

C. **Publicity--Ed.** In our January Board meeting, Ed had detailed the Publicity Committee's intent to improve the CVEC's website by replacing HTML with Word Press (see fuller description in our January minutes). Ed noted that this process was not yet complete but proceeding nicely. When asked when this system switch would be complete, he responded soon but that they had not yet "pulled the trigger" on the old. When asked further if late spring might be a reasonable date, he responded affirmatively.

D. **Finance--Judy and Barb.** A one page handout was distributed to each Board member detailing the financial health of the CVEC. One side described the CVEC FUND BALANCES while the other offered the CVEC Operational Report for the Fall Term. Barb noted in the operational report that the comparison of 2009 to the same period of 2008 found them remarkably similar in terms of total income, instructional expenses and total expenses. And, while there were increases in expenditures under Administration there were corresponding decreases under Publicity. The net result of income minus expenses for 2009 shows the CVEC \$1400 "in the black." Barb then addressed the fund balances on the other side of the handout. As expected, the Schwab One Account for the period 1/31/08 through 1/31/09 showed a decrease of (\$12,972) or (-35%). Even so, when factoring in the checking account balance, the savings account balance, and the two C.D.s, CVEC remains financially healthy.

*emailed
2/18/09
see
attached
sheet*

Motion for Acceptance: George **Second:** Ed **Discussion:** None **Call for the Question:** Unanimous approval.

E. **Policy.** Jon distributed a two page handout prepared by Carroll Flaten, James McDonnell, and Jon Rondestvedt to each of the Board members present. The handout grew from an overall review of the policies and by-laws governing the CVEC. At the outset Jon underscored that there would be no formal action taken at this meeting on any of the recommended changes outlined on the handout. Rather these recommendations were for Board members to review against the existing policies and by-laws and, when addressed formally at future CVEC monthly Board meetings, possible changes can be discussed fully and enacted when necessary. Jon then read through the recommendations.

During the read through, several comments were made by Board members. Under **ARTICLE 3 – AFFILIATES** Bill Carlson commented on the question what does being named "Affiliate" involve? He noted that the current two affiliates representing the Senior Center and the Northfield Retirement Community were seated as part of the original group founding the CVEC. Then under **ARTICLE 4 – STUDENTS** Dave Halsor averred that a student seeking a course registration refund ought to be able to discern whether or not a class was satisfactory after the first class session. When Jon read **ARTICLE 7 – BOARD**, subsections **7.8 and 7.8a**, he noted that the required election of a nominating committee did not take place during the 2008 Annual Spring Meeting of the CVEC nor had a Chair of that committee from the Board been appointed. Carroll Flaten subsequently offered an alternative time table for these two actions to occur to that which was laid out in the handout. Joan Kark volunteered to Chair

Minutes: CVEC Board of Directors' Meeting

Wednesday, February 18, 2009

3:45 p.m., Northfield Senior Center, Room 106

Board Attendees: Judy Cederberg, Carroll Flaten, Joan Kark, Ed Lufkin, Charles Carlin, Lois Burgoyne, Lowell Johnson, Jon Rondestvedt

Executive Staff Attendees: Bill Carlson, Barbara Jenkins, David Halsor

Absent: Shirlee Madow, Jim McDonnell, Lynne Pederson, Myron Solid

1. **Call to Order.** The meeting was called to order at 3:45 sharp by Board Chair, Jon Rondestvedt.
2. **Approval of Minutes for for January 14, 2009.** Motion for approval: Carroll. Second: George. **Emendations:** None. **Question called:** Unanimous approval.
3. **CVEC Calendar--2009.** The calendar was read aloud by Board Chair as a reminder of upcoming meetings, etc.
4. **Board Updates.**

A. **Registration--David.** David indicated that registration was "quiet" thus far, in part due to the fact that the CVEC mailing had not yet reached most of the membership in the Northfield-Faribault area. Even so, he had 33 registrations already not counting the dozen or so he had picked up as he came into the Senior Center prior to the meeting. He went on to say that evaluations for the winter session courses were now out as were instructor information letters for the CVEC's Spring 2009 course offerings.

Joan wondered, given the fact that our mailings are often delayed by the post office, whether or not we ought use additional means to ensure our membership has the requisite information in a timely manner. As examples she cited posters, radio and cable announcements, the Northfield newspaper. Bill added that he had prior to the meeting met with the Northfield Postmistress on this very issue once more. Apparently the postal service both here and St. Paul enjoys the discretionary power not to expedite mail not sent first class.

B. **Curriculum--Bill.** Bill reported that the Curriculum Committee had met in his home earlier in the afternoon regarding 2009-2010 course offerings. The committee's target is for the CVEC to offer--given the increase in participant numbers for 2008-2009--12-13 courses in each of the three sessions. He went on to say that the fall session course offerings for 2009 appeared complete or nearly so, with both winter and spring session course offerings moving ever closer to the targeted 12-13 courses.

the committee and elicit two committee members from the CVEC membership at large. With ARTICLE 9 – ADMINISTRATION came the recommendation that Dave Halsor's title under restructuring process be formally changed to "Operations Director." Bill Carlson accepted the charge to formalize a motion to that effect. This motion will be part of the agenda for the March meeting.

5. Planning for the annual spring meeting—Joan. Joan gave an update on planning for the CVEC Spring Meeting to be held May 3, 2009. Joan had met at some length with Planning Chair Alene Fink at St. John's. Joan indicated that this was fortuitous in that both of them had an opportunity not only to look over the facility but also to meet with the new kitchen committee. Joan continued by reminding Board members that their help was needed as was the need for a more ~~fulsome~~ ^{vigorous} publicity effort (e.g., visiting spring session courses in late April to remind members of this meeting). Ed volunteered to serve as photographer for this spring meeting. Joan will continue to update planning as part of the agenda for March and April.

6. Executive Director's Comments—Bill. Bill indicated that again this year the CVEC and the Northfield Senior Center will sponsor the annual trip to the *Great Rivers Shakespeare Festival* in Winona. The trip is currently scheduled for July 15, 2009. He then revealed that Professor Hartley Clark will be the guest speaker at our Annual Spring Meeting. Finally, Bill announced the 2009-2010 calendar for the CVEC was being prepared and would be included for review and adoption at our March meeting of the Board of Directors.

7. Board Chair's Comments—Jon. Jon first spoke on an article offered by the American Society on Aging that looked on how organizations might better serve senior learners when they find themselves unable to attend formal sessions in venues beyond their immediate living locations. Jon will try to secure this article for distribution to the Board. He then mentioned that Janet Jacobson, currently a spokesperson for ALLMN, asked that lifelong learning programs be active in lobbying our current legislature for funding support. Janet mentioned how one such program through its area legislator succeeded in garnering funding during the last legislative session for lifelong learning programs statewide. Jon closed by asking members not to forget to bring agendas and other sent materials to Board meetings.

8. Adjournment. Motion to Adjourn: Bill Second: Dave