

*Distributed
at 5/13/99 Exec Meeting*

CVEC Board Meeting - April 8th, 1999

Attending this meeting at the Northfield Senior Citizen's Center were: Keith and Beverly Anderson, Bob Ballentine, Ruth Dahl, Alene Fink, Marion Hvistendahl, Jane McWilliams, Bettye and Ron Ronning, and William Woehrlin.

Call to Order & Secretary's Report

Bob Ballentine called the meeting to order. The minutes of the February 8 meeting were read and approved.

Treasurer's Report

Beverly Anderson presented the Treasurer's report (attached). A summary shows as of 4-05-99 Total Income \$26,883.84. Total Outflow \$13,795.86, for a balance of \$13,087.98. Scholarship aid is not included in this Treasurer's report. (In 1998 the Northfield Lions Club gave \$150 for scholarships, with the plan to renew their gift in 1999.) And the Spring Term 1999 honorarium are not reflected, nor is the soon to be incurred expense of the mailing of the CVEC Newsletter. About three mailings are sent out each year. (It was suggested that postage sufficient for the return of undeliverable mailings be used once a year to verify our mailing list.)

Executive Committee Report

Chair Ballentine reported from the Executive Committee meeting that Beverly Anderson is the person to notify when the need arises for cards, flowers, etc.

Old Business

Discussion was held on the CVEC Constitution, and By-laws. In response to the recommendations of the Senior Center Audit Report that a new paragraph be added to specify that (1.) no officer can approve his/her own request for payment, (2.) authorizations may be granted by three of five named officers, and (3.) receipts are required for all disbursements of twenty-five dollars or more. It was moved by Woehrlin, seconded by B. Ronning and the motion passed that this be added as paragraph 5.5.

Discussion was held on the recommendation of the Chair that the CVEC Director, and Associate Director be recognized annually for their services with an honorarium of \$1000. It was moved by Woehrlin, seconded by B. Anderson that this be added to paragraph 5.1.

Copies of the Constitution and By-laws will be distributed at the next meeting of the board.

New Business

It was announced by Ron Ronning that the date of the annual Membership Meeting will be June 3rd, 2:00PM at the Senior Center. Mayor Rossman and Bardwell Smith will speak.

Discussion was held on the proposal of the Associate Director that CVEC purchase a

Power Mac G3/300 computer and peripheral equipment to assist in course and financial record keeping. The requested equipment would cost \$2747. Most of these funds were included in a previous budget proposal for this year. It was moved by McWilliams and seconded by Woehrlin, and this expenditure as approved.

Ron Ronning listed the faculty and courses for next year and it was agreed that a letter of appreciation to this years faculty will be sent with the class questionnaires.

Treasurer's Report

Beverly Anderson presented the Treasurer's report (attached). A summary shows as of 4-05-99 Total income \$28,883.84 Total Outflow \$13,792.66 for a balance of \$13,087.98. Scholarship aid is not included in this Treasurer's report. In 1998 the Northfield Lions Club gave \$150 for scholarships, with the plan to renew their gift in 1999. And the Spring Term 1999 honorarium are not reflected, nor is the soon to be incurred expense of the mailing of the CVEC Newsletter. About three mailings are sent out each year. (It was suggested that postage sufficient for the return of undeliverable mailings be used once a year to verify our mailing list.)

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