

UNIVERSITY of WISCONSIN
GREEN BAY
Lifelong Learning Institute

Board of Directors Meeting

Date: Monday, January 27, 2020

8:00 AM – CL 125

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 8:05 am.
2. Changes to Agenda
 - There were no changes or additions to the Agenda
3. Approval of November 25, 2019 BOD Minutes
 - Karen Carvenough moved to approve the minutes; Kathy Nielsen 2nd: Motion carried.
4. Treasurer's Report – Kathy Nielsen
 - December revenues were \$22,222.50 and December expenses were \$14,468.09.
 - Charge from the Mauthe Center for last spring came through and has been paid.
 - The University credited LLI with an additional \$1,058 which is reflected in the Foundation Report.
 - The Committee is beginning to work on next year's budget and will be meeting with committee chairs. It is unknown at this time if we will need to look at an increase in fees for next year.
 - Cash balance this year will probably be less than the cash balance at this time last year due to Rose Hall expenditures.
5. Advisor's Report – Jason Mathwig
 - No report
6. Office Manager's Report – Susan Pike
 - Currently, members number 1,071. This is a high for spring semester and 8 away from our all-time high. Ratio of male to female members is 29% to 71% and we have 105 new members. 73 members paid in the fall but did not register for spring semester.

- There are gains in Manitowoc and Sheboygan but numbers are not available yet. Wes noted that we might want to look for festivals or community events where brochures promoting LLI could be handed out to the public.

7. President's Report – Wes Carvenough

- We are still looking for a larger venue that is not expensive but with good parking. Various theaters and campus venues were discussed. Wes will be at the Botanical Garden February 4th and will inquire about space available there.
- Should we be considering the position of LLI Historian to sort through old files, decide what to archive, what to purge, etc.? After considerable discussion, it was decided that Susan will request guidelines from the University Library Archive office.
- The payment of course fees (expenses) to presenters was discussed at considerable length. It was decided to follow University policy, without exceptions. We are also encouraging presenters to put a list of supplies on the website so that participants can purchase their own supplies and encouraging presenters to post any hand-outs on the LLI website.
- A catalog from the Duke University LLI program was brought in by Sue Sorenson and passed among Board Members. This was for informational purposes.
- Wes also circulated pictures of movable display boards used by the Botanical Gardens that could be used for the displays at the Spring Fling. He will get more information on these. The Garden is considering a sculpture display and Wes will provide contact information for LLI presenters and students who may have sculptures to display.

8. Vice President's Report – Fred Delie

- Fred distributed copies of the Fall 2019 Course Report, showing the distribution of classes among venues, issues at each venue and attendance. The information was presented in both tabular and graph form and Fred discussed the report.

9. Committee Reports

- Publicity and Promotions Committee – Kay Pascoe
 - The LLI Sample Class will be held July 15th at the Neville Museum. We are seeking presenters and would welcome any suggestions.
 - Art Street is the last full week-end in August and we expect to get that contract soon.
 - Keith Pamperin has e-mailed Jeff Mirkes of Downtown Green Bay about securing a one-time booth at the Farmers' Market prior to Fall Registration.
 - The committee has discussed coffee mugs but the consensus seemed to be that storage would be a problem and most people do not need or want another mug. There is demand for such things as lanyards and long-sleeve shirts. This topic is under discussion and we are not ready to make a recommendation at this time.
 - The Newsletter seems to be going well with minimum input from the committee.
 - We do want to encourage members to look at our FaceBook page. Ed Smith is regularly updating that page and we encourage members to submit pictures of classes or events.

- Curriculum – Karen Dallman
 - The committee is recruiting for the Fall Semester and we have 12 classes already.
 - There are 5 new members on the committee who have been trained.
 - Five new coordinators have signed up and Pati will be training them.
 - Wes noted that there had been a mix-up in contacting Stephanie at the Weidner Center. There was a discussion of committee/coordinator responsibilities.

- Technology Committee – Dean Cherry and Gary Hanna
 - The upgrades to Rose Hall should be completed this morning. All the equipment is in the classrooms and hooked up and IT people will be working with the coordinators. This will be an on-going process until all coordinators are comfortable with the equipment.

- Social – Karen Carvenough
 - Attendance at the Winter Social was 180 people.
 - There is one new member of the committee (Sue Sinclair).
 - Karen will be leaving this committee and is beginning to transition the duties. This may involve training 3 different people, one to chair each social. She is also working on the budget process.
 - Planning has begun for the Spring Fling, May 6th at the Tundra Lodge.

New Business

- One person (Mary Cook) has agreed to be on the nominating committee.
- Four people are interested in running for the at-large positions. We still do not have a candidate for Vice-President.
- Newsletter is due to go out in February. The deadline for items is February 15th. The office is looking for articles of general interest.

Old Business

- The new hire for the office is at a standstill right now while Human Resources is reevaluating positions and Continuing Education and Community Engagement is focused on implementing a grant dealing with high school students. Susan has met with a representative from Human Resources.
- The new Policy and Procedures Manual is almost ready for Board review. It has been proposed that 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.

Next meeting: Monday, February 24, 2020 8AM CL125

Meeting adjourned at 9:45 AM

Minutes submitted by Kay Pascoe/Secretary