in full in the fall and again paid in full for the spring semester so these fees had to be refunded. The office may need to adapt the on-line program to avoid this in the future.

- The WISDM program and our financials are \$125 out of sync but this should be resolved with the next months financials.
- The Finance Committee is currently working on the budget.

#### 6. Advisor's Report – Jason Mathwig

- The University has officially approved the part-time position requested by LLI. Applications are now being accepted and interviews will be scheduled toward the end of April. It is hoped to have the position filled by Memorial Day.
- The person filling this position will be involved in curriculum planning. Therefore, Wes suggested that the chair of the Curriculum Committee be a part of the interview process.

#### 7. Office Manager's Report – Susan Pike

- Susan is working with the Manitowoc and Sheboygan Curriculum Committees and that is going well. It is hoped that an Intro to LLI can be presented in both places.
- Susan is also trying to recruit someone from Manitowoc or Sheboygan to sit on the Board. Because of the travel time, it may be possible for that person to attend via a remote connection such as Skype.

#### 8. Vice President's Report – Fred Delie

- No report this month.

#### 9. President's Report – Wes Carvenough

- The Nominating Committee consists of Mary Cook, Patty Payette and Pati Wiegand. They have a full slate of candidates for the upcoming election, including two candidates for vice president and six for at-large. Wes noted that we are trying to get new people involved.
- There will be an article in the upcoming newsletter urging members to vote. It is disappointing to have such a low voter turnout.

#### 9. Committee Reports

- Publicity and Promotions Committee – Kay Pascoe
  - We are still soliciting presenters for the LLI Sample Class in July.
  - We are still waiting for the Art Street contract.
  - We are investigating purchasing lanyards for sale to members but will not purchase shirts again this year. Susan is getting prices on lanyards for us.
  - Most of the meeting was spent working on the budget but we still need to get some figures to Kathy.
  - The office noted that we still have 700 magnets and 265 window stickers on hand so those will not need to be purchased this year.
  - It was suggested that we investigate putting ads in the bulletins of some of the larger churches. It was also noted that our membership is fairly stable right now and we should decide if recruitment is a good use of our money.
  - There will not be a March meeting of the committee.

- Curriculum – Karen Dallman
  - There are already 74 classes for the Fall Semester and we are not even half-way through the recruitment process.
  - New Committee members have been very active in the process.
  
- Technology Committee – Dean Cherry and Gary Hanna
  - Gary reported that combination locks have been installed outside of Rose Hall 220 and 230. Combinations are changed regularly and given to coordinators.
  
- Social – Karen Carvenough
  - Karen will be meeting with the Tundra Lodge to finalize plans for the Spring Fling on May 6<sup>th</sup>.
  - Powell and Andi Trotti will be setting up the artwork for the Spring Fling.
  - There will be rotating chairs for this committee once Karen is done.

#### Old Business

- Susan has not received a response from the Archival Office requesting guidelines on what should be archived. There is one drawer of documents in the office that will need to be sorted.
- The new Policy and Procedures Manual has been updated and is being put into its final form and should be ready for the next Board meeting. Going forward, any policy and/or procedure passed by the Board will become an addendum to the manual with a complete reevaluation done approximately every 5 years.
- It was noted that Marquis Yachts in Pulaski may close soon and a tour is scheduled there for March 4<sup>th</sup>. The coordinator is in touch with the company and will notify those signed up for the tour of any changes.

Next meeting: Monday, March 23, 2020 8AM CL125

Meeting adjourned at 9:10 AM

*Minutes submitted by Kay Pascoe/Secretary*