

File

CVEC Board of Directors Meeting

Wednesday, January 14, 2009

3:45 pm, Northfield Senior Center, room 106

Minutes

Attendees: Judy Cederberg, Carroll Flatten, David Halsor, Joan Kark, Ed Lufkin, Shirlee Madow, Jim McDonnell, Lynne Pederson, Jon Rondestvedt
Staff: Bill Carlson, Barbara Jenkins
Absent: Charles Carlin, Myron Solid, Lois Burgoyne

Item 13 – McDonnell spelling of name in 9 and 13; add Attendance Joan Kark; change spelling Cederberg

Meeting opened at 3:48 by president Jon Rondestvedt

President requested a member to volunteer to be the Board Secretary. No one responded; Lynne Pederson was asked to take minutes and she agreed.

MOTION made by Bill Carlson to approve minutes as corrected, seconded by Shirley Madow. Motion passed by unanimous vote.

Updates

- A. Changes in Organizational Structure – Bill Carlson reported that Ed Lufkin is serving as the chair of the Publicity Committee. Bill will be working on curriculum locally as Myron is working from Arizona
- B. Winter courses – David Halsor submitted the Winter Registration report for Winter 2009 session; the total attendance is 189. Registrations have increased again for the quarter. Registration starts on February 16, 2009. A participant asked what the policy is regarding class cancellation due to weather. The decision is to not to set a policy.
- C. Curriculum – Bill Carlson reported that the committee met; instructors are being contacted for fall courses asking for course description and instructor bio; committee will meet again next month. Spring term schedule is set; a couple of instructors have dropped and have been replaced; the Spring schedule, including the changes, are on the web site.
- D. Publicity reported by Ed Lufkin
 - Publicity Committee has met twice since the last meeting. The newsletter is being written to include an article by Kathy Melstrom “Impact of Economy on seniors; articles by Bill Carlson; courses descriptions; newsletter will be mailed by the end of the month
 - The website currently used is HTML set-up with help from Keith Anderson. Committee is looking at Word Press – that has more advantages over HTML – easy to manage; predominate software; easy to update; features provide more ways to interact with the audience such as adding blogging to build communication; more convenient application of graphics and photos; RSS - real simple syndication – interacts with all other web sites especially in Northfield. Ed and Bill met with Griff Wigley to talk about a transfer to Work Press. To enlist his help, he will charge \$800 to transfer including plug-ins; Ed suggests the bare bones transfer that includes the advantages but will only cost \$150.00; as time

goes on additional changes can be made with Griff's coaching assistance. The transfer can take about a week.

MOTION made by Ed Lufkin that CVEC authorize hiring G. Wrigley, to be paid from the Program Development Fund at \$75.00 per hour, not to exceed \$500.00, to coach Ed in the transfer of the website to Word Press, seconded by Judy Cederberg. Motion passed by unanimous vote.

E. Finance – Judy Cederberg gave the End of the Year Operation Report. Tuition income increased over the budget. Total income is more than budgeted and expenses are less than budget. Income minus expenses totals a positive \$5407 for the 2008 fiscal year.

MOTION made by Carroll Flaten to approve the report, seconded by Shirley Madow. Motion passed by unanimous vote.

Barb Jenkins gave the CVEC Fund Balance report. The change in value since 12/31/07 decreased by \$12,958 or -33%. Total value of Accounts is \$71,845.

MOTION made by Jim McDonnell to accept the report, seconded by Shirley Madow.

Motion passed by unanimous vote.

F. Policy and Procedures tabled until next meeting

6. Planning for “Coffee, Cocoa, and Cookies”

A. Bill Carlson reported that the curriculum committee recommends that the “Coffee and Cookie, and Cocoa session, that is suggested to be held on March 1st, should not happen this year because there is not time to organize it before the winter session registration that starts Feb. 16.

Discussion – Members agree that the “Coffee, Cocoa, and Cookies” is a valid event to do, but that it should not be planned for this year.

7. Planning for Spring meeting

Bill Carlson reports that Alene Fink has agreed to lead the planning for the Spring meeting. Joan suggests that the Northfield Retirement Center is too small for the meeting. A suggestion was made to hold it at St. Johns Lutheran Church Hall. Jon will check for availability. Joan, Jon, and Shirley will meet with Alene to discuss the plan for the meeting. Meeting will be held at 2:00 on May 3, 2008.

8. Executive Director's Comments – Bill Carlson asks if the CVEC should sponsor the event to the Winona Shakespeare Festival again this year. Carol Flatten suggested that the discussion be tabled until next meeting so that Bill can present more details. She, also, suggests that the event should break even so that the CVEC does not provide funding to support the event. Discussion on the event will be placed on next month's agenda.

9. Board Chair's Comments – Jon Rondestvedt reported that his wife, Jay, offers her thank you to Board members for their efforts given towards the Holiday party. MOTION was made by Carroll Flaten that the Board thank Jay and Jon for hosting the party, seconded by Joan Kark. Motion passed by unanimous vote.

If Board members have suggestions for individuals as new instructors please contact Bill Carlson or Jon.

MOTION made by David Halsor to adjourn the meeting, seconded by Carroll Flatten.

Next meeting: February 18, 2009, @ 3:45, room 106, Northfield Senior Center