

Cannon Valley Elder Collegium
Board Minutes, October 16, 2013

The Board of Directors of CVEC met at the Northfield Senior Center on October 16, 2013. A quorum being present, Board Chair ReJean Schulte called the meeting to order at 3:45 P.M.

1. ReJean asked the Board to approve the agenda that had been circulated to the members of the Board prior to the meeting. Upon motion duly made and seconded, the agenda was approved.
2. ReJean next asked that the minutes of the September 11, 2013 meeting of the Board be approved in the form circulated prior to the meeting. Mike Harper said that the first sentence of paragraph 5 of the Minutes circulated previously mischaracterized what Dale Sommers had said, and needed to be changed to reflect Dale's suggestion that all registration reports ought to be on an academic year basis. A motion to approve the Minutes in the form circulated but with the suggested change was duly made, seconded and approved unanimously.
3. Executive Director Rich Noer reported that information received about Barbara Evans' course on Frank Lloyd Wright suggested that the course was well received and appropriately priced. So this "flexible offering" was a success.
4. Rich reported that he had met with representatives of the four affiliate organizations. All thought their relationships with CVEC were going well. Many CVEC enrollments have come from elder housing, e.g. in the past four years 104 from Village on the Cannon, 87 from Kildahl, 84 from the Retirement Center and 33 from 3 Links and Millstream Commons.
5. Finally, Rich said that this fall, for the first time, instructors who will be teaching in the winter will have the option of giving extended course descriptions, in addition to the necessarily abbreviated descriptions in the CVEC Newsletter. Rich and Dale Sommers are looking for a "streamlined" way to provide Newsletter readers access to the extended descriptions on the web, and hope to have this accomplished by the time the next Newsletter is published.

6. Operations Director Dale Sommers discussed the fall registration report. The report includes the usual statistical information, but several items of interest have been added. Among other things, the report shows that 23 new students registered this fall and eight full scholarships as well as a number of partial scholarships have been granted. There was a brief discussion of the scholarship policy, but no changes were suggested.
7. Dale is considering whether it will be feasible in the future to have course evaluations communicated by email. The present process is “inelegant,” costly and occasionally difficult to coordinate. A discussion followed, during which Board members suggested, among other things, that this might be a good time to reexamine the form itself and its content, that emails are easier to read than handwritten forms, and that email would allow more rapid turnaround, benefitting instructors. After considerable discussion, the Board suggested that Dale pursue this idea, using Bruce Roberts’ fall course (all of whose students have access to internet) as a beta test.
8. Curriculum Director Ed Langerak had circulated information to the Board about the courses to be offered for the winter trimester. It was agreed that the courses promise a good turnout. Ed suggested that it might be a good idea to offer two or three free talks by CVEC instructors, each talk to be about the subject matter of the course offered in the coming term by the instructor. The hope is that this would excite interest among prospective students and generally serve as good publicity for CVEC. There was an extended discussion of Ed’s proposal, especially concerning where the talks might be given, how long each should be, and whether to offer them all in a single day or perhaps one per day over a few days’ time. The best time to offer the talks would be between the date of the Newsletter announcing the next term’s course offerings and the first date of registration. Ed’s suggestion was received favorably by the Board, and he was authorized to set up talks before the winter term registration; the format will be in Ed’s and the instructors’ discretion.
9. Bruce Roberts noted that the suggested talks by CVEC instructors would “work hand – in – glove” with Idea Harvest. He had recently

been asked by a group at Millstream Commons to give a talk about the subject matter of his course, and the talk played “to a packed house.”

10. At the September Board meeting, Barb Jenkins had briefly discussed the proposed budget for the next calendar year. At that time, action on the proposed budget was postponed until this October meeting. A budget intended for final review and approval was circulated to the Board prior to this October meeting. After a brief discussion of small changes in total expenses and projected income, and upon motion duly made, seconded and unanimously approved, the budget was approved in the form circulated. A true copy of the approved budget is attached to these Minutes
11. ReJean Schulte said that CVEC needs to consider how technology can be acquired and used to enhance the experience of instructors and students. She proposed the formation of two committees of the Board, one to consider classroom technology generally and the other to consider technology to aid people with limited hearing. After discussion, ReJean appointed Dale Sommers, Jerry Mohrig and Mike Harper to the first committee, which she will chair. Barb Jenkins, Ed Lufkin and Rich Noer will form the committee to study issues around limited hearing.
12. Gary Wicks raised the issue of possible liability in case students are somehow injured in connection with their participation in CVEC activities. His concern arose when a student fell heavily during the bus tour to Mason City, Iowa, hosted by Barbara Evans and CVEC. This issue was last discussed some three years ago, at which time the insurance maintained by CVEC appeared adequate. However, it was agreed that the matter ought to be reexamined, and the coverage of the insurance policy should be discussed with CVEC’s insurance agent. Barb Jenkins and Rich Noer will check on the insurance.

Upon motion duly made and seconded and without discussion, the meeting was adjourned at 5:07 P.M.

Respectfully submitted

Michael H. Harper, Jr.
Secretary

**2014 Budget
(adopted 10/16/13)**

	2011	2012	2013				2014
			Actual	Actual	Budget	Actual	
				1/1-8/6	8/6-12/31	1/1-12/31	Budget
INCOME							
Tuition	28,550	30,475	29,000	10,375	19,000	29,375	29,000
Gifts	8,930	6,442	8,886	3,756	4,000	7,756	9,478
Other	129	1	60	0	0	0	0
Total Income	37,609	36,918	37,946	14,131	23,000	37,131	38,478
EXPENSES							
Instruction							
Professors	18,200	17,500	18,000	11,300	6,000	17,300	18,000
Guest Speakers	925	1,075	1,000	875	150	1,025	1,000
Class Materials	660	905	1,000	847	153	1,000	1,000
Room Rental	1,540	1,290	2,400	2,320	800	3,120	3,100
Scholarships	1,000	1,150	650	450	700	1,150	1,300
Insurance	377	377	377	401	0	401	400
Miscellaneous	70	794	800	0	400	400	800
Technology	227	70	300	0	150	150	150
Total Instruction	22,999	23,161	24,527	16,193	8,353	24,546	25,750
Administration							
Directors Net Salary	7,548	7,548	7,548	4,397	3,694	8,091	7,388
Directors FICA & Medicare	452	452	452	363	306	669	612
CVEC Share FICA & Medicare	612	612	612	363	306	669	612
Printing, Postage, & Supplies	709	194	400	361	139	500	400
AV & Computer	193	68	250	407	75	482	250
Miscellaneous	203	612	400	480	100	580	300
Consultant			75		75	75	75
Total Administration	9,717	9,486	9,737	6,371	4,695	11,066	9,637
Publicity							
Publicity Aide - Net Salary	838	376	700	283	277	560	700
Publicity Aide - FICA/Medicare	36	23	42	23	23	46	54
CVEC Share FICA/Medicare	48	30	57	23	23	46	54
Newsletter Printing/Post/Other	1,387	1,710	1,400	838	562	1,400	1,200
Spring Meeting	820	808	800	416	0	416	400
Fundraising	395	661	400	69	500	569	400
Website		83	83	83	0	83	83
Advertising*		*	0			0	
Miscellaneous	162	30	200	136	64	200	200
Total Publicity	3,686	3,721	3,682	1,871	1,449	3,320	3,091
Total Expenses	36,402	36,368	37,946	24,435	14,497	38,932	38,478
Income minues Expenses	1,207	550	0	-10,304	8,503	-1,801	0

*included in Website