

## **Cannon Valley Elder Collegium**

### **Board Minutes, 10/19/2011**

The Board of Directors of CVEC met at the Northfield Senior Center on October 19, 2011. A quorum being present, Board Chair ReJean Schulte called the meeting to order at 3:47 P.M.

1. An agenda having been circulated to the members of the Board prior to the meeting, Board Chair Schulte asked the Board to approve the agenda. Upon motion duly made and seconded, the agenda was approved unanimously and without discussion.
2. Board Chair Schulte next asked that the minutes of the September meeting of the Board be approved in the form circulated to the members of the Board prior to the meeting. A motion to approve was duly made and seconded. After a brief discussion, the dollar figure, "\$50," in item #9 was changed to "\$162." The minutes were approved unanimously in the form circulated, but with that change.
3. Board Chair Schulte reported that Jon Rondestvedt had asked to be relieved as Secretary of CVEC, and that Mike Harper had agreed to serve in that capacity commencing with the present meeting and thereafter until the next annual meeting of the membership. Upon motion duly made and seconded, the Board voted unanimously (i) to accept Jon Rondestvedt's resignation, (ii) to elect Mike Harper Secretary commencing with the present meeting and thereafter until the next annual meeting, and (iii) to thank Jon Rondestvedt for his services as Secretary.
4. The next order of business was to discuss and adopt the CVEC Records Management Policy, which had been circulated prior to the September Board meeting, revised following discussion at that meeting and circulated to the members of the Board again prior to the present meeting. Discussion centered upon the periods set for retention of Course Descriptions, Newsletters, Brochures and Newspaper Clippings. It was the consensus of the Board that the period of retention of these documents ought to be "forever;" with one wag suggesting that that's a long, long time. There was also a discussion of electronic records

retention, but no change to the circulated Records Retention Policy was agreed to in this connection. Upon motion duly made and seconded, the Records Management Policy was approved in the form circulated, but with the changes discussed. A true copy of the Records Management Policy in the form approved is attached to these minutes. The policy will be included in the official Policies of CVEC, currently being maintained by Dave Halsor.

5. Next, Eric Nelson proposed that the Board consider broadening its offerings by holding a film festival. There was a discussion of various aspects of the proposal, including cost, how to add value (“so as not to simply compete with Netflix”) and whether the Weitz Center might offer a good venue. Eric said that he would be pleased to work toward offering a film festival, and asked that one or more members of the Board agree to support his effort. Board Chair Schulte said that there seemed to be a consensus that the idea should be followed up, but that due to time constraints, the proposal would be tabled until the next Board meeting.
6. Executive Director Ed Lufkin reported that late Fall is traditionally the time for CVEC fund raising. He asked for volunteers from the Board to help him in composing a letter to the general membership. Board Chair Schulte asked that Board members consider helping and contact Ed directly.
7. Operations Director Dave Halsor reported that course evaluations are to be given out at classes following the present Board meeting. Generally, two weeks remained at the time of the present meeting for Fall courses to conclude; however, two courses have been extended due to scheduling requirements.
8. Dave Halsor then reported that the Policies had been reviewed since the September meeting of the Board, and that an effort is being made to assure that the Policies are in all respects consistent with, and not unnecessarily duplicative of, the By-laws. The Records Management Policy will be added to the Policies booklet prior to the next meeting. There was a brief discussion of the outside speaker policy, but no action was taken and members of the Board were asked to think about the policy and come to the next Board meeting prepared to discuss it.

9. Jim McDonald discussed the Winter term offerings. He reported that 10 courses are scheduled for certain and that another two, or possibly three, courses appear probable. Jim circulated a preliminary list of courses, with descriptions provided by the teachers. Jim asked the Board to consider whether there might be certain popular courses that would support two sections.
10. Rich Noer had circulated a budget for 2012 prior to the Board meeting, and now asked that the budget be adopted. Discussion centered upon “Guest Speaker” expense, with the consensus being that it should be increased from \$700 to \$1,000. Upon motion duly made and seconded, the 2012 budget was approved by unanimous vote, with an increase of \$300 to “Guest Speaker” expense and a corresponding increase to “Gift” income. A true copy of the 2012 Budget in the form approved is attached to these minutes.
11. Upon motion duly made and seconded, Diane Hagen was appointed to the Curriculum Committee by unanimous vote.
12. A written proposal titled “Idea Harvest: A Collegium Community Outreach” had been circulated to the members of the Board prior to the meeting. Bruce Roberts, author of the proposal, lead a discussion of the proposal. In general, it is proposed that a team of Collegium faculty members or other participants be formed to hold conversations with older adults at their churches or other organizations to discuss life-long and contemporary interests and experiences and to talk about how those interests might lead to possibilities for future development of Collegium classes and programs. Board Chair Schulte said that she sensed a consensus among members of the Board in favor of exploring this proposal and she asked that Board members think about the proposal so that it can be discussed in more detail at the next Board meeting; however, no action was taken at the present meeting.
13. Upon motion duly made and seconded and without discussion, the meeting was adjourned at 5:20 P.M.

Respectfully submitted

Michael H. Harper, Jr.  
Secretary