

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

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**Board of Directors Meeting**  
**Date: Monday, January 22, 2018**  
**8:00 AM – CL 125**

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, Sherry Moon, Karen Carvenough, Dan Malcore, Sue Sorenson, Wes Carvenough

**Agenda Minutes**

1. Call to Order – President Nancy McGrew at 8:00 am
2. Changes to Agenda
  - Addition of data gathering and usage to new business
  - Addition of change to supplemental registration to new business
3. Approval of November 28, 2017 BOD Minutes
  - Wes Carvenough made motion to accept; Jan Rickert 2<sup>nd</sup>: Motion carried
4. Treasurer's Report/Finance Committee – Ron Niesing
  - Membership dues continue to come in, along with \$402 in donations added to the Annual Fund and \$65 added to the Scholarship Fund.
  - Committees are reminded to work on budgets which need to be approved by the Board in April for presentation at the Annual Meeting in May.
  - LLI currently supports the Cofrin Library by annually donating \$175 for magazine subscriptions. Discussion questioned how frequently students use non-digital media. Frank Moon made a motion to honor LLI's commitment for next year and then donate to the Division of Continuing Education and Community Engagement instead.
  - LLI currently budgets \$300 annually for scholarships, with recipients receiving half the cost of an annual membership. An upcoming newsletter article will explain the process of donating to the scholarship fund, which will hopefully assist in meeting the rising number of requests.
  - The Finance Committee will post an article in an upcoming newsletter reminding instructors that receipts for class expenses must be submitted within 90 days of their class and reimbursements for supplies are based on the number of people registered.
  - Ron Niesing made motion to accept the Treasurer's Report; Sherry Moon 2<sup>nd</sup>: Motion carried.

5. Advisor's Report – Jason Mathwig

- Jason will be attending an online conference with the Wisconsin Association of Lifelong Learning to compare notes and share ideas.
- LLI parking fees are in the process of being negotiated and seem to be headed in a positive direction.
- Jason was thanked for working on room assignments during Mauthe construction.

6. Office Manager's Report – Susan Pike

- There are 1024 registrants for the Spring Semester, up from 973 a year ago. An unverified check of names indicates 46 registrants are new members.
- Fees continue to be labor intensive for office personnel. Susan has emailed a payment link to members still owing fees and office volunteers have made phone calls as a reminder.
- Alycia will graduate in the spring. LLI will have a table at the UWGB Job Fair on February 5<sup>th</sup> with the hope of attracting interested students. Alycia is willing to work during a turnover period into the summer.

7. Vice President's Report – Tom Chase

- Tom has been gathering data and shared a 2017 Fall Semester statistics chart with the Board. A prolonged discussion centered on whether LLI should continue to gather data and how that data is pertinent to various committees. Data will be gathered for a few more semesters. At that time, conclusions will be drawn on which areas of data gathering are most useful.
- A new simplified pink Coordinator Report Form was shared for future use. Discussion included simplifying the current blue Survey Form as well, or possibly having participants submit online reviews, which could then be viewed by anyone registering for the same class, (much like checking an online review of a restaurant).

8. President's Report – Nancy McGrew

- Tom Chase was thanked for leading the BOD meeting in November and for his diligent work of data gathering.

9. Committee Reports:

- Communications – Sherry Moon
  - LLI will not be participating in Arti Gras this year.
  - The LLI website currently contains outdated material and information that is hard to find. When time permits, Susan has been gradually updating information.
  - Dutch Treat Breakfasts are going well.
  - This year's LLI Sampler has been scheduled for July 25<sup>th</sup> at the Neville.
- Curriculum – Frank Moon
  - The curriculum committee is currently working on new and repeat classes.

- Volunteer Development – Jan Rickert
  - Media training was conducted in December for the Neville, Rose Hall and the Mauthe. A second training might be offered at the Mauthe after construction is finished. Irina is available for Mauthe AV assistance until May.
- Social Committee – Karen Carvenough
  - The Winter Social had 227 attendees and was a success. LLI members were fortunate to once again have a performance by Mary Eisenreich and the LLI choir. A contract has been signed with Riverside for 2018.
  - The 2018 Fall Kickoff has been moved from the 3<sup>rd</sup> Wednesday of September to the 4<sup>th</sup> week of September because of a religious holiday conflict.
  - The 2018 Spring Fling is scheduled for May 2<sup>nd</sup> and a theme is being developed. Currently, a contact/leader person is needed for the Gallery of Creativity.

#### 10. New Business:

- Mauthe Center
  - Mauthe Center construction is scheduled to be completed on February 1<sup>st</sup>.
  - Nancy, Tom, Fred, Sue and Jason will meet with Hung Nyguyen (Mauthe Director) on February 21<sup>st</sup>.
- Venue Committee
  - New venues will not be added at this time. Committee members (John Arneth, Gary Dallman and Wes Carvenough) are in the process of contacting current venues to update contracts and document set-up procedures, maximum capacity, etc. Jason is negotiating contracts with the Neville and Art Garage.
- Policy and Procedures
  - Dan, Sue, Nancy and Tom are working on updates for Policy and Procedures pertaining to the duties of each committee. Chairs of committees are asked to look at their area of the Policy and Procedures and then contact Nancy with any updates or changes.
- Motion on Supplemental Registration
  - Because members are now allowed to sign up for 30 classes on their initial registration and because members are now free to contact coordinators with requests to be added to a class in the event of cancellations, Sue Sorenson moved: Beginning with the Fall Semester 2018 there be no further Supplemental Registration periods; Wes Carvenough 2<sup>nd</sup>: Motion carried.

Next Meeting: February 26, 2018 8:00-9:30am Room CL125

Meeting adjourned 9:52 am

*Minutes submitted by Jim Huss, Secretary*