

UNIVERSITY of WISCONSIN
GREEN BAY
Lifelong Learning Institute

Board of Directors Meeting

Date: February 22, 2021

10:00 AM – On-line via Blackboard Collaborate

Members present: Fred Delie (President), Kathy Nielsen (Treasurer), Kay Pascoe (Secretary), Gary Hanna (Technology), Dean Cherry, (Technology), Bill Zoelle (Publicity & Promotions), Julia Wallace (At-Large), Ron Ross (At-Large), Vicki DeMain, (At-Large), Susan Pike (Office Manager), Jason Mathwig (Advisor), Weston Carvenough (Past President)

Excused: Mary Braband, Bob Srenaski

Guests: Karen Carvenough

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 Julia Wallace, second by Kathy Nielsen to approve the minutes of the regular Board Meeting of January 25, 2021. Motion carried.
4. Treasurer's report – Kathy Nielsen
 - Balance as of January 31, 2021 was \$95,381.14. Receipts totaled of \$325.00 and expenses were \$9,605.17. This included USI software maintenance fees. Motion by Kay Pascoe, second by Gary Hanna to accept the Treasurer's report. Motion carried.
5. Advisor's report – Jason Mathwig
 - No report
6. Office Manager's Report – Susan Pike
 - Classes are going very well and 20 classes are ready to go for Fall 2021. It is not expected that classes in Rose Hall will be live streamed. Computers in Rose Hall classrooms will be programmed to automatically record classes and the recording will then be transferred to our private YouTube channel. This process will take about one week.
 - The LLI office has been moved to the lower level of the Coffrin Library, near the Garden Café. Our office is now a part of the Continuing Education and Community Engagement Division. Susan shared video pictures of the new office space.

- The bulletin board has been moved and is in the hallway outside of the office. The hallway is very busy so this should bring more visibility to our organization.

7. Vice President's Report – Bob Srenaski

- No report.

8. President's Report – Fred Delie

- At the Touch Base meeting, it was discussed that the Board should initiate a once per semester meeting between LLI and the CE&CE marketing department and the travel department in order to give us more input into these areas. It is hoped that a meeting with each group can be scheduled for this spring. Bill Zoelle, chairman of the Publicity and Promotions Committee, agreed to participate in these meetings. Jason has meetings set up with both travel and marketing for this coming week.

9. Committee Reports

- Publicity and Promotions Committee – Bill Zoelle
 - No report
- Curriculum – Susan Pike
 - Recruiting has started for Fall 2021. We will be offering in-person classes if the presenter is agreeable. Social distancing and face masks will be required. Initial contracts have been sent to the venues.
 - Susan is meeting today with the Manitowoc/Sheyboygan Curriculum Committee and new recruiters that have been brought on board.
 - We have a new member this semester from Menominee, MI. Susan has talked to her about expanding LLI into the Menominee/Marinette area. That member belongs to an organization that is looking to expand educational opportunities for its retired members and may be able function as a built-in curriculum committee. It is anticipated that there will be a few class offerings in that area for Fall 2021 we will go “full steam ahead” for Spring 2022.
 - Susan has just received the marketing plan from Tori and it includes newspaper advertising in that area.
- Technology Committee – Dean Cherry/Gary Hanna
 - No report but Susan noted that she procured two computer carts that were being discarded by the University. They may need some refurbishing but are available for use.
- Social – Karen Carvenough
 - Karen recommends that Spring Fling be cancelled for this spring but she would like to contact the Tundra Lodge and reschedule for May 4, 2022. The Board concurred.

- Will we be ready for a Fall Kick-Off in September? The venue will be the Stadium View. Karen will check on their safety protocols and it is felt that this may be doable pending University guidelines. Hopefully, we will be able to make a decision by June.
- Karen has had a year off as Social Chairman and is willing to serve another term if no one steps up.

10. Old Business

- Kathy and Vicki have gone through the MOA and the Appendix and rewritten these documents to include liability and a reference to LLI Day Trips and overseas travel. The documents have been sent to Jason who will be discussing these documents with Joy this coming Friday. Hopefully, these documents will be ready for Board review by next month.
- Kathy has received the Policies and Procedures manual but it was missing updates requested by the Finance Committee and the entire section on Technology. Kathy inserted the missing pieces but noted that perhaps the Curriculum and Technology Committees may want to insert some references to virtual learning. Gary agreed that Technology would like to review the document and Kathy will send a copy of the current by-laws to both committees to review.
- Dean noted that the LLI Growth Task Force has not met but Bob did send out a paper “LLI - Where Do We Go From Here”, which raised a lot of issues which need to be discussed. Dean noted that Bob put a great deal of work into the research. It was noted that the Senior Living Committee is a part of the Growth Exploration Committee. The members are Bob, Dean, Julia and Kay. One of the issues that needs to be addressed before we can go forward is what kind of role the University expects us to play and what kind of support they will give us. It was also suggested that a member of the Curriculum Committee be included. It was also noted that we need to see what happens when we resume in-person classes and that growth needs to be managed in light of our resources. Susan will meet with the Promotions and Publicity Committee to discuss the marketing plan provided by the University. Kay is a member of both committees so will serve as a liaison between committees. It was also suggested the Ben Cruz-Uribe be invited to meet with the Growth Task Force as he had done considerable research on the topic.

11. New Business

- Susan noted that contracts for venues are going out as normal. These venues already have the public coming onto their premises. Capacity may be an issue at some venues. A new venue that we will be using is the Ledgeview Community Center.
- Kathy noted that we need to start the budget procedure for next year and information will be going out to committee chairman. Normal procedure is to have a budget ready by the end of April.

There was no additional business.

Motion to adjourn by Wes Carvenough, second by Kathy Nielsen. Meeting adjourned at 11:08.

Next meeting: **10:00 am**, Monday, 22, 2021 On-line

Minutes submitted by Kay Pascoe/Secretary