

Cannon Valley Elder Collegium Board Minutes, October 21, 2015

The Board of Directors of CVEC met at the Northfield Senior Center on October 21, 2015. Board members JoEllen Schultz, Jean Haslett, Dan Van Tassel, Anne Aby, Jerry Mohrig, Joan Drenth, Phil Eaves, Mary Emery, Judy Mason, Eric Nelson and Dale Talley were present. A quorum being present, Board Chair Jerry Mohrig called the meeting to order at 3:45 P.M.

1. In the absence of Secretary Mike Harper, Dale Talley took notes for the first twenty minutes. Mike joined the meeting at 4:05 and took over from Dale.
2. The meeting agenda had been circulated to the members of the Board prior to the meeting. Jerry asked if there were any additions or changes to the agenda. There were no suggestions for additions or changes.
3. Jerry next asked that the minutes of the September 16, 2015 meeting of the Board be approved in the form previously circulated by email. A motion to approve the Board minutes in the form circulated was duly made, seconded and approved unanimously.
4. Jerry reported that the Executive Committee had met and discussed the linked questions of increased course fees and likely additional personnel and other expenses. No firm recommendations to the Board came out of the meeting, and the discussion will continue. CVEC is operating within its means currently, and will do so without the necessity of an increased course fee, as long as course registrations and donations remain at or near current levels. Any recommendations will be brought to the Board for consideration and vote in time to factor any changes into the annual budget for the 2016-2017 fiscal year.
5. A sign-up sheet was circulated for the annual holiday party for Board and Staff, to be held this year on Sunday, December 6.
6. Executive Director Rich Noer reported that substantial donations had been received recently in memory of Greta Smith, who attended 20 CVEC courses between 2004 and 2011. In her obituary, friends were

asked to make donations in her memory to CVEC. In response, Rich has created a memorial page on the CVEC website which honors members like Greta in whose names memorial gifts have been received. Greta's name on this page is linked to her obituary. Rich will notify Greta's husband about this.

7. Rich reported further that he has been creating and circulating, for another group, a weekly report about events open to the public at the Weitz Center. He will place a version of this report on a new page on the CVEC website.
8. Rich reported that the Technology Committee had met and discussed upgrades to the audio-visual equipment available at the Senior Center. Room 106 and other rooms that may be available at the Center for CVEC courses are heavily used by other groups, so whatever CVEC purchases must be secure and portable, rather than being fixed in place as at Village on the Cannon. Currently, the Committee is considering the purchase of an audio-visual cart, but has reached no conclusions. Money for any new technology will come from CVEC's endowment, not from current operations.
9. Operations Director Dale Sommers reported that this fall's course registrations were the highest ever for a fall term, and that about 20% of the registrants are new to CVEC. He asked Board members who are handing out course evaluation forms to suggest that students complete their evaluations on line.
10. Curriculum Director Ed Langerak gave the Curriculum Committee's report. He said that evaluations of the course taught in Faribault were favorable. The Committee voted to approve a slate of winter courses. The Senior Center has asked that CVEC move its course times from the traditional 9:30 – 11:30 and 1:30 – 3:30 to a half hour later, and this has been done for courses to be taught there this winter. So far, this has not created any problems with the instructors, although three courses have been transferred to Village on the Cannon.
11. There was no report from the Finance Director or the Finance Committee. However, Jerry asked the Board to vote on the budget that was discussed at the Board's September meeting. A motion to approve

the Budget in the form circulated prior to the meeting was duly made, seconded and approved unanimously after a brief clarifying discussion.

12. Rich introduced a discussion of changes to be made to the CVEC Bylaws and Policies to comport with current practices. After a brief explanation, and upon motion duly made and seconded, a number of changes to the Policies were unanimously approved. The revised Policy provisions are attached to these Minutes. The recommended changes to the Bylaws will have to be voted upon at the November Board meeting. The Bylaws to be voted upon are also attached to these Minutes.

13. Eric Nelson reported on the 2015 summer Film Festival. Good-sized audiences attended all of the four films. The classes went well. The 2015 Festival ran a deficit of about \$50 or \$100. Eric is working to get members of the St. Olaf film faculty involved for next summer's Festival. The people he has talked to have been "enthusiastic but not committed," and the plan for next summer's faculty has not yet been presented to the Festival Committee. Next year's theme will be "politics."

The meeting was adjourned at 5:00 PM.

Respectfully submitted,

Michael H. Harper, Jr., Secretary

Proposed amendments to the CVEC Bylaws and Policy Manual

Proposed Bylaws revisions (in red):

Section 6.3 – Curriculum Committee

First sentence amended to read: The Curriculum Director is Chair of the Curriculum Committee, which shall be composed of **the Board Chair**, at least two **other** Board members, and such additional persons as the Board shall appoint.

Section 6.4 – Finance Committee

New sentence inserted between first and former second sentences: The Treasurer is Chair of the Finance Committee, which includes at least two other Board members and such additional persons as the Board shall appoint. **The Finance Director serves as a non-voting member.** The Finance Committee is responsible for...

Policy Manual revisions (in red) passed on October 21, 2015:

Section 5.3 *The third sentence is revised to read:* The decision to set a larger limit is made by the instructor in consultation with the **Curriculum** Director, and is announced before registration begins.

Section 7.1 Committee members, **other than those serving ex-officio, shall** serve three-year terms. **Ordinarily a term will begin on Sept. 1 of the first year and end on May 31 of the third year.** Normally service is limited to two successive terms.

Section 8.4a The Executive Director's responsibilities include

- (4) working with the Curriculum Committee **and attending its meetings,**

Section 8.4c The Finance Director's responsibilities include

- (3) preparing and submitting reports to state and federal governments as required to maintain CVEC's non-profit status,
- (4) attending Finance Committee meetings, and**
- (5) working with the Executive Director and Operations Director to maintain CVEC operations.

Section 9.1 CVEC's fiscal year begins **July** 1st and ends **June 30th**.