

UNIVERSITY of WISCONSIN
GREEN BAY
Lifelong Learning Institute

Board of Directors Meeting

Date: Monday, May 22, 2017

Time: 8:00 AM

CL 125

Members attending: Fred Delie, Nancy McGrew (President), Arlene Molzahn, Jan Hess (Secretary), Tom Chase (Vice President), Jim Hinckley, Jason Mathwig (Advisor), Bob Cook, Sherry Moon, Frank Moon, Susan Pike (Office Manager)

Excused: Jan Rickert, Dan Malcore, Ron, Niesing

Nonvoting: Rick Nuetzel, Sue Sorenson. Jim Huss, Wes Carvenough, Tracy Heaser

Agenda

1. Call to Order – President Nancy McGrew at 7:59 am
2. Changes to agenda – none
3. Approval of the April 24, 2017 BOD Minutes and the Annual Meeting Minutes from Wednesday May 6, 2017
 - Correction on April 24–Under Vice President’s report “now shows” to “no shows”
 - Sherry Moon made motion to accept both minutes with the change; Tom Chase 2nd: Motion carried.
4. Treasurer’s Report/Finance Committee - Rick Nuetzel
 - Budget was accepted at annual meeting
 - \$1700 was put back in account for prepaid health insurance for JoAnn who retired
 - Bob Cook made a motion to accept the report; Fred Delie 2nd. Motion Carried.
5. Advisor’s report – Jason Mathwig
 - Welcome to Sue Pike LLI’s recently hired office manager
 - Travel policy – An external travel agency may set up trips for LLI members and then can be opened up for friends. It would be offered as an LLI trip.
 - Jason suggested when doing the first trip to include him to answer any questions
6. Office Manager’s Report – Susan Pike
 - All members introduced themselves to Susan
 - Susan has met several BOD members and felt everyone is doing a good job. Fred Delie has been a support to Susan with the fall catalog. Fred is working on a comprehensive manual for the catalog when the office manager takes over. Nancy McGrew thanked Fred for all the work he has done setting up the catalog.
 - There was an issue with the on line ballot as some members did not receive it. There was a concern if there would be a problem with registration. Sue is checking on the problem.
 - Sue will be updating the website and informed the BOD there is a photographer available on campus to take pictures and even videotaping classes. A discussion followed.

48
49 7. Vice President's Report – Tom Chase

- 50 • Tom presented information on gathering data for LLI. This would start with the fall
51 semester. Part of the information would be for the Attendance & Growth Committee.
52

53 8. President's Report – Nancy McGrew

- 54 • Part of her report will be covered under the By Laws
55 • A presenter approached Nancy why they were not contacted about doing a class. This is
56 being followed up.
57

58 9. Committee Reports:
59

60 a. Communications – Sherry Moon

- 61 ○ On July 25, 2017 from 10-12 will be an Introduction to the Lifelong Learning
62 Program at the Neville Public Museum. Come experience what LLI has to offer.
63 Brown County Sheriff's Office and Women of Green Bay will be doing short
64 presentations. Frequently asked questions with answers will be on the handouts.
65 ○ Newsletter deadline for articles is June 23.
66 ○ Catalog inside cover and registration page are being redone.
67 ○ Wednesday, May 25 is the LLI Breakfast at Bay Family Restaurant
68 ○ The LLI tri-fold flyer is being updated for the next event which is Art Street the last
69 weekend in August.
70

71 b. Curriculum – Bob Cook

- 72 ○ 192 classes are setup for the Fall semester
73 ○ Classes for the spring semester must be in by September 15, 2017. It is difficult for
74 people to commit to classes for February and March. Sue Pike and Fred Delie will
75 come up with a deadline date for the catalog. Jan Richert has an issue getting
76 coordinators. If no coordinator commits to a class, TBD will be put in the catalog.
77 ○ For setting up classes Martin Luther King and Spring elections will have to be
78 checked with the venues
79

80 c. Volunteer Development – Jan Rickert (written report)

- 81 ○ Discussion on someone who attended several classes was not on the roster or a guest
82 asked the presenter several questions. It was suggested the coordinator stand by the
83 roster as members come in and for members to wear their nametags.
84 ○ Many volunteers who attend the VDC meetings are concerned there is nothing to do.
85 It was suggested they be invited to do specific projects.
86 ○ Jan sent Brad Fischer, AV technician, a Thank You for all he has done for the classes
87 held at the Mauthe Center.
88 ○ The office will be staffed by volunteers in the summer. Karen Cavrenough put
89 together a notebook on general information about the LLI office "What you need to
90 know in a pinch."
91

92 d. Social Committee – Arlen Molzahn

- 93 ○ Karen Cavrenough is the new chair of the social committee
94 ○ The attendance for the "Spring Fling" was 213.
95 ○ The Tundra Lodge was easy to work with and a contract for 2018 spring fling has
96 been signed and will be the first Wednesday of May. The committee worked real
97 hard to keep expenses within budget. Expenses were \$199.18. Sue, Alycia and
98 Karen will be setting up guidelines for the spring fling committee. Arlene thanked

99 student worker Alycia and Karen Cavrenough for the excellent job in getting
100 information out. Jim Hinckley asked if anyone commented on the price going up
101 from \$13 to \$15. There were no comments.

- 102 ○ Arlene informed the BOD the president's report was very good that a lady requested
103 a catalog at the event.
104

105 New Business

106 a. Other

107 Tracy Heaser, Director of Development gave a short background about herself. She asked to
108 attend the BOD meeting to understand what LLI is about. Tracy will get the word out about
109 LLI if LLI members spread the word about the university. We both benefit. Susan Pike
110 commented on the amount of classes and the content, and the amount of volunteer
111 commitment. Tracy suggested who to contact about the alumni catalog, which the alumni
112 have 35,000 people with the medium age of 43 who live within 50 minutes of Green Bay and
113 with 80% staying in Wisconsin. Tracy Heaser e-mail is heasert@uwgb.edu
114

115 Old Business

116 a. By Laws-staggered terms for Members at Large

117 A discussion was held regarding two years and serving an extra year to stagger the terms.
118 Information will need to be spelled out. It is hard to find people to commit for three years.
119

120 b. UWGB Travel Policy

121 Refer to #5 Advisor's report
122

123 c. AV Update

124 Fred Delie reported on the information from the quote of \$1503.00 for AV equipment in Rose
125 Hall. The equipment on the carts was discussed. It was discussed to simplify the equipment
126 which would prevent problems. Also some presenters have different equipment which does
127 not work with the equipment in the classrooms. The committee will take a look and come
128 back to with information at the next meeting. A motion made by Bob Cook to spend \$5000
129 for mics and projectors for Rose Hall and the Mauthe Center. 2nd one abstain, motion
130 carried.
131

132 Next Meeting – June 26, 2017 8:00-9:30 am Room CL 125
133

134 Sherry Mood made a motion to adjourn, Bob Cook 2nd, Motion carried.

135 Meeting adjourned 9:43 am

136 *Minutes submitted by Jan Hess, Secretary*
137