

UNIVERSITY of WISCONSIN
GREEN BAY
Lifelong Learning Institute

Board of Directors Meeting

Date: October 24, 2022

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

Members present STEM Center: Norm Schroeder (V. President), Kris Lewins (Treasurer), Dean Cherry (Technology), Karen Carvenough (Social), Mary Cook (Publicity and Promotions), Heidi Jahnke (Office Manager), Fred Delie (Past President)

Members present Zoom: Kay Pascoe (Secretary), Teri Zuege-Halverson (Advisor), Gary Hanna (Technology), Steve Lenz (Curriculum), Jeanne Rausch (Curriculum Man/Sh), Theresa Charapata (At-Large), Sue Johnson (At-Large)

Members excused: Julia Wallace, Liz Kohler

Members not present: Sandy Ewald

Guests: Wes Carvenough, Sue Sorenson

The meeting was called to order by Vice-President Norm Schroeder at 8:00 am.

1. Changes to Agenda
 - Add: review procedure to notify members if there is a classroom/venue change.
2. Approval of Meeting Minutes
 - Motion by Mary Cook, second by Gary Hanna to approve the minutes of the regular Board Meeting of September 26, 2022. Motion carried.
3. Treasurer's Report/Finance Committee – Kris Lewins
 - September revenues totaled \$5,655.00, which is mostly the balance of registrations. Registrations currently total 570, a slight increase from last year. The Budget was based on 650 total memberships.
 - September expenses totaled (\$12,926.45) which reflects the accounting adjustments made by UWGB for Jason's expenses. The cash balance for September is \$121,230.58. This does not yet balance with WISER. The two accounts will be reconciled.
 - There is no change to the UWGB Foundation account. The balance is still \$16,299.07, of which \$264.76 is dedicated to scholarships.
 - The Finance Committee discussed having office hours on Friday, possibly morning only. This will be discussed under New Business.
 - The Committee also discussed the timing of the billing for the new software program. Per Teri, we are aiming for spring for the switchover. USI is paid for this year and the cost for the new software most likely will occur at year-end. Teri hopes to have a timeline relatively soon.

4. Advisor's report – Teri Zuege-Halverson

- Teri has worked with the Financial Office to make the necessary accounting adjustments.
- Teri has been working with Lamer's on LLI only bus trips. She is still in discussion with them and has provided a list of possible trip options.
- The Paine Art Center trip is scheduled for Sunday, December 4th. There is a limit of 30 people. There was a short discussion regarding the inclusion of guests on LLI trips. This is one way of building our membership. Some bus trips would not have been filled without guests.
- Teri has brochures and materials for the other campuses in her office. She will be leaving for another meeting at 9:00.

5. Office Manager's Report – Heidi Jahnke

- The date for Spring Registration will be Dec. 5th. It was agreed that registration will begin at 8:00 am to accommodate 10:00 classes. It is anticipated that the catalog will be available before Thanksgiving. Most people will not have to pay so this should expedite the registration process.
- The December Board Meeting is scheduled for Dec. 26th. Board members will discuss at the Nov. meeting whether to cancel or reschedule.
- Alisha Birder of Birder Productions has offered to provide LLI members the opportunity to see a dress rehearsal of a production for a discounted rate of \$10 each. In exchange, there would be an advertisement for LLI in the playbill. The Board was very much in favor of this and appreciated the offer. It was felt that this would be a great marketing opportunity.
- There was a discussion of name tags and how to get members to wear them. It was felt that we should promote the wearing of name tags by encouraging coordinators to remind members. Members ask for name tags but do not wear them. Nametags do encourage social interaction. It is possible that some people would prefer clips rather than the string. Some clips are available in the office. Reminders could be put in the catalog and in the Newsletter. It may also be possible for coordinators to provide single-use sticky name tags as a reminder.
- There will be coffee and cupcakes after the show at the Paine. Heidi is working with the Roxie for a family style lunch in Oshkosh prior to the show.

6. Vice President's Report – Norm Schroeder

- No report.

7. President's Report – Julia Wallace

- No report.

8. Committee Reports

- Publicity and Promotions Committee –Mary Cook
 - The next Newsletter will go out the first week of January.
 - The Committee would like to promote Member Mondays on Facebook and would like to begin by featuring our presenters. We will need to revise the form to do this. Heidi is now working with a new company for this feature.

- We are marketing to local businesses by sending out large postcards recommending LLI memberships as retirement gifts.
 - We would like to get more local TV and radio coverage and will be contacting local stations.
 - We would like to offer polo shirts again. Shirts are an advertisement for LLI and we would like to provide a broader selection. We will be working with the University on this project.
 - Per Heidi, a student is interested in doing a story on LLI that could appear in the campus newspaper. Heidi will be working with her on this.
 - Mary and Jean will discuss marketing to retiring teachers. Postcards will need to be sent in early spring prior to retirements.
- Curriculum: Steve Lenz
 - 211 classes are set for Spring 2023.
 - Heidi and Steve will be co-chairs of the Curriculum Committee for 2023-2024. Sue Pike will remain on the committee but has chosen not to continue as a chair.
 - The Committee will not meet in November or December.
 - Jean noted that the roster sometime comes out too late to send out reminders accurately. Ashley and Courtney are working on this in the office.
 - Waivers are needed for certain classes, such as cooking. Hopefully, the new system will integrate waivers into the registration process.
 - Gary noted that some presenters talk too fast or with a strong accent and this needs to be addressed. Steve noted that the Committee will look at evaluations to see if this is a common problem and will also encourage the use of microphones.
 - Fred noted that members from Green Bay are traveling to other campuses.
 - More class pictures are being posted to Facebook and this is an excellent way to promote LLI.
- Technology Committee – Dean Cherry/Gary Hanna
 - Some coordinators are having some anxiety with running the equipment in Rose Hall. Gary and Dean are looking into this. We may need to update the instructions and include troubleshooting instructions. Coordinators may need refresher training periodically. Coordinators and presenters should be encouraged to arrive at least 30 minutes early to resolve issues and/or call the IT Office. All issues should be documented and referred to the Technology Committee.
- Social – Karen Carvenough
 - 58 members attended the Fall Kick-Off.
 - Karen did not renew the contract with Stadium View and is looking at The Rite Place and The Village Grill as future venues.
 - The Winter Social will be held Dec. 7th at the Riverside Ballroom. Last day to register will be November 30th.

9. Old Business

- Bus travel with Lamers was discussed under the Advisor's Report.

10. New Business

- The issue of Friday office coverage was discussed. After some discussion, it was decided that Heidi and/or volunteers will check the in-box on Friday mornings, possibly from home. This does not need to be publicized. There are only 6 volunteers and there are very few Friday classes. The staff will make a good faith effort to address the issue.
- The mix-up in a class venue seems to have been a fluke that should not recur.

There being no additional business, the meeting adjourned at 9:40 am.

Next meeting: **8:00 am**, Monday, November 28, 2022, Conference Room, STEM Building and Zoom.

Minutes submitted by Kay Pascoe, Secretary.