

**Meeting: CVEC Board of Directors**

**Wednesday, October 14, 2009  
3:45 p.m., Northfield Senior Center, Room 106**

Present: Bill Carlson, Judy Cederberg, David Halsor, Barbara Jenkins, Lowell Johnson, Ed Lufkin, Shirlee Madow, , Jim McDonnell, Lynne Pederson, Jon Rondestvedt, Myron Solid, Joan Stoesz  
Absent: Carroll Flaten, Susan Roosenraad

**1. Call to Order/Changes to the Agenda**

The meeting was called to order by chair, Jon Rondestvedt. Two motions were added to the agenda.

New member Joan Stoesz was introduced. Joan represents the Northfield Retirement Community and replaces member, Lois Burgoyne.

**2. Approval of Minutes: September 16, 2009**

Motion was made by Bill seconded by Ed to approve the September meeting minutes with corrections. Motion was approved by unanimous vote.

**3. CVEC Calendar--2009**

- A. Fall Membership Meeting: October 18th, United Methodist Church
- B. Winter Registration Begins: December 16th
- C. Winter Classes Begin: January 4 to Feb. 26<sup>th</sup>, 2010

**4. Board Updates**

A. Registration—David reported that registrations are on course.

B. Curriculum—Myron reported that the curriculum planning is going well but there is still a need to recruit interested instructors.

C. Publicity—Ed reported that the newsletter has been mailed. Ed asked the question – typically we teach to people who can get to the classrooms – is there anything that we can do to provide classes to homebound people. Could record the class be videotaped and then provided to people in their homes. Members commented that it is a good idea. Other comments include: A library of the course material and content could be developed to be used by members that miss classes, etc. Are there known people that are interested? What is the cost to video a course and to provide the course live?

The committee is working on sending information through email and would like to increase the use of email to provide information, etc.

D. Finance-- Judy gave the fund balance report. The total value of all of the accounts as of October, 2009 is \$71,634. Motion to accept the report was made by Shirley, 2<sup>nd</sup> by Charles. Motion passed by unanimous vote.

Judy provided copies of the recommended budget by the Finance Committee. The increase in 2010 income budget is based on a higher number of students and courses. Expense increases are also based on costs associated with increased classes. A balance budget was presented.

Motion made by Myron, 2<sup>nd</sup> by Jim to accept the 2010 operating budget. Motion passed by unanimous vote.

E. Nominating (see recommendations below)

## 5. Discussion/Motion Items

A. Discussion: Fundraising—Ad hoc committee Shirlee, Charles, and Jon. Report was presented by Shirlee – it is important to let people know at the fall meeting that the organization needs more donations in order to balance the budget. Bill and Jon are willing to emphasize the Treasurers report at the meeting and emphasize that there is a \$9,000 shortfall. Bill commented on the committee's suggestion that there be donor tier levels – he strongly does not feel that this represents what CVEC is about. He would like the organization to continue to be known that it represents the community - that we make this work as a community offering and do not have the need or desire to honor people at different levels. There may be other ways to generate funds, if needed, other than relying on the annual fund drive. Other members commented that "gimic" type giving should not be used, but rather just simply ask members for money. Perhaps the annual fund letter can include an explanation of why additional money is needed so that people will have a true understanding of the need.

B. Discussion: Annual fall membership meeting  
Jon passed out the worker sign-up sheet for the meeting. The workers are asked to be at the church at 1:00. Bill reviewed the meeting agenda. The budget will be presented at the meeting making note of the shortfall. The class schedule for 2010 will be included on the back of the agenda.

C. Motion was made by Charles, seconded by Myron Bylaws 7.7 "Elected Board members serve three-year terms. Board members may stand for re-election, but they shall be limited to two consecutive three-year terms." Current members will continue as originally asked. Discussion included the Question - Is the term of three years is too long for recruiting new board members? Motion passed by unanimous vote.

D. Motion was made by Ed and second by Charles: Bylaws 7.7a "If a Board member vacates the Board before the completion of his/her term, the replacement—elected at the spring annual meeting—will serve the remainder of the vacated term." Motion passed by unanimous vote.

E: Motion made by David, second by Judy : "To facilitate continuity, one-third of the Board members are elected each year." Motion passed by unanimous vote.

F. Motion made by Bill and seconded by Shirlee to move that James McDonnell be appointed as Curriculum Director effective January 1, 2010. Jim's term is a new three year term. Motion passed by unanimous vote.

F. Discussion: the Nominating Committee submitted the following recommendations for discussion and possible motion items on November's agenda.

1) Change Article 7.8 to read: Three members of the Nominating Committee are elected at the annual meeting. This will be placed on the November agenda.

2) Change Article 7.8a to read: A Nominating Committee composed of one Board member and three from the general membership presents a slate of new Board members at the following annual meeting. This will be placed on the November agenda.

3) Recommend that Board membership be increased to 18 if staff members are to be considered voting board members...OR...that the Board size remain as it is but that staff members are no longer voting. Jon asked the question of how non-profits address staff and Board members. Lynne commented that in her experience, staff and Board members are separate and staff do not vote. If staff were not considered as voting Board members, 12 board members would be sufficient. This will be placed on the November agenda.

4) Based on the May 20, 2009, meeting....Recommendation that the current Executive Director complete his second three-year stint with the May annual meeting, 2010. Further recommend that a two-term limit be established for the Executive Director as well as for other staff/director positions.

Lynne asked the question about how staff positions can be hired on a term limit? Is the staff hired under a contract? Should there be a time limit? The question is about the term of staff not directly about the current director. This will be a discussion item on the November agenda.

6. Executive Director's Comments—Bill gave an update on that a grant application was written to and approved by the Minnesota Humanities Center. The opportunity will be formally announced at the fall meeting.

7. Closing Comments—Jon closed the meeting at 5:00.