

Cannon Valley Elder Collegium

Board Minutes, 10/17/2012

The Board of Directors of CVEC met at the Northfield Senior Center on October 17, 2012. A quorum being present, Board Chair ReJean Schulte 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, Chair Schulte 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. Chair Schulte next asked that the minutes of the September meeting of the Board be approved in the form sent to the Board prior to the meeting. A motion to approve the Minutes in the form circulated, but with one non-substantive change, was duly made, seconded and approved unanimously.
3. Executive Director Ed Lufkin's report was brief. He suggested that each member of the Board should meet with either himself or ReJean Schulte, 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 circulated a "sign-up list" for directors to designate times when they would be available to meet.
4. Ed then said that he would like the Board to consider the expenditure of about \$2,000 for a new lectern to be located at the Nygaard Theater, Northfield Retirement Center. CVEC uses the Theater for classes, and the existing lectern is not adequate for instructors wishing to take advantage of audio visual materials. Since CVEC has never been asked to pay rent for use of the Theater, Ed did not suggest that the cost of the lectern be shared with NRC. Action on this proposal was postponed until the next Board meeting.
5. Operations Director Dave Halsor circulated a report of Fall, 2012 CVEC class registrations and a report titled "Yearly Class and Student Record by Academic Year."

6. Curriculum Director Jim McDonnell reported that there is a full schedule of confirmed classes for Winter, 2013. The list of possible spring classes is long and growing. Jim remarked that Ed Lufkin has been doing most of the work on winter room assignments and scheduling.
7. Rich Noer gave a brief report. Prior to the meeting, a draft budget had been circulated to the Board, and Rich asked for approval of the budget. After a motion was made and seconded to approve the budget, there was a discussion of the allowances for guest speakers and class materials. Jerry Mohrig suggested that each of these ought to be raised from \$800 to \$1,200. After it was pointed out that the budget is a guideline, not a binding document, and that the curriculum director and other responsible people have the flexibility to exceed budgeted allowances for good reason, the budget was passed in the form originally circulated, by unanimous vote of the Board.
8. Chair ReJean Schulte then clarified that the next meeting of the Board will be on November 14th.
9. Chair ReJean Schulte then initiated a discussion of the past summer's work in connection with a succession plan for three key staff positions. She started by summarizing. Last spring, three of the current CVEC staff – Ed Lufkin, Executive Director; Dave Halsor, Operations Director; and Jim McDonnell, Curriculum Director - notified the Board that they wished to resign their staff positions. As is typical of their commitment and support of the CVEC, these three individuals gave sufficient advance notice to search for individuals who have the skills and interests to take on these positions. Barb Jenkins agreed to continue in her role as Finance Director. So the Board's challenge was to prepare a plan of succession, identifying individuals with the skills and passion for lifelong education to replace the three resigning members of the staff. In preparation for this process, over the course of the summer ReJean invited some board members to join her as an ad hoc committee focused on three themes:
 - a. Gain a better understanding of the directors' roles and updating the job descriptions in our policies
 - b. Examine procedures and strategies used by current staff that may not be in the job descriptions

c. Explore how the Board might identify or recruit individuals for each of these positions

ReJean extended special thanks to those who joined her in this activity around vacation travel and family plans. Those who joined her in this process included Ed Lufkin, Mike Harper, Jerry Mohrig, Dick Crouter, Jim Holden, Lydia Moe, Dave Halsor and Jim McDonnell. Some progress was made regarding job descriptions, and reviewed and/or revised job descriptions were circulated to the Board as part of the materials for this meeting.

One outcome of this process was recognition that the organization will be served best by staggering the replacement of individuals in the three positions rather than new staff coming on all at once.

Finally, ReJean asked what is the next step for the CVEC Board? First, each Board member knows individuals who have frequently engaged in Collegium courses and have a passion for lifelong learning. The Board must create a list of these folks and consider how their skills and interests align with our staff roles. Second, it is critical that each Board member consider whether he or she should be a candidate for one of the positions. ReJean closed by saying that the Board needs to give highest priority to this process in the next months.

After ReJean finished her summary, the question of succession was open for discussion. Mike Harper suggested that the Board consider two changes: allowing staff members to be full-fledged members of the Board, and hiring a part-time assistant to perform some of the duties currently performed exclusively by the staff members, especially Dave Halsor. A lengthy discussion of the first suggestion followed, without reaching consensus. Jon Rondesvedt said that the first and most difficult task is to get a list of names of people with the desire and talent to fill the staff positions. Jon's remarks met with general agreement. Jim McDonnell suggested that the Board ought to form a task force to work on the succession issue, and after some discussion the following resolution was moved, seconded and approved by unanimous vote:

“Resolved, that Board Chair Schulte is authorized and directed to form a committee of the Board (of which she may, but need not, be a

member) to bring to the Board such recommendations as the committee may consider appropriate in connection with the replacement of the current Executive Director, Operations Director and Curriculum Director. Such recommendations may include, but need not be limited to, the order in which the present staff members should be replaced, changes to job descriptions and names of potential replacements.”

Upon motion duly made and seconded and without discussion, the meeting was adjourned at 5:12 P.M.

Respectfully submitted

Michael H. Harper, Jr.
Secretary