

UNIVERSITY of WISCONSIN
GREEN BAY
Lifelong Learning Institute

Board of Directors Meeting

Date: Monday, October 23, 2017

Time: 8:00 AM

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

Excused: Sherry Moon

Guest: Fred Delie

AGENDA

1. Call to Order – President Nancy McGrew at 8:00 am
2. Changes to Agenda
 - Fred Delie added to New Business regarding AV equipment
3. Approval of October 23, 2017 BOD minutes
 - Dan Malcore made motion to accept; Ron Niesing 2nd: Motion carried
4. Treasurer's Report/Finance Committee – Ron Niesing
 - Membership dues, class fees, and one donation to the scholarship fund are trickling in
 - Ron is assembling definitions for all quotes in the financial report. These will be shared with future Financial Committee chairs.
 - While summary sheets are kept on file indefinitely, the length of time that individual detailed receipts should be stored was questioned. Seven years seems unnecessary, since electronic scans are also being stored.
 - Wes Carvenough made motion to accept financial report; Tom Chase 2nd: Motion carried
5. Advisor's Report – Jason Mathwig
 - No Report this month
6. Office Manager's Report – Susan Pike
 - Multiple unpaid class fees and one unpaid registration fee currently exist. Board policy states that individuals with unpaid fees are not allowed to participate. Susan will try to run a roster report of paid and unpaid fees. It is preferable to act on such matters proactively, before classes with fees commence.

- Presenter and Coordinator confirmation letters are being printed and mailed this week.
- The Mauthe Center will be making changes to the stage and sound system. Fred Delie, Susan Pike, Tom Chase and Nancy McGrew will meet with Mauthe personnel to ascertain whether LLI needs are being met, and to offer assistance if needed.

7. Vice President's Report – Tom Chase

- Coordinator Reports from the fall semester of 2016 and both semesters of 2017 have produced the following data...
 - Attendance is currently 69%, (down from 73%)
 - 75% of participants are female, possibly indicating a need for additional classes appealing to men. However, it was also noted that 75% of our total membership is female.
- Coordinators are spending a lot of time dealing with waitlists. To expedite matters, waitlisted people should call their coordinator to indicate their interest in attending when an opening appears.

8. President's Report – Nancy McGrew

- Chose to move items to New Business

9. Committee Reports

- Communications – Sherry Moon
 - Absent, but it was noted that the LLI Fall Newsletter was just dispersed.
- Curriculum – Frank Moon
 - 180 courses are being offered for the Spring 2018 semester
 - 13 courses were accepted after the September 15 deadline. Presenters need to be informed of deadlines ahead of time. Unfortunately, oversights tend to occur when there is a change of hands in committee volunteers, and as class offerings rise.
- Volunteer Development – Jan Rickert
 - The committee is reviewing Policy & Procedures section 6.8, which addresses committee responsibilities. LLI currently lacks a Volunteer Recognition Program. A future possibility includes a spring social, where all volunteers are invited to drop in for a snack.
 - Jan has created a list of VDC responsibilities that is being reviewed by the VDC members. Hopefully, a synopsis of the duties and responsibilities of all board committees can be dispersed to new members in the near future.
- Social Committee – Karen Carvenough
 - 128 People attended the Fall Kick-off Luncheon.
 - The Winter Social is scheduled for December 6th at Riverside. The theme is "There's Holiday Magic in the Air". Mary Eisenreich's Christmas Carolers are the featured entertainment.

10. New Business

- Barb Beaver, Judy L'Empereur and Gloria Gaie have been appointed by Nancy McGrew to serve on a Nominations Committee. Ron Niesing made a motion to approve their appointment; Jan Rickert 2nd: Motion carried
- Fred Delie reported that the computer taken out of the LLI office for use at the Mauthe Center has failed. UWGB Technology Department has a used computer available for purchase for \$150. Tom Chase made a motion to proceed with the purchase; Dan Malcore 2nd: Motion carried.
- The possibility of creating a committee to address the manual workload in the LLI office involving registrations, add/drops, waitlists and fees was discussed. Tom, Nancy, Susan and Jason already discuss these topics in their Touch Base monthly meetings.

11. Old Business

- Travel Committee
 - A subcommittee is working on details for a 6 to 7 day trip to Ireland, which will take place in September, 2018.
- Venue Committee
 - Nancy has asked John Arneth (Finance Committee representative, Wes Carvenough (Board representative) and Gary Dallman (Curriculum Committee representative) to serve on a Venue Committee. They are charged with getting contracts signed.
 - It was suggested the Venue Committee keep a chart of pertinent venue facts, such as: location, capacity, contract price, terms of contract, size of room, carpet or tile, water/sink availability, audio speakers/systems available, whiteboard/chalkboard on site, date restrictions, hours of availability, computer/projection screen availability, etc.
 - It was further suggested that future contracts include a clause stating that a 3 month notice is required before any change in rental fees.

Next Meeting: November 28, 2017 8:00 am Room CL 125

Sue Sorenson made motion to adjourn; Jan Rickert 2nd: Motion carried

Meeting adjourned 9:35 am

Minutes submitted by Jim Huss, Secretary