

UNIVERSITY of WISCONSIN
GREEN BAY
Lifelong Learning Institute

Board of Directors Meeting
Date: Monday, January 23, 2017
Time: 8:00 AM
CL 125

Members attending: Ron Niesing (Treasurer), Jan Rickert, Robert Cook, Dan Malcore, Fred Delie, Nancy McGrew (President), Frank Moon (Past President), Jan Hess (Secretary), Sherry Moon, Arlene Molzahn, Tom Chase (Vice President), Jim Hinckley

Non Voting: JoAnn Feeney, Meaghan Strehlow, Sue Sorenson

1. Call to Order 7:58 AM
 - Meaghan Strehlow was introduced who is filling in for Rebecca Sievers
2. Agenda Changes –
 - Fred Delie – presenting new information - under New Business
 - Bob Cook - Membership of elderly people
 - Frank Moon – Travel Policy for LLI
3. Approval of November 28, 2016 BOD Minutes – Motion made by Sherry Moon and 2nd by Bob Cook. Motion Carried.
4. Treasurer's report/Finance Committee
 - End of December \$11,000
 - 88% of membership renewed
 - Communications promotional category is over budget due to promotion items of decals and magnets which doesn't happen every year.
 - BOD sets budget with the membership approving and we should stick to the budget
 - Rick Nuetzel the next treasurer is being trained
5. Advisor's report – Meaghan Strehlow
 - The new director of Camps and Conferences is Jason Mathwig starting February 6th
 - A time will be set up for him to meet with everyone. JoAnn will help transition him on LLI. There be a binder with instructions what the office assistant does to help with the transition.
6. Office Manager's Report – JoAnn Feeney
 - 964 members went through the lottery, unbelievable for one semester 118 members did not sign up
 - Class breakdown 0-5 133; 6-10 271; 11-15 237; 16-20 156; 21-25 88; 26+ 79

- Committees using the conference room in Outreach office the next six months should contact JoAnn. Outreach will be moving to the lower level of the Cofrin Library the middle of this year.
- JoAnn Feeney informed the BOD she will be retiring as of February 24th but will be available after a trip to Florida. JoAnn worked for LLI since 2004.
- The process for hiring a new person has been started. The interview schedule will include President Nancy McGrew to meet with the candidates

7. Vice President's Report – Tom Chase

- Reported on information collected from attendance sheets was discussed. How does LLI use the info? Who is using the info? What is the purpose? Look at class and comments if it is needed to be offered again. Three different reports are produced.
- Curriculum uses a report to see if a class is to be offered and sizing the class. Robert Cook suggested keeping a class at four sessions as class attendance drips off after four. The office does one report and another report is from the coordinators.

8. President's Report – Nancy McGrew

- No report

9. Committee Reports

- Social – Arlene Molzahn
 - 176 members and guests attended the Holiday Social at Riverside Ballroom.
 - Next year Holiday Social is at Riverside Ballroom on December 6, 2017
 - May 10, 2017 is the Spring Fling is at Tundra Lodge. Ashwaubenon High School has been requested for entertainment. As transportation for students is a problem, the nearby school choirs usually have been asked to perform. It would be nice to have a variety.
 - September 27, 2017 is the Fall Kick-off is at noon at Legends in DePere.
 - Riverside Ballroom requested LLI go to google and rate the establishment. It was decided that we as a group should not do it.
- Curriculum – Bob Cook
 - Starting to schedule classes for fall
 - There is problem with the projectors in RH 220 and 230. Replacing them was discussed. . It was decided three people, one each from curriculum, finance and BOD will meet with JoAnn to discuss specifics.
 - A member and his wife requested LLI consider a half year membership for individuals over 80 years old. BOD discussed as most of the costs are fixed, it financially cannot be done.
- Communications – Sherry Moon
 - Currently 62 members do not have e-mail. 200 copies of the newsletter are being printed for the 62 members. To save money Digi Copy will be printing the newsletter instead of the mail house. A discussion to check with the post office for cost of postage and time frame to mail out.
 - 38-40 people attended the LLI breakfast held on January 25th, which is always the 4th Wednesday of the month at Bay Family Restaurant.

- Decals, which were mailed with the spring class registration, people didn't know what they were for. A note via e-mail will be put out.
- Magnets will be distributed to the main events such as Arti Gras, Art Street,
- Newsletter deadline is March 10th. BOD members are to provide articles.
- A discussion on holding a community event in late May to showcase LLI. This would be a test run held at the library or museum. Speakers would speak for one-half hour to give potential members how LLI works.
- Updating the web was discussed. Campus employees update the web.
- Inclement weather was discussed. Frank Moon motioned, "If Green Bay Public schools are closed due to weather LLI classes are cancelled. If a 2 hr delay, LLI classes will be held". Dan Malcore 2nd, Motion passed. The catalog will be changed.
- It was suggested that the UW Green Bay "Inside" magazine, which is sent to all alumni, include information about LLI. Other universities have information on programs for the elderly.
- Volunteer Development – Jan Rickert
 - The nominating committee are looking for a secretary and member-at-large. JoAnn will blast it. Deadline for nominations is February 28th.
 - Jan suggested the chair duties be split. It is a lot of work for one person and the two would report to the chair.

10. New Business

- Fred Delie presented a LLI Course Database Flow Chart Automated System for Producing Error-Free Course Description, Course Listing, and Course Calendar along with instructions. This would save time and eliminate errors. A discussion regarding time frame to produce the catalog and if there would be room for white spots for reminders to members. This would be a new looking catalog. Everyone thanked Fred for all the work he put in.
- Frank Moon questioned why LLI does not do out of state trips. There is a trip to the National Parks for the alumni. It was stated that bus trips out of state were stopped when there was an accident in Oregon. If there is enough interest, we may relook at travel in the future. It was questioned how LaCrosse does trips with liability. Frank Moon will look into information and it will be put on the agenda.

11. Old Business

- By Laws update –need time to meet.
- Jim Hinkley requested a written policy statement for a wine tasting class. Monies cannot be collected before class but members can pay Captain's Walk after the class. Meaghan Strehlow will follow up on this request.

Next Meeting: February 27, 2017 8:00-9:30am Room CL 125
Adjourn 9:55 am

Minutes Submitted by Jan Hess, Secretary