

UNIVERSITY of WISCONSIN
GREEN BAY
Lifelong Learning Institute

Board of Directors Meeting
Date: Monday, February 27, 2017
Time: 8:00 AM
CL 125

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

Excused: Frank Moon (Past President), Sherry moon, Arlene Molzahn

AGENDA

1. Call to Order _ President Nancy McGrew at 7:59 am
2. Any changes to the agenda – none
3. Approval of January 23, 2017 BOD Minutes – Motion made by Robert Cook; 2nd by Jan Rickert. Motion Carried.
4. Treasurer's Report/Finance Committee – Ron Niesing –
 - Almost \$108,000 in budget with almost 100% of membership paid.
 - Will meet with Jason as Ron has some questions on the endowment.
 - Ron will meet with all the committees to discuss committee budgets.
 - Ron has three people for checking prices for equipment in Rose Hall Classrooms.
 - The finance committee consists of eight people as two resigned.
5. Advisor's Report – Jason Mathwig – out ill today
6. Office Manager's Report – none
7. Vice President's Report – Tom Chase
 - Tom questioned the reports he is doing. What is wanted from the reports? Currently there are three different reports being compiled, with some duplication of information. Sue and the office reports are valuable for curriculum, for next semester, whether to offer or not offer a class. Tom's report indicates attendance drops off at and after four classes. A discussion ensued about the reports.
 - Jan Rickert informed everyone that the information for the reports comes from the coordinators recap sheets. The recap sheets can be changed to include all the information needed for the reports.
 - Tom is chair of the Attendance and Growth Committee and will make calls to obtain information from the former committee.

- He asked JoAnn if there is anything we should be doing. A suggestion that allowing 30 classes is not working as people sign up for them, however, when students register and receive their registration they may not be looking at all the dates for a class and overlap classes as the computer only kicks out the first date not if there are multiple dates. Further discussion will be at the next BOD meeting.
- A discussion on the overlapping of classes and the calendar. Fred Delie showed everyone how the calendar will look in the fall catalog.

8. President's Report-Nancy McGrew

- It was the first day of JoAnn's retirement and there was a snowstorm. Since Green Bay Public Schools had a scheduled day off, Nancy had to make the decision whether to cancel classes on Friday, February 24, 2017. There was only one class held and a decision was made not to cancel. Out of 40 registered students, 14 people came, one as far away as Shawano and another was in a wheelchair. 34 students showed up for the first class.

9. Committee Reports:

- Communications – Nancy McGrew reporting
 - March 10th is the newsletter deadline for articles
 - Discussion on the fall catalog timeline as to when university formats, it is proofread and goes to the printer. August 1st it should be in student's hands.
- Curriculum – Robert Cook
 - Has 40-50 classes set up
 - As some classes are large and RH 250 is not always being used on Friday afternoons, it will be looked into to see if LLI can use the room. That would solve bunching up classes on Tuesday, Wednesday and Thursday.
 - Curriculum committee has lost and gained some members.
 - Fred Delie is handling the master for the spring catalog.
 - "It's Happening" three trips are being planned for this summer. If attendance is down it may be suspended for one year.
- Volunteer Development – Jan Rickert
 - Went through the coordinator folders to make sure LLI is on everything.
 - Requests for media and copy are to go to Alycia. She works three mornings a week.
 - Ipad Apple class is only for those users not for other iPad. Information is in the catalog. Students came with other pads.
 - The audio has been upgraded in the Neville. Instructions have also been updated with picture and numbers. There are three classes being held there.
 - Former president, Zita Turriff of Elder Hostel Road Scholar has information on trips taken in the past and was wondering what to do with it. Outreach may have the information but the person will be asked to hang on to the material as something may be done in the future. However, any classes will need to be coordinated through the university.

- A presenter never received information when and where their LLI class was being held. Everyone questioned how he/she was there on the date and time may have heard through the grapevine.
 - An office volunteer is unable to continue working due to health issues. Another volunteer will fill in until a replacement can be found. The office maybe closed at times as Alycia has classes. A notification will go out to coordinators to call the office to make sure it is open before coming in.
 - Volunteers are leaving due to having a background check completed. It was discussed that many volunteer organizations and churches now require background checks.
 - Jan asked the president, Nancy McGrew, what JoAnn was given for her retirement. A card and a cashier's check were given.
- Social Committee – Nancy McGrew reporting
 - Wednesday, May 10th is the Spring Fling. Nancy saw in RH 220 a big sign up on a table with the wrong date.
 - Jan Rickert informed every one of the overflow of name tags. People are not checking. Formerly if there was a second class the coordinator would pick up and distribute the name tags. It was suggested to do that again and to encourage students to wear their name tags.

New Business

- a. Other

Old Business:

- a. UWGB Travel Policy – will keep on agenda
- b. By Laws committee met on February 1st and discussed the first six articles
 - Article I – delete Institute for Should read The name of the organization shall be University of Wisconsin-Green Bay Lifelong Learning Institute (LLI)
 - Article IV Section 1 – delete retired and semi-retired; wording as in catalog
 - Article VI Section 2 – It is difficult to get members to commit. It was suggested the two year terms be staggered that there is not a complete new board. A discussion regarding officers for two years as it takes one year to become acclimated and then the next year to participate. There would be more continuity.
 - All changes must go before the entire membership. Notices are sent out to the membership and voting is done electronically. At the annual meeting members are informed of the vote. Any changes will need to be brought to a vote next year at the annual meeting

Next Meeting: March 27, 2017 8:00-9:30 am Room CL 125

Robert Cook made a motion to adjourn; Ron Niesing 2nd; Carried.

Meeting adjourned 9:32 am

Minutes Submitted By Jan Hess, Secretary