

**Cannon Valley Elder Collegium
Board Minutes, September 17, 2014**

The Board of Directors of CVEC met at the Northfield Senior Center on September 17, 2014. A quorum being present, Board Chair Jerry Mohrig called the meeting to order at 3:46 P.M.

1. Jerry 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 unanimously.
2. Jerry next asked that the minutes of the May 21, 2014 meeting of the Board be approved in the form circulated prior to the meeting. A motion to approve the Minutes in the form circulated was duly made, seconded and approved unanimously.
3. Executive Director Rich Noer gave an upbeat report. Among other signs that CVEC is on the right track, Rich mentioned that enrollment for the most recent academic year was a record (this being the third consecutive annual record), the summer film festival was again a success, fall enrollments are good, and courses continue to fill faster. In addition, the new technology is in place at Village on the Cannon, CVEC's financial books are in good order and the membership of the various committees of the Board has been determined.
4. Operations Director Dale Sommers briefly discussed the various reports that had been circulated to the Board before the meeting. Dale said that fall registration, while not yet certain, appeared to be 195 students. Dale asked Board members to take responsibility for distributing and collecting class evaluations, and circulated a sign-up sheet.
5. Curriculum Director Ed Langerak said that winter 2015 courses have been set, and that CVEC will be offering the same number of courses as offered in 2014. The Curriculum Committee has decided to give instructors the option to teach afternoon courses on Mondays, Tuesdays and Thursdays at later times than the traditional 1:30 to 3:30.
6. Finance Director Barb Jenkins discussed the financial reports circulated to the Board prior to the meeting. The balances in CVEC's savings and checking accounts have been reduced due to the payments to Sim

Sound & Video for the Village on the Cannon technology. The Operations Report for the academic year 2013-14 shows a gain of about \$400, even though some operating funds were used to pay Sim.

7. Peg Morrison, the new Treasurer and Chair of the Finance Committee, reported that the Finance Committee had met before the meeting, drafting a budget for the coming academic year. After a brief discussion, and upon motion duly made, seconded and unanimously approved, the budget was approved as presented. A true copy of the budget is attached to these Minutes. The Finance Committee also discussed the question whether to change CVEC's fiscal year, for purposes of reports to the Board and membership. The decision was to leave the reporting year as-is, pending further discussion.
8. Jerry Mohrig discussed the upcoming retreat, which is to take the place of the regular October Board meeting. The retreat is to take place October 20th on the upper floor of Sayles Hill, at Carleton College. The time will be from 3:45 to about 8 or 8:30 PM. Jerry compared the situation now with four years ago, when the Board last had a retreat. Then, there was some doubt as to the direction of CVEC, but now, as reported by Rich earlier, a good direction seems to have been established. This is the time, then, to look to the future. Jerry had written down three areas to be discussed during the retreat, and he circulated a sign-up list for Board members to indicate which areas particularly interested them. Members will be assigned to break-out groups based upon their preferences.
9. Dale Sommers said that he would be at the Village on the Cannon at 3:45 on October 15th to demonstrate the new technology that has been installed there. All Board members are invited.
10. ReJean Schulte announced that she and Richard will once again host a Holiday party at their home. The party will be on December 7th from 2:00 to 5:00. Further details will follow.
11. Jerry Mohrig said that ReJean, Rich and he had talked to all the new members of the Board about their interests and potential committee assignments, and that Dale Sommers will circulate a list of committee assignments for the coming year. Jerry then noted that the Executive Committee had seldom met over the past few years, but that he intends

to convene meetings of that committee as necessary to conduct business between meetings of the whole Board.

12. Mike Harper briefly described “Northfield Reads,” a potential collaboration between CVEC and Carleton College, the public library, the Human Rights Commission and other community groups. The viability of this initiative and CVEC’s role in it are unresolved, and will be the subject of further reports.
13. Dale Sommers discussed the policy regarding oversubscribed classes. Upon motion duly made, seconded and unanimously approved, the following policy was adopted:

“Anyone who registers by the opening day of registration and is not admitted to an oversubscribed class will be given priority for admission if the same class is offered again and the person again registers for the class by the opening day of registration.”

It was agreed that disappointed registrants should be apprised of this policy so that they would not be discouraged from registering a second time.

14. Eric Nelson reported on the Summer Film Festival. He said that evaluations, received from about 40% of the students who took the film course, were generally positive, especially concerning the quality of the instruction. However, short films made by St. Olaf, Carleton and Northfield High School students will probably not be presented again, as future availability is not clear and their showing led to complications in the projectionist’s duties. Also, many evaluators cited technical problems with the projection facilities at the Weitz Center. Rich will talk to Carleton’s Steve Richardson about this problem. Finally, Eric solicited thematic suggestions for the 2015 Festival.

The meeting was adjourned without a formal motion at 5:01 PM.

Respectfully submitted,

Michael H. Harper, Jr., Secretary

**2015 Budget
Adopted 9/17/14**

	2012	2013	2014				2015
	Actual	Actual	Budget	Actual	Anticipated	Total	Proposed
				1/1-9/6	9/7-12/31	1/1-12/31	Budget
INCOME							
Tuition	30,325	31,320	29,000	18,975	11,925	30,900	30,500
Gifts	6,442	9,920	9,478	2,915	3,375	6,290	9,027
Other	150		0	20	0	20	0
Total Income	36,917	41,240	38,478	21,910	15,300	37,210	39,527
EXPENSES							
Instruction							
Professors	17,500	17,300	18,000	11,712	6,000	17,712	18,000
Guest Speakers	1,075	875	1,000	1,100	200	1,300	1,500
Class Materials	905	1,006	1,000	496	150	646	750
Room Rental	1,290	3,040	3,100	2,188	1,180	3,368	3,400
Scholarships	1,150	1,180	1,300	875	400	1,275	1,300
Insurance	377	401	400	452	0	452	475
Licensing Fees (Film Festival)	650	800		730	0	730	800
Miscellaneous	144	112	800	0	0	0	150
Technology*	70	-	150	0	0	0	150
Total Instruction	23,161	24,714	25,750	17,553	7,930	25,483	26,525
Administration							
Directors Net Salary	7,548	8,091	7,388	3,694	3,694	7,388	7,388
Directors FICA & Medicare	452	669	612	306	306	612	612
CVEC Share FICA & Medicare	612	669	612	306	306	612	612
Printing, Postage, & Supplies	194	592	400	231	162	393	400
AV & Computer	68	871	250	169	277	446	477
Miscellaneous	612	620	300	-493	25	-468	300
Total Administration	9,486	11,512	9,562	4,213	4,770	8,983	9,789
Publicity							
Publicity Aide - Net Salary	376	436	700	121	287	408	408
Publicity Aide - FICA/Medicare	23	36	54	10	13	23	23
CVEC Share FICA/Medicare	30	36	54	10	13	23	23
Newsletter Printing/Post/Other	1,710	1,552	1,200	1,152	744	1,896	1,600
Spring Meeting	808	416	400	356	0	356	500
Fundraising	661	320	400	0	450	450	450
Website	83	19	83	83	0	83	83
Miscellaneous	30	136	200	500	85	585	126
Total Publicity	3,721	2,951	3,091	2,232	1,592	3,824	3,213
Total Expenses	36,368	39,177	38,403	23,998	14,292	38,290	39,527
Income minues Expenses	549	2,063	75	-2,088	1,008	0	0

*Technology: we purchased \$15,256, not an expense strictly speaking