

UNIVERSITY of WISCONSIN
GREEN BAY
Lifelong Learning Institute

Board of Directors Meeting

November 28, 2017

8:00 AM – CL 125

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

Excused: Nancy McGrew (President)

Guest: Fred Delie

AGENDA MINUTES

1. Call to Order – Vice President Tom Chase at 8:00 am
2. Changes to Agenda – No changes
3. Approval of October 23, 2017 BOD Minutes
 - Dan Malcore made motion to accept; Sherry Moon 2nd: Motion carried
4. Treasurer's Report/Finance Committee – Ron Niesing
 - 10/31/17 cash balance is \$171,757.93
 - LLI now has access to the University accounting reports. The current report shows an LLI balance of \$136,611, which seems to indicate parking fees have been deducted.
 - The Endowment Fund has been merged with the Annual Fund and can be utilized to cover expenditures approved by the Board.
 - Sherry Moon made a motion to follow the Finance Committee's recommendation of deducting \$255 from the Annual Fund to cover the recent purchase of a cart and computer for the Mauthe Center; Dan Malcore 2nd: Motion carried
 - The -\$2,797.80 listed in the "It's Happening" account is actually a profit, but registers as a negative amount in the expense column.
 - Fox Valley Travel agreed to pay an up front expense of \$600 that is put at risk for backing the Ireland trip, but won't do so in the future. The Trip Committee recommends setting aside a portion of any profits to cover advance risk payments required for future trips.
5. Advisor's Report – Jason Mathwig
 - Jason will set up a meeting with the parking office. Our present parking fees are based on total membership instead of actual use of the lots. For example: During the Fall Semester, 55 classes were held on campus, an additional 51 at the Mauthe and 85 were held offsite.

- UWGB is in the process of taking over the two year programs that exist at Sheboygan, Manitowoc and Marinette. Definite plans do not exist, but there's always the possibility of a future LLI program starting at one or all of these sites.

6. Office Manager's Report – Susan Pike

- Spring class registrations and Holiday Social registrations are coming in. Online registrations are encouraged. Mailed registrations and checks have to be manually entered into the office computer, which is very time consuming. Currently, however, husbands and wives who use the same computer to register, are experiencing problems. The I.T. Department is working on developing a simple set of instructions that will instruct spouses how to clear the cache on their home computers.
- When time permits, the LLI website is being updated with current reports.
- The office has been approached by members concerned about scholarships. Scholarships covering half of the current registration fee are being offered under the present board policy. Frank Moon made a motion that the Finance Committee review the policy for LLI scholarships and then make a recommendation to the board on what action to take; Dan Malcore 2nd: Motion carried.

7. Vice President's Report – Tom Chase

- A review of Coordinator Reports to date reveals that a great amount of resources is being used regarding waitlists. Coordinators and office personnel spend a lot of time placing calls and updating waitlists, but still end up with multiple empty seats in many classes.
- Sherry Moon made a motion that the 2018 Fall Confirmation Letter will state which classes are confirmed and which classes are closed and anyone wishing to attend a closed class will be advised to contact the class coordinator if they wish to be put on a waitlist; Dan Malcore 2nd: Motion carried.

8. President's Report – Nancy McGrew

- Excused – No report

9. Committee Reports:

- Communications – Sherry Moon
 - Because of requirements placed on vendors and civic groups last year, participation in Arti Graz is under question and will be reviewed in March.
 - The deadline for the next newsletter is March 9th. Celebrating Our Volunteers will be the central theme. Committee chairs are asked to submit a picture of their members and briefly describe all they've done this year.
- Curriculum – Frank Moon
 - Curriculum Committee members worked very hard in contacting presenters for 190 Spring Semester classes.
 - The Curriculum Committee is experiencing a controversy on whether the fees being charged for certain classes are appropriate, yet these same classes are deemed very beneficial to members.

- The Trip Committee reports that 39 of the 43 Ireland trip openings were filled within 10 days. There will be a survey in the future to determine interest in new destinations and possibly setting up a trip during both semesters in future years.
- Volunteer Development – Jan Rickert
 - Jan is dividing the Volunteer Committee into subgroups with leaders to lessen the load on an eventual new chairperson.
 - A volunteer recognition event is being planned for next spring. All presenters, coordinators, office volunteers, etc. will be invited. Lists are being compiled at this point so the proper venue size can be booked.
- Social Committee – Karen Carvenough
 - Everything is set for the Winter Social at the Riverside on December 6th. 198 reservations have been received.
 - Other committees are reminded that receipts must be submitted to the university within 90 days of the item's purchase. Discussion centered on the difficulty this will cause with presenters who purchase items on sale for use in a class that might be months away.

10. New Business:

- Mauthe Center
 - A very productive meeting was held with Hung Nyguyan recently. Hung is the director of the Mauthe Center.
 - Upcoming renovations to the Mauthe will include: lighting, a lower stage with a handicap accessible ramp and upgraded audio/visual equipment, which will be controlled from the former storage room.
 - Course coordinators are urged to participate in training on the proper use of Mauthe A/V equipment.
 - Fred Delie will develop an article of pertinent information about the Mauthe Center that will be published in the newsletter for the LLI membership.
- Venue Committee Duties
 - The Venue Committee was originally established to lessen the workload of the office and to lessen the duties of the Curriculum Chair.
 - Clarified duties of the Venue Committee include: approach and talk to prospective venue sites; collect data which will aid the curriculum committee in matching venues with appropriate classes; offering interested venues a general contract and returning the signed contracts to the university for an approval and final signature. The approved contracts are then returned to the venue.

Next Meeting: January 22, 2018 8:00 am Room CL 125

Meeting adjourned 10:16 am

Minutes submitted by Jim Huss, Secretary