

UNIVERSITY of WISCONSIN  
**GREEN BAY**  
**Lifelong Learning Institute**

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**Board of Directors Meeting**  
**Date: Monday, August 28, 2017**  
**Time: 8:00 AM**

Members attending: Nancy McGrew (President), Tom Chase (Vice President), Ron Niesing (Treasurer), Jim Huss (Secretary), Jason Mathwig (Advisor), Susan Pike (Office Manager), Dan Malcore, Frank Moon, Jan Rickert, Sherry Moon, Karen Carvenough, Sue Sorenson, Wes Carvenough

Guests: Kelly Dadam

**AGENDA**

1. Call to Order – President Nancy McGrew at 8:00 am
2. Changes to agenda – None
3. Approval of June 26, 2017 BOD minutes
  - Frank Moon made motion to accept; Ron Niesing 2<sup>nd</sup>: Motion carried.
4. Treasurer's Report/Finance Committee – Ron Niesing
  - Cash on hand balance is \$82,000, which will be \$57,000 when parking is paid.
  - \$3003.18 for new projectors/Av carts is accounted for under Annual Fund.
  - Currently, there are over 1000 registrants.
  - \$390 has been received in donations, plus \$125 designated for scholarships.
  - Wes Carvenough made motion to accept; Tom Chase 2<sup>nd</sup>; Motion carried.
5. Advisor's Report – Jason Mathwig
  - Summer Camp/Grandparent's University was a success. New ideas for next year are welcome.
6. Office Manager's Report – Susan Pike
  - Registration and Lottery process went fine. 1038 registrations and 115 add-ons have been processed thus far.
  - Phoned-in fee payments and checks are very labor intensive. An online link for credit card payments will be available shortly.

- The effectiveness of 30 versus 15 classes, and the resulting effect on office labor was discussed. Susan will report back and suggested that an email reminder, sent 2 weeks prior to class, might lessen the no-show list.
- Alycia is currently undertaking the labor intensive task of extracting updated rosters for class coordinators.

#### 7. Vice President's Report – Tom Chase

- A spreadsheet on coordinator reports is being prepared for next BOD meeting. Among the data: Participants of most classes are 65% or more female.
- The waitlist purpose and procedure, and its effect on the office and coordinators was discussed and will be an agenda item at a future date.

#### 8. President's Report – Nancy McGrew

- Had a good exchange with Joy Ruzek, Executive Director of the Division of Continuing Education and Community Engagement on August 22<sup>nd</sup>, and will attempt to meet again in 6 months.

#### 9. Committee Reports

##### a. Communications – Sherry Moon

- 110 People attended the Introduction to Lifelong Learning on July 25<sup>th</sup> at the Neville.
- UWGB Communications Department assisted in developing the card dispersed at Art Street as well as the new signs.
- LLI will be represented at the Kroc Center (Sep. 7) and Botanical Gardens (Sep.9).
- University Resources is helping to develop a new video to be put on the web site.
- Social Breakfasts continue on the 4<sup>th</sup> Wednesday of every month.
- Venue lists need updating, with the possibility of using a professional culinary kitchen.

##### b. Curriculum – Frank Moon

- 98 spring semester classes have been submitted already, but venues for only 20 have been finalized.
- The office is very busy in the fall because of the short time between the class proposal deadline (Sep.15<sup>th</sup>), and Spring Catalogue mailing date (Nov.15<sup>th</sup>).
- Curriculum Committee would appreciate guidelines from the Board regarding the total number, and types of classes that should be approved.
- Important! Let Frank know if you are aware of a willing presenter that hasn't been contacted by a curriculum committee member.

- c. Volunteer Development – Jan Rickert
  - Coordinator Training was on Aug. 22<sup>nd</sup>. There were many excuses and no-shows.
  - For equality, presenter's Powerpoints will be printed, but cannot exceed \$30.
  - Thanks to Fred Delie for easy to understand instructions on the new AV carts.
- d. Social Committee – Karen Carvenough
  - The Fall Kickoff Luncheon will be held on Sept. 27<sup>th</sup> at Legends in DePere. Jeff Mirkes is the speaker. Night driving is inconvenient for some members, so all future socials will be held at noon.

#### New Business

- By-Laws state: Board approval is needed for Committee Chairs presiding for a 3<sup>rd</sup> term.
- Dan Malcore moved to approve Sherry Moon's 3<sup>rd</sup> term as Communications Chair; Wes Carvenough 2<sup>nd</sup>; Motion carried

#### Old Business

- a. By-Laws Review
  - Terms of office have returned to what they were originally
  - In Articles III, VII, and XIII, Division of Outreach is replaced with Division of Continuing Education and Community Engagement.
  - In Article XIII section 2, omit the words (Institute of).
  - Susan Sorenson moved to approve the corrected By-Laws; Ron Niesing 2<sup>nd</sup>; Motion carried.
- b. UWGB Travel Policy
  - Fox Travel is willing to work with LLI without putting our members at financial risk. If a trip doesn't fill, and is cancelled after a down payment is made, Fox Travel will refund the entire amount. However, if a member chooses to cancel, there will be a financial penalty, unless trip insurance was purchased.
  - Frank Moon made a motion that the Travel Committee put together a major trip for the Fall Semester of 2018; Karen Carvenough 2<sup>nd</sup>; Motion carried.
- c. LLI AV Cart for Rose Hall
  - Thanks to Fred Delie for his work on procuring the new carts, projectors, and low profile computers for Rose Hall. His instruction sheets are easy to follow.

Next Meeting: September 25, 2017 8:00 am Room CL125

Sherry Moon made a motion to adjourn; Jan Rickert 2<sup>nd</sup>; Motion carried

Meeting adjourned 9:34 am

*Minutes submitted by Jim Huss, Secretary*