

UNIVERSITY of WISCONSIN
GREEN BAY
Lifelong Learning Institute

Board of Directors Meeting

Date: May 28, 2020

9:00 AM – On-line via Blackboard Collaborate

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

1. Call to Order – President Wes Carvenough at 9:15 am.
2. Changes to Agenda
 - Approval of the minutes of the Special Board Meeting of May 15th was added to the agenda.
3. Approval of February 24 and May 15, 2020 BOD Minutes
 - Karen Carvenough moved to approve the Feb. minutes; Gary Hanna 2nd; Motion carried.
 - Karen Dallman moved to approve the May minutes; Dean Cherry 2nd; Motion carried.
4. Treasurer's report – Kathy Nielsen
 - Balance as of April 30th was \$91,476.21. The anticipated YE carryover is \$70,000.
 - Dean Cherry moved to approve the Financial Report; Gary Hanna 2nd; Motion carried.
 - Proposed Budget: \$140,933. Approximately 93% is fixed expenses.
Changes due to coronavirus adjustments:
 - Anticipated enrollment is reduced from 1140 to 700;
 - Branch campus costs deleted;
 - Student Office Assistant deleted;
 - Parking fees adjusted to reflect reduced membership;
 - Catalog will be on-line only, eliminating postage and printing costs;
 - Confirmation letters will be done via e-mail, reducing postage costs;
 - Venue costs decreased to second semester only;
 - Community events (Art Street) deleted for this year;
 - No Fall Kick-off or Volunteer Recognition; New Member Welcome will be on-line
 - New Hardware costs deleted.
 - Considerable discussion ensued. Kathy noted that the membership projection is a “guesstimate” but we do need at least 600 members to remain viable. Wes noted that we need to present this positively to retain members and emphasize that on-line classes are a temporary adjustment to current conditions.

- Gary Hanna moved to accept the Proposed Budget; Kay Pascoe 2nd; Motion carried.
- Wes recognized that the Finance Committee put in a lot of time and effort to prepare this budget.

5. Advisor's report – Jason Mathwig

- There has been an update to the registration program and the program will no longer support the registration lottery. Sue and Jason will continue to look for alternatives to the lottery but that may take some time. We will move forward this fall without it. When Fall Registration goes live, it will be on a first come – first served basis with a wait list. Registration will be open ended (members can continue to register for classes that have openings) and the confirmation of classes will be immediate upon submitting a completed registration.
- An upside to going virtual is a potential increase in class size, depending on the wishes of the presenter and the capacity of the program.
- The system is capable of handling the anticipated volume at the time of registration.
- If a course has a fee, that will be added to the registration fee and will be paid immediately.
- The office will work with those members who do not have e-mail accounts to facilitate registration, possibly using a buddy system.
- The entire membership will be notified of the changes to registration.
- Registration will open approximately two weeks after the on-line catalog is available and registration will stay open, possibly until classes start or shortly thereafter.
- Members are encouraged to share the on-line catalog with prospective members.
- The office will work with the university marketing office to promote our programs.
- It was proposed that we put the entire membership on a fiscal year payment track. This could be done by having members who have or will join for the spring semester be charged only for the spring semester and then be put on an annual basis come fall. The Board discussed this at length but no decision was made. This issue will continue to be studied.

6. Office Manager's Report – Susan Pike

- Susan will be furloughed for three days this coming year: June 19th, Nov. 27th and a day of her choosing.
- Susan is working with a sub-committee to contact all presenters to determine the method of presenting each class. It is estimated that 100 to 140 classes will be presented on-line, either live or recorded. This fundamentally changes the nature of her job at this time as many presenters will need extensive support during this process.
- Susan will also spend considerable time this summer introducing all members to the on-line classroom.
- Susan has also prepared an on-line evaluation form that will be linked to each on-line class.
- It was the consensus that the limit on class registration will be 15 classes.
- It is anticipated that the New Member Welcome will be on-line.
- Susan will be working with Bill Zoelle and his committee to present the Intro to LLI on-line.

7. Vice President's Report – Fred Delie

- No report.

8. President's Report – Wes Carvenough

- Wes noted that there will be one more meeting of this Board on June 22nd and advised committee chairman to notify Fred of any changes. New Board members will also be invited to this meeting and they will be included on distribution lists.

9. Committee Reports

- Communications Committee – Bill Zoelle
 - No report
- Curriculum – Karen Dallman
 - No report
- Technology Committee – Dean Cherry and Gary Hanna
 - Microphone issue in Rose Hall has been fixed.
- Social – Karen Carvenough
 - Fall Kick-Off has been cancelled.
 - Karen asked for thoughts on having our Winter Social which is held in December. It was the consensus that all in-person events for 2020 be cancelled.
 - It is possible we could have a Spring Fling but without the Gallery because many craft classes have been cancelled. At this time, it will be left on the calendar.

Next meeting: 10:00 am, Monday, June 22, 2020 On-line

Meeting adjourned at 11:02 AM

Minutes submitted by Kay Pascoe/Secretary