

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

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**Board of Directors Meeting**

**Date: November 28, 2022**

**8:00 AM – STEM Center Board Room 131 and Zoom**

Members present STEM Center: Julia Wallace (President ), Kay Pascoe (Secretary), Mary Cook (Publicity and Promotions), Sue Johnson (At-Large), Heidi Jahnke (Office Manager)

Members present Zoom: Norm Schroeder (V. President), Kris Lewins (Treasurer), Gary Hanna (Technology), Dean Cherry (Technology), Steve Lenz (Curriculum), Liz Kohler (Curriculum), Theresa Charapata (At-Large), Fred Delie (Past President), Teri Zuege-Halverson (Advisor)

Members excused: Karen Carvenough (Social), Jeanne Rausch (Curriculum Man/Sh),

Members not present: Sandy Ewald

Guests: Wes Carvenough, Sue Sorenson

The meeting was called to order by President Julia Wallace at 8:00 am.

1. Changes to Agenda
  - There were none.
2. Approval of Meeting Minutes
  - Motion by Gary Hanna, second by Mary Cook to approve the minutes of the regular Board Meeting of October 24, 2022. Motion carried.
3. Treasurer's Report/Finance Committee – Kris Lewins
  - October revenues totaled \$3,173.00, most of which is registrations for the Nutcracker trip.
  - October expenses totaled \$9,340.10 most of which is standard administration expenses. The food service bill for the Fall Kick-Off has just been submitted and will be reflected in the November expenses.
  - Most of the accounting adjustments have been made but we are still out of balance with the WISER report.
4. Advisor's report – Teri Zuege-Halverson
  - Teri met with Julia and Heidi. An electronic Christmas Card will go out to all members and former members.
  - A suggestion had been made to collaborate with the Botanical Garden to publicize events for both organizations. Teri discussed this with the Legal Dept. and was told that we will need a signed Mutually Beneficial Agreement for sharing any electronic information, such as on our

website or in the Newsletter. An agreement is not necessary for sharing hard copies, such as brochures.

- Teri has met with Lamers on LLI only bus trips. Our options are to set aside a designated number of seats on Lamer scheduled trips or to schedule an LLI custom trip, which would need at least 40 registrations to be a go. LLI only trips would also require a non-refundable down payment. Lamers does send a guide with all trips. There was considerable discussion and the Board felt that working with Lamers on scheduled trips might be a good way to promote LLI. Teri encouraged members to check out the Lamers website: <https://tours.golamers.com/>. This will also be a Newsletter item and hopefully will generate some feedback.
- It is expected that a contract for a new software program that will work for all program areas will be signed in January. Data transfer should then take place this spring and the new contract will be operational at the beginning of the next fiscal year. Costs will be available in time for budget approval in May. It is anticipated that other funds will be available for data transfer.

#### 5. Office Manager's Report – Heidi Jahnke

- Spring Registration will be next Monday, Dec. 5<sup>th</sup> beginning at 8:00 am to accommodate 10:00 classes. The catalog is now available on-line and Heidi demonstrated accessing the PDF.
- Heidi was able to procure 10 more seats for the Nutcracker trip.
- The office will be closed between Christmas and New Year's. Heidi and staff will be checking e-mails during the first week in January and the office will be open beginning Jan. 9<sup>th</sup>.
- Staffing does not allow for manning the office on Friday mornings but e-mails will continue to be checked during that time. A notice of the need for more volunteers will go into the next Newsletter.

#### 6. Vice President's Report – Norm Schroeder

- No report.

#### 7. President's Report – Julia Wallace

- The December 26<sup>th</sup> Board meeting is cancelled and January, February and March meetings will be Zoom only.
- There are some adjustments to the by-laws that are needed to accommodate our nominating procedure. A slate of candidates is needed by January 31<sup>st</sup>, according to the by-laws but a nominating committee has not yet been appointed. After some discussion, a motion was made by Norm, seconded by Mary **to appoint the past president as chair of the nominating committee** and to make this a part of the by-laws. Motion carried. Fred abstained.
- The election results will be announced at the Spring Fling. It was noted that social events (Fall Kick-Off, Christmas Social and Spring Fling/Annual meeting) are always scheduled for the first Wednesday of September, December and May and that no classes are scheduled for those days.
- An annual member profile was discussed. Steve noted that the class evaluations are extremely valuable in gauging members interests and that he gets e-mails with suggestions for classes.
- The partnership with the Botanical Garden was further discussed. After some discussion, the consensus of the Board was that such partnerships with other non-profits and civic organizations could be pursued. There seemed to be no objection to having a signed agreement.

- Julia noted that Policies and Procedures needed to be updated with the signatures of the current president and UWGB personnel.

## 8. Committee Reports

- Publicity and Promotions Committee –Mary Cook
  - The next Newsletter will go out the first week of January.
  - We are working with Heidi to promote Member Mondays on Facebook and will begin by featuring our member presenters, hopefully in January.
  - Our primary focus right now is sending postcards to businesses and school districts to promote LLI gift certificates for retirees. Gift certificates currently come in 3 denominations, but we recommend that a gift certificate in the amount of one semester be made available. The business would pay the going rate for a semester but the certificates would not have to be reprinted when the rate changed. The committee feels that if we can get a new member for one semester, they will continue to be part of LLI. This led to considerable discussion. It was also suggested that the certificate have an expiration date, possibly two years. The Finance Committee will discuss this. The use of coupons for sample classes was also discussed.
  - We will be working with a local business to again offer polo shirts. By working with a local business, members will have the opportunity to select the style and color that they prefer, and our logo will be added. Orders will be done on-line. More information will be provided as soon as possible. We are hoping to have this available by spring. We feel that this is a strong marketing tool for LLI.
- Curriculum: Steve Lenz
  - 207 classes are set for Spring 2023, approximately one-quarter of which are offered on our partner campuses. Steve recommends e-mailing information on an interesting class to a friend inviting them to check out our catalog.
  - Steve noted that we are doing more tours each semester and suggested contacting these businesses about gift certificates for their retirees.
  - Liz noted that 40 classes are offered on the partner campuses. She also requested that we look at local businesses in other cities for polo shirts.
- Technology Committee – Dean Cherry/Gary Hanna
  - Gary and Dean will meet with Patti after the first of the year to discuss updated training for coordinators. Heidi noted that help is always available from the office or from the IT department.
- Social – Heidi for Karen Carvenough
  - We have 100+ registrations for the Holiday Social.

## 9. Old Business

- There was none.

10. New Business

- The new software update was already discussed.

There being no additional business, the meeting adjourned at 9:45 am.

Next meeting: **8:00 am**, Monday, January 23, 2023, by Zoom.

Minutes submitted by Kay Pascoe, Secretary.