

UNIVERSITY of WISCONSIN
GREEN BAY
Lifelong Learning Institute

Board of Directors Meeting

Date: April 26, 2021

10:00 AM – On-line via Blackboard Collaborate

Members present: Fred Delie (President), Bob Srenaski (Vice-President), Kathy Nielsen (Treasurer), Kay Pascoe (Secretary), Gary Hanna (Technology), Dean Cherry, (Technology), Karen Carvenough (Social), Bill Zoelle (Communications), Julia Wallace (At-Large), Ron Ross (At-Large), Mary Braband (Curriculum), Susan Pike (Office Manager), Jason Mathwig (Advisor), Weston Carvenough (Past President)

1. Call to Order – President Fred Delie at 10:00 am.
2. Changes to Agenda
 - There were no changes.
3. Approval of Meeting Minutes
 - Motion by Kathy Nielsen, second Gary Hanna to approve the minutes of the regular Board Meeting of March 22, 2021. Motion carried.
4. Treasurer's report – Kathy Nielsen
 - Balance as of March 31, 2021 was \$76,904.15. Receipts totaled \$250.00 and expenses were \$10,733.38. Motion by Wes Carvenough, second by Dean Cherry to accept the Treasurer's report. Motion carried. Kathy noted that if there are no unforeseen expenses, we should end the year with approximately \$50,000 to carryover.
 - Kathy then took the Board line by line through a rather austere recommended 2021-2022 budget. Anticipated expenses totaled \$163,982.00. Anticipated income assuming a \$50,000 carryover and 700 member registrations at \$140 per membership is \$148,000, leaving a shortfall of \$15,982. Considerable discussion followed Kathy's presentation, focusing mainly on the recommended \$15.00 annual increase (\$7.50/semester) in registration fees. Motion by Kathy Nielsen, seconded by Julia Wallace to accept the recommended 2021-2022 budget with registrations fees set at \$140 per semester. Motion carried 9-2.
5. Advisor's report – Jason Mathwig
 - Jason commended Kathy and the Finance Committee for their hard work and recognized the difficulties in putting together this budget.
6. Office Manager's Report – Susan Pike

- Susan noted that she is working with all three Curriculum Committees. There is still another month to recruit courses so that process is continuing. Sue will be out of the office for two days this week.
7. Vice President's Report – Bob Srenaski
- Bob announced that he is resigning his position as Vice-President. He will remain a member of LLI and will remain a presenter. He noted that he has enjoyed his association with this Board. Fred noted that Bob's resignation is accepted with regret as Bob has been a dynamic member of this Board and thanked him for efforts on behalf of LLI.
8. President's Report – Fred Delie
- Defer to Old/New Business
9. Committee Reports
- Communications Committee – Kay Pascoe for Bill Zoelle
 - Susan informed the committee that LLI has been invited to participate in the Packer Titledown District Summer Programming and we will provide programs in cribbage and knitting. We hope to expand our participation in subsequent years.
 - LLI has also been invited to provide a program for the Alumni Association virtual series of classes on June 17th. Ken Braben has agreed to present his class on kayaking the Grand Canyon with blind veterans.
 - This is the 30th anniversary of LLI and it has been suggested that we honor the charter members at the Fall Kick-Off.
 - We are proceeding with plans for the Intro to LLI at the Neville. Promotion for the Intro program is included in the University's marketing plan and the program will be presented on all four campuses.
 - Our trifold is in the process of being updated to reflect on-line and in-person classes and to cover activity on all four campuses.
 - It has been suggested that we pursue an annual Town Meeting with the University Chancellor so that we remain updated on the University's plans.
 - Curriculum – Mary Braband
 - 129 classes are set for fall – 75 in-person in Green Bay, 19 on-line live in Green Bay, 10 pre-recorded, and 5 outdoors in Green Bay. In Manitowoc and Sheboygan, there are 8 in-person classes, 7 on-line live and 2 outdoor and we are working on in-person in Marinette. There are still a number of classes pending.
 - There are 12 committee members in Green Bay and approximately 30 recruiters for all four campuses. Committees are working collectively to cover all four campuses as on-line classes are available on all campuses.
 - Technology Committee – Dean Cherry/Gary Hanna

- The committee is testing the concept of live-streaming with the equipment on hand. This seems to be a very viable concept and they will be testing it further.
- Social – Karen Carvenough
 - No report at this time.

10. Old Business

- Kathy noted the MOA and Appendix were sent to Board members this morning. This document is still being reviewed by the University. It was suggested that this document be discussed at the May Board Meeting.
- Gary has reformatted and “cleaned up” the Policy and Procedures Manual and has sent that document to the LLI office for review. CE&CE is currently reviewing this document. It will also be sent to Board members to review. Kathy suggested that each committee review their section.
- Jason has shared the Board’s interest in maintaining a registration lottery with USI, the software provider. He has not yet received a reply from them. Fred suggested that Jason encourage USI to set a deadline for their reply.
- Bill Zoelle has agreed to represent the Board at UWGB marketing and travel meetings but is not aware of any meetings that have been held. He suggested that the Communications Committee be responsible for providing representatives to these committees. This would provide a credible reason to maintain this committee as most duties have been assumed by UWGB Marketing. Sue will be the contact between LLI and UWGB.
- Wes reported that he and two past members of the LLI Travel Committee met with University travel coordinators. A general discussion was held about opportunities for travel in the near future. A survey will be sent to members for our suggestions. In the future, Sue will coordinate these meetings so that an appointed Board representative is included.
- Bob reported that he has contacted senior assisted living and nursing home facilities in the area in regard to providing programming for them. He found there was no significant market as most facilities provide their own programming. The Growth Task Force was also tasked with looking forward with an eye to increasing our membership and planning future growth. To that end, Ben Cruz-Uribe prepared a Short-Term Goals and Action Plan for Fall 2021 and Spring 2022. That plan was presented to this Board. Bob noted that the use of technology is providing LLI with a tremendous opportunity for growth, where the marginal cost of providing on-line classes is almost nil. In order to move forward, it is incumbent for LLI and the University to come together to make sure there is unanimity of purpose between LLI and the University, specifically as to what the mission of a Growth Task Force should be, the direction growth should take and what activities the University will support. Bob feels, therefore, that the Growth Task Force has discharged its mission and has no plans to continue meeting. Fred noted that the Board appreciates the work of Bob and the Task Force and agreed that the Task Force should be disbanded at this time.

11. New Business

- It was the consensus of the Board that a virtual annual meeting should be held to cover the budget, curriculum and membership status. The meeting will be held in either May or June and

a format should be available to request questions/input from members, possibly prior to the meeting.

- Wes noted that the ballot for the last election did not contain the names of returning Board members that ran unopposed and there was no provision for write-in candidates. Wes agreed to work with Fred to prepare a draft check list for future elections that enumerates each step in the election process.
- Fred noted that the Mauthe Center is currently undergoing technology upgrades and felt that our Technology Committee should be aware of what is happening there. The upgrades have resulted in an increase in venue fees from \$30 to \$50 for the use of the Mauthe Center. Bob has the names of several contacts at the Mauthe who are involved in the upgrades but Jason cautioned that all contacts with the Mauthe should be handled through Sue or Jason.

There was no additional business.

Motion to adjourn by Karen Carvenough, second by Dean Cherry. Meeting adjourned at 12:10.

Next meeting: **10:00 am**, Monday, May 24, 2021 On-line

Minutes submitted by Kay Pascoe/Secretary