

UNIVERSITY of WISCONSIN
GREEN BAY
Lifelong Learning Institute

Board of Directors Meeting
Date: Monday, March 26, 2018
8:00 AM – CL 125

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

Excused: Dan Malcore

Guests: Fred Delie, Rick Nuetzel

Agenda Minutes

1. Call to Order – President Nancy McGrew at 8:00 am
2. Changes to Agenda – None
3. Approval of February 26, 2018 BOD Minutes
 - Sue Sorenson made motion to accept; Wes Carvenough 2nd: Motion carried
4. Treasurer’s Report/Finance Committee – Ron Niesing & Rick Nuetzel
 - Next year’s proposed budget is being prepared for presentation at the April BOD meeting and final approval at the annual meeting in May.
 - LLI financial summaries are within \$700 of the official numbers listed on the University’s WISDM accounting system. The Finance Committee is optimistic that the discrepancy can be narrowed or eliminated.
 - Refunding fees for numerous cancelled classes has been an extra workload for the LLI office. Hopefully, this was a one-time occurrence and will be monitored in the future.
 - Sue Sorenson made motion to accept report; Janice Rickert 2nd: Motion carried
5. Advisor’s Report – Jason Mathwig – No report
6. Office Manager’s Report – Susan Pike
 - There are 3 student applicants for the LLI office position. An interview with a promising junior is scheduled for later this week.
 - The Spring Election Ballot link will be sent this week. The Nominating Committee meets today to stuff envelopes for members without email.
 - Venues and presenters are currently being scheduled for the Fall Semester Catalogue.

- The office continues to dedicate much time contacting class participants to inform them of venue and class changes.
 - The volunteer appreciation in May will definitely recognize the dedicated work of Alycia.
7. Interim Vice President's Report – Wes Carvenough
- Wes attended his first Touch Base Meeting with Jason Mathwig, Susan Pike and Nancy McGrew to prepare items and an agenda for today's BOD meeting.
8. President's Report – Nancy McGrew
- Policy and Procedures meeting is scheduled for later this week.
9. Committee Reports:
- Communications – Sherry Moon
 - The Spring Newsletter was just sent out. Deadline for the next newsletter is June 22nd.
 - This year's Introduction to Lifelong Learning is scheduled for July 25th at the Neville.
 - A Gallery of Creativity brochure will be sent with invitations to the Spring Fling urging participants to display items created in this year's classes.
 - Curriculum – Frank Moon
 - 110 classes have been submitted and processed thus far for the Fall Semester.
 - To simplify the job of committee chair, Frank has been using Microsoft Calendar to book venues. It is user friendly, color coded and could easily be set up with an online link to grant access to authorized people, so Curriculum Committee members would immediately know if a venue is open when scheduling their presenters.
 - Volunteer Development – Jan Rickert
 - 91 class proposals have been received from the LLI office. 81 of those already have coordinators assigned.
 - The VDC Committee is working on the Volunteer Appreciation event scheduled for May.
 - Social Committee – Karen Carvenough
 - Spring Fling invitations are going out this week. This year's theme is Blooms and Butterflies. Reservations remain at \$15 per plate and need to be in by April 25th. Entertainment will once again be the Ashwaubenon Encore Choir. Plans for the Gallery of Creativity are all in place.
10. New Business:
- May Meeting Date
 - Because the 4th Monday of the month falls on Memorial Day, members agreed to reschedule the May BOD meeting to Tuesday, 29th.

11. Old Business:

- Mauthe Center
 - Renovations continue past the original March 15th deadline, but the Mauthe has been very accommodating to LLI classes.
 - The Mauthe has requested LLI to submit a rental range for the use of its facilities. Sherry Moon made a motion to propose a range of \$15-\$25 per hour; Jan Rickert 2nd. After discussion, Sherry amended the motion to \$15 per hour for use of the Fireside Room and \$15-\$25 for use of the Main Room; Rick Nuetzel 2nd: Motion carried.

- Venue Committee
 - John Arneth, Gary Dallman and Wes Carvenough are making progress on venue contracts. Questions arose concerning the liability of set up and take down in Ashwaubenon.
 - Wes has created a form with condensed information about every venue, such as tables available, room size, type of floor, hours of operation, etc.
 - In the future, cost per person might be considered when selecting venues. Multi session classes involving small numbers of participants might be more cost efficient in Rose Hall.

- Other
 - Fred Delie submitted a list of unused electronic equipment taking up space in the LLI office. A digital picture frame, portable PA system and boom box will be retained. Fred made a motion to turn outdated electronics over to the UWGB Tech Department; Rick Neutzel 2nd: Motion carried.
 - Two unfortunate scheduling conflicts have appeared between LLI classes and the 2018 Spring Fling Annual Meeting. Recruiting/Presenters are reminded to avoid dates listed on the Course Proposal Form.
 - The Curriculum Committee has no incoming chair after Frank Moon steps down in July. Discussion included the creation of a paid intern position or passing partial responsibility to the LLI office. Options will be discussed further at the next BOD meeting.

Next Meeting: April 23, 2018 8:00-9:30 am Room CL125

Sue Sorenson moved to adjourn: Janice Rickert 2nd: Motion carried

Meeting adjourned 9:45am

Minutes submitted by Jim Huss/Secretary