

Minutes: October 13, 2010, Meeting of the CVEC Board and Staff

Northfield Senior Center, Room 106

Members not present: David Halsor; Jim McDonnell; Jerry Mohrig

Call to Order

Board Chair Jane McWilliams called the meeting to order at 3:48 p.m. Following a brief welcome by the Chair, she called for changes to the published agenda.

Approval of Agenda

Hearing no proposed changes, Board Chair Jane McWilliams called for approval of the agenda. Motion to approve: Judy Cederberg Second: Susan Roosenraad. Call for the Question: Unanimous approval.

Approval of the September 19, 2010, Minutes

Motion to approve: Chuck Carlin Second: Shirlee Madow No emendations. Call for the Question: Unanimous approval.

Topic: Discussion on meeting minutes--future handling and distribution

Traditionally meeting minutes were distributed to Board and Staff prior to the monthly meeting. At that meeting the minutes were subject to change and voted upon for approval. The membership-at-large did not have ready access to these minutes. At our September 19, 2010, meeting it was suggested that CVEC Board and Staff meeting minutes be posted on line, thereby making them available to all CVEC members. The manner in how this was to occur was the focus of this brief discussion. The resulting posting process is as follows: 1) the secretary will send a draft of the minutes to all Board and Staff members shortly after the monthly meeting; 2) Board and Staff members are to review the draft and, if emendations are seen as needed, submit them to the secretary in a "timely manner;" 3) a second set of minutes reflecting emendations will then be sent prior to the monthly meeting to Board and Staff for their final examination; 4) the minutes--having received formal approval at the monthly meeting--will then be posted on the CVEC web site.

Directors Reports

***Curriculum:* In Jim McDonnell's absence, Executive Director Ed Lufkin offered the following report:**

- 1. Courses for the Elder Collegium's winter segment are now "finalized."**
- 2. Susie Nakasian's course on William James will not be offered this winter.**

3. The subject matter of the courses offered for winter reflects better subject matter "balance."

4. Apologies are extended to those instructors who offered spring courses and have not yet received their course evaluations.

5. Most titles for spring course offerings are set. Furthermore, now with an increasing number of instructors indicating their desire to teach, seemingly our "cup is overflowing."

Finance: Judy Cederberg and Barbara Jenkins Copies of the CVEC FUND BALANCES (October 13, 2010) and the Proposed 2011 CVEC Budget (10-13-2010) had been distributed electronically prior to the meeting. As usual, additional copies were available. Finance Director Barbara Jenkins directed attention to the FUND BALANCES and noted: 1) the sharp decrease in the checking account balance from the previous month is the result of "...everyone being paid--government; faculty; directors."; 2) with the rise in the Dow Jones industrial average, our Schwab One account has increased in value \$1809. since September 10th; 3) apart from these, "...not a whole lot to say." CVEC Treasurer, Judy Cederberg confirmed Barb's numbers and called the Board's attention to the proposed budget for 2011. On behalf of the finance committee, Judy presented a proposal for a balanced 2011 CVEC Budget. Anticipated expenses total \$37,247 (\$22,525 for instruction, \$9,862 for administration and \$4,860 for publicity). Anticipated income totals \$37,247 (\$26,000 from tuition, \$10. from interest, and \$11,237 from gifts and grants).

Topics flowing out of the financial reports:

Board member Carroll Flaten asked whether or not the CVEC pays mileage to instructors who commute to teach. At this time the CVEC does not pay mileage to course instructors, although a guest speaker can receive an honorarium (the amount is limited and is determined by the Curriculum Director). The Board Chair indicated that this topic would become an agenda item in the near future.

The Board Chair then asked if Board members needed until the November meeting to vote on the proposed budget. Sensing that additional time was not needed, the chair called for a motion to approve. Motion to Approve: Lynne Peterson Second: Carroll Flaten Call for the Question: Unanimous approval.

The issue of our annual fund-raising then surfaced. Traditionally a fund-raising "pitch" was made by the Board Chair during the fall meeting of the entire CVEC. This was then followed up by a chair-generated letter to the membership eliciting their financial support. With no fall meeting and the Give MN initiative slated for November 16th, the following decisions were made: 1) as usual a written fund-raising letter will be sent to the entire membership before the November 16th initiative; 2) in addition, those members with e-mail addresses on file with the CVEC will be encouraged (via an e-mail message) to consider giving through Give MN.

Operations: With Operations Director David Halsor absent, the Executive Director offered this update from David:

1. All registration information is "in hand" and ready for the newsletter (scheduled for mailing at the end of October).
2. Winter registration begins November 15th.
3. A spreadsheet has been created identifying classroom locations used by the CVEC, the seating limitations of each location, and the equipment available at each classroom site.

Publicity: Ed Lufkin The fall newsletter, largely given over to course descriptions and registration material, will also contain an article written by Kathy Mellstrom. As did our previous Executive Director, Ed expressed hope that the USPS would be prompt in its delivering of the newsletter.

Board Meeting Dates

Led by the Chair, the consensus was to stay with our traditional meeting time-- the third Wednesday of the month. Consequently, the CVEC Board and Staff will meet November 17th and December 15th. 2011 monthly meeting dates will remain the third Wednesday, January through May.

SWOT Results

ReJean Schulte, the CVEC Board member who served as facilitator for this assessing/planning process, began her review and the proposed next steps by remarking that she came away from September's retreat at Carleton "energized." She continued by briefly reviewing the procedural steps the Board and Staff took that evening exploring the Strengths, Weaknesses, Opportunities, and Threats of/for/to the Elder Collegium. Joined by Lynne Pederson, Ed Lufkin, and Jane McWilliams, ReJean met and "teased out" common ideas, concerns, etc. Two documents emerged from their efforts: the first in which all of the ideas and concerns were listed; the second entitled *SWOT Summary--final session, "Making Meaning."* Note: Both sets of documents were made available electronically to Board and Staff prior to the October meeting. The recommendation of this group is that the following three small task forces be appointed: 1) Courses and Instruction; 2) Marketing; 3) Organization. Short as well as long-term planning would then grow out of the subsequent recommendations offered to the Board by these three task forces, each of which having met separately to explore the ideas, concerns, etc., which were generated during the September retreat. ReJean then returned the floor to the Chair.

Chair Jane McWilliams thanked ReJean before underscoring two important things: the first is that what grew out of September's meeting not "...sit on the shelf..." but serve to strengthen the CVEC; the second is that she hoped each Board member would volunteer to serve on one of the task forces. The Chair then passed around a sign-up sheet on which Board and Staff members could indicate individual

task force preferences. Furthermore, it was collectively agreed upon that task force membership be identified and confirmed at November's monthly meeting. Preliminary reports from each task force will be heard at the January, 2011, meeting.

Other Business

No additional business was brought before the Board.

Adjourn

The Chair declared the meeting adjourned at 5:00 p.m.

Respectfully submitted,

Jon Rondestvedt, Secretary