

MEETING: CVEC BOARD AND ITS DIRECTORS

Wednesday, March 17, 2010
3:45 p.m., Northfield Senior Center, Room 106

1. Call to Order/Changes to the Agenda
2. Approval of Minutes: February 17, 2010
3. CVEC Calendar--2010 (cont.)
 - A. Spring Session Begins: March 22nd
 - B. Spring Session Ends: May 14th
 - C. 13th Annual Membership Meeting: May 2nd
 - D. Next Board Meeting: April 14th
4. Board Updates
 - A. Registration--David
 - B. Curriculum--Jim
 - C. Publicity--Ed
 - D. Finance--Judy and Barb
 - E. Nominating (See Discussion/Motion Items: B)

5. Discussion/Motion Items

- A. Motion to appoint new Executive Director

Search Committee: Charles Carlin; Lowell Johnson; Susan Roosenraad

Its search now over, the Search Committee stands ready to submit to the Board for its consideration and appointment the following individual to serve as the CVEC's Executive Director beginning July 1, 2010: Ed Lufkin

Motion to be made by: Committee member Charles Carlin

B. Motion and Discussion Background: With Board approval and Ed's acceptance to assume the position of Executive Director, it will be necessary to replace Ed as a Board member. Since the Nominating Committee had secured a complete slate (as reported at our February Board meeting), it would appreciate the Board's formal approval to continue its work.

Motion: --to authorize the Nominating Committee to continue its work, thereby securing a complete slate of Board members for the May 2, 2010, Annual Membership

Meeting.

Discussion: In addition to his publicity work and role spearheading our website, Ed presently serves as Vice president of the Board. His move to Executive Director leaves that Board position vacant. If any of the returning Board members would be willing to assume the Vice presidency, the Nominating Committee would like to know of his/her willingness to do so today (March 17th) if possible. Knowing this will save the committee meeting time, phone calls, e-mails, etc.

C. Initial Discussion: Board Authorized Classes and Transportation

Background: Periodically, a course offering necessitates travel away from the assigned meeting site. Last year CVEC members visited several churches in the Metro area as part of their course on church organ music. CVEC members have also travelled to Red Wing to its Shakespeare Festival. Currently the CVEC does not have a written policy governing either transportation or its attendant costs. We need to begin the conversation.

Note from Executive Director: CVEC does have a blanket liability policy that provides insurance for CVEC activities. An even more important consideration would be the overall concern for the safety and well being of our members.

We know: If an individual drives him/herself to the away site, one's personal insurance serves as coverage.

We know: If an individual arrives on the site via commercial transportation (e.g. Northfield Bus Lines), then insurance coverage is through its carrier.

But we do not know: If one or more class individuals ride with another to a site as part of a class assignment, will the driver's carrier cover an accident? Or if, say, I offer my van to transport class members, will my carrier extend coverage? **A Personal Note:** As a teacher and also a coach, my school district made it clear that I was never to transport a student or students as its liability coverage did not extend either to me or to my vehicle. Oftentimes in midwinter (before the era of the cell phone), I sat with my car running to warm students while awaiting a parent. Often the wait was a l—o—n—g one.....

And then there are the costs: Those attending the Shakespeare Festival know as they sign up that travel costs are built into the overall fee. Should the CVEC have some written policy covering courses with possible travel costs? Do we defray some or none? Will students be notified (e.g. as with possible material costs) that travel costs are not included in their registration and what the expected costs might be? ETC.

D. Discussion. Board Member and Board Officer Job Descriptions.

Background: The CVEC Board authorized the Nominating Committee to formulate job descriptions for these positions. Their work was formally presented at our February 17, 2010 meeting and the Board's suggestions for improvement were noted and made. The final set of descriptions now needs to find a "home" somewhere in our framework of working documents. Clearly these fall outside the by-laws and are not policies. How then shall they be titled and added? Formal acceptance and placement will be an agenda item for April's Board meeting.

6. "Worker-bee" sign-ups for the May 2nd membership meeting: April 14th meeting

7. Executive Director's Comments—Bill

8. Board Chair's Comments. Thanks to Ed for chairing this meeting. I hope by class time today to arrive in Mt. Pleasant outside Charleston for a visit with friends. Thanks, too, to the Board's Search Committee for their work. Such work is rarely easy and almost always time-consuming. A standing ovation for your efforts and for your wise selection!

9. Adjourn

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- 1. The meeting was called to order by Vice President Ed Lufkin in the absence of Chair Jon Rondesvedt.**
- 2. The minutes of Feb. 17, 2010 were approved as read.**
- 3. The CVEC calendar items for 2010 were noted; the spring session begins on March 22, and ends on May 14; the 13th annual membership meeting is on May 2; and the next Board meeting is on Apr. 14.**
- 4. Board Updates: Registration (Halsor) for the spring term now stands at 173, and total registration for this academic year 2009-2010 now stands at a new record of 539. Publicity (Lufkin): Publicity has been regularly updated on our web site for the spring term and for the annual membership meeting on May 2. The report of the Finance Committee (see attached) was presented by Cedarberg and Jenkins and approved.**
- 5. The Search Committee (Carlin, Johnson, and Roosenraad) reported a successful conclusion of their work over the past two months, and it was moved by Johnson that Ed Lufkin be the next CVEC Executive Director, beginning July 1. In the discussion, the Finance Committee recommended that the start date be June 1, so as to follow our quarterly system. The motion carried unanimously.**
- 6. It was also moved and seconded that the Nominating Committee be authorized to find a replacement for Lufkin as Vice President and Chair of Publicity, which could be voted on at the May 2 annual meeting. This motion also carried unanimously.**
- 7. Preliminary discussion was held on developing a policy statement concerning CVEC costs and liabilities for CVEC-related**