

Cannon Valley Elder Collegium

Board Minutes, 9/5/2012

The Board of Directors of CVEC met at the Northfield Senior Center on September 5, 2012. A quorum being present, Board Vice Chair Jerry Mohrig called the meeting to order at 3:50 P.M.

1. An agenda having been circulated to the members of the Board prior to the meeting, Vice Chair Mohrig asked the Board to approve the agenda, with minor changes to the order of presentation. Upon motion duly made and seconded, the agenda was approved unanimously with such changes.
2. The next order of business was to welcome Dick Crouter to the Board. Dick was elected to the Board at the annual members' meeting, but he was overseas and thus had not attended the May Board meeting.
3. Vice Chair Mohrig next asked that the minutes of the May meeting of the Board be approved in the form posted to the CVEC website prior to the meeting. A motion to approve the Minutes in the form circulated was duly made, seconded and approved unanimously.
4. Executive Director Ed Lufkin's report was brief. He suggested that instead of a retreat, as in the past, each member of the Board should meet with a member of the staff (i.e. The Executive Director, the Operations Director, the Curriculum Director or the Director of Finance) one-on-one, to discuss the direction of CVEC and the Board member's interest and willingness to serve CVEC in some specific capacity. Ed suggested that it might be appropriate to create one or more new committees of the Board, such as, for instance, a committee to plan next summer's film festival.
5. Operations Director Dave Halsor circulated a report of "yearly class and student registrations by academic year" which, along with a graph showing annual registrations, demonstrated that CVEC continues to attract increasing numbers of students. He stated that the Fall 2012 enrollment stands at 172, down slightly from some recent years. Dave also stated that he has available a detailed class list for the current trimester. Dave said that he is scheduled for back surgery during September, but that while he's incapacitated, he has arranged to have his duties performed by others.

6. Curriculum Director Jim McDonnell reported that he has been working on the Winter 2013 classes, and already has a full schedule of confirmed classes. He circulated a list of the classes and instructors. His only concern is that there are not as many women instructors as he would prefer. The list of possible spring classes is long and growing. On the back of the circulated list of winter classes, Jim has prepared an informal description of the Curriculum Director's job, emphasizing the flow of work that takes place each academic year.
7. Rich Noer gave a brief report on finances. The reports circulated to the Board during the summer demonstrate that revenues and expenses for the 2011 – 2012 academic year were roughly equal, counting gifts received as revenues for this purpose. A "Fund Balances Report" circulated prior to the meeting shows that CVEC's investments grew substantially during the year. There was some discussion of the authority that has been granted to an outside financial advisor; this will be a matter for discussion at the next Finance Committee meeting.
8. Rich Noer and Jim McDonnell then discussed the summer film festival and the related CVEC-sponsored discussions. These events were a success by any measure. CVEC's expense will be \$650, all of which relates to license fees for the four films. Each of the instructors declined to take any payment from CVEC. Thirty nine people signed up for the discussions, creating \$975 of revenues and a profit of \$325. More importantly, Rich estimated that about 150 people on average attended the films, including many who are not CVEC members. There was some discussion about publicity, and it was agreed that this would be a subject for next summer's festival planners to tackle early. Summing up, Vice Chair Mohrig said that the sense of the meeting was that the festival was a "home run," and that all who had been involved – especially Rich and Eric Nelson – deserve the thanks of the Board. At the next meeting, the Board ought to discuss formation of a new committee to plan and implement next year's festival.
9. Bruce Roberts discussed "Idea Harvest." He said that he had a three-pronged purpose in suggesting Idea Harvest: to tell church congregations and other groups what CVEC does; to identify instructors for future CVEC courses; and to communicate about ideas for new courses. Bruce will schedule a second planning session with representatives of Bethel

Church, and has already scheduled the first Idea Harvest meeting for October 25th. Besides the general discussion that's planned, there will be two "mini-courses" to whet participants' appetites: one by Gerry Mohrig on the chemistry of chocolate and one by Myrna Johnson, about Broadway. At Bruce's request and upon motion duly made, seconded and unanimously approved, the Board authorized the donation of one free CVEC course as a door prize at the first Idea Harvest.

10. Vice Chair Mohrig suggested that an important item on the agenda for the October meeting would be planning for succession of three of the four staff positions. Other items for that agenda will be consideration of a draft budget and a proposed policy regarding reimbursement of out-of-town instructors' travel expenses.

11. Upon motion duly made and seconded and without discussion, the meeting was adjourned at 5:00 P.M.

Respectfully submitted

Michael H. Harper, Jr.
Secretary