

**Cannon Valley Elder Collegium
Board Minutes, February 17, 2016**

The Board of Directors of CVEC met at the Northfield Senior Center on February 17, 2016. Board members Jean Haslett, Dan Van Tassel, Randy Cox, Jerry Mohrig, ReJean Schulte, Peg Morrison, Joan Drenth, Phil Eaves, Mary Emery, Ed Lufkin, Eric Nelson, Dale Talley, Anne Aby and Mike Harper were present. A quorum being present, Board Chair Jerry Mohrig called the meeting to order at 3:47 P.M.

1. The meeting agenda had been circulated to the members of the Board prior to the meeting. Jerry asked that a discussion of plans for the Annual Members Meeting be added to the agenda and then asked if there were any other additions or changes to the agenda. There were no suggestions for additions or changes.
2. Jerry next asked that the Minutes of the January 20, 2016 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.
3. Executive Director Rich Noer announced that CVEC's new AV Rover cart-based audiovisual system was expected to be delivered to the Senior Center the next week. A representative of Sim Sound & Video, Inc. will give members of the Technology Committee a brief introduction to the new technology, and instructors who choose to use it will be briefed before the beginning of spring classes.
4. Operations Director Dale Sommers discussed final registration numbers for the winter term. The 225 registrations constitute a new winter term record. Dale said that he will change his practice regarding over-filled classes starting with the spring term. Instead of calling each person who cannot register for an over-filled class, he will email each such person. This change will be communicated via the CVEC website.
5. Curriculum Director Ed Langerak discussed instructor compensation. He said that the current stipends - \$300 for each of two co-instructors and \$300 for a four-week course – will be continued for the time being.

6. Finance Committee Chair Peg Morrison said that work was under way on the budget for the next academic year and that she anticipated a discussion of the budget at the March Board meeting. Also, the report to the Minnesota Attorney General should be complete by the time of the March meeting, and the Board will be asked to approve that report at the March meeting. Once again, Peg asked that requests for reimbursement of expenses be submitted by instructors within two weeks following the end of their courses
7. Phil Eaves reported for the Nominating Committee. A list of recommended nominees for Board, Nominating Committee and officer positions was circulated. Phil said that one change to the circulated list should be made: the Nominating Committee Chair should not be indicated, as according to the Bylaws, the Chair is to be elected by the members of the Committee. After a brief discussion and upon motion made, seconded and unanimously approved, the Board resolved that the list as circulated, with Phil's one correction, should be presented for vote at the 2016 annual meeting of the membership. A copy of the corrected list is attached to these Minutes.
8. After a brief introductory discussion by Rich Noer, two detailed changes to the Policy Manual were recommended. After discussion, upon motions duly made, seconded and unanimously approved, sections 5.6 and 7.1 of the Policy Manual were revised. Those sections, in the form adopted, are attached to these Minutes.
9. ReJean Schulte discussed the May 2016 annual meeting. ReJean will co-chair the meeting committee with Dale Talley, and they will ask members of the Board to assist as the meeting time approaches. The meeting will have the same format as 2015's, with a half-hour social time preceding the formal meeting.
10. Jerry asked Peg Morrison to lead a discussion of the budgeting process. Peg circulated a paper called "Budget Development: July 1, 2016 – June 30, 2017," highlighting issues she wished to discuss with the Board. Peg said that in general, the committee would keep the amounts of the line items in the new budget consistent with the current and recently preceding budgets. However, she noted that gifts may be expected to be less than those received recently, which were aided by

memorial gifts from a deceased student's family and friends. Also, she noted that expenses have been increasing, mainly due to guest speakers' fees and copying costs, so that even with increasing numbers of paid registrations, it may soon be necessary to increase tuition or take other steps to balance the budget. Peg expressed a preference for holding tuition steady through the 2016 – 2017 academic year, then making decisions based on that year's results. She noted that there are plenty of cash reserves that can be used to make up any shortfall for the 2016 – 2017 academic year. Peg's preference is consistent with the Executive Committee's recommendation that we delay any decision regarding an increase in course fees until the 2016 - 2017 academic year.

11. Following discussion of the budgeting process, Ed Lufkin photographed the Board members. As announced previously, photos of Board members will be posted on the CVEC website.

The meeting was adjourned at 5:00 PM.

Respectfully submitted,

Michael H. Harper, Jr., Secretary

Nominating Committee Report (2016-17 Academic Year)

As chair of the Nominating Committee it is a pleasure to report that we have a full roster for next year. What follows is a list of individuals who have agreed to serve as officers of the Board, members of the Board and Nominating Committee members. If this slate is acceptable to the Board, it will be presented for ratification at the annual CVEC meeting in May.

CVEC BOARD OFFICERS

Jerry Mohrig (Chair)

Dale Talley (Vice-chair)

Peg Morrison (Treasurer)

Dan Van Tassel (Secretary)

CVEC BOARD MEMBERS

Steven Kelly (2016-19) three year term (first term)

Ed Lufkin (2016-19) three year term (second term)

Eric Nelson (2016-19) three year term (second term)

Jean Haslett (2016-19) three year term (second term)

Jerry Mohrig (2016-19) three year term (third term)

NOMINATING COMMITTEE

Elizabeth Larson (holdover member)

Perry Mason (holdover member)

Pat Rice (holdover member)

TBD (Board member/~~chair~~)

Total board members currently = 16 (2016-2017) 8-Male 8-Female

Respectfully Submitted,

Phil Eaves, Nom. Com. chair

2/9/16

Accepted by Board 2/17/16 with change in red above.

Proposed amendment to the Policy Manual (significant new wording in red):

SECTION 5 – COURSES

5.6 Registration procedures will be outlined on the Registration Form. In general they will state:

Register Early to Avoid Being Disappointed

The registration period extends from the publishing of this form until the announced date on the CVEC calendar. Registrations may be mailed to the Northfield Senior Center or deposited in a registration box at the Northfield or Faribault Senior Centers. All registrations received by the announced date (by 2:00 pm at the Faribault Senior Center or 6:00 pm at the Northfield Senior Center) will be treated as arriving at the same time. Random selection will be used to fill any oversubscribed course. After the announced date, late registrations will be accepted on a space-available basis.

If your course is oversubscribed, you will be notified immediately so you may register for another course. If you register by 6:00 pm on the announced date and are not admitted to an oversubscribed course, you will be given priority for admission if the same course is offered again and you again register for the course by 6:00 pm on the final day of that registration period.

Class availability and enrollment numbers will be updated periodically at cvec.org and posted at the Northfield Senior Center. Confirmation of registration will be sent by email or post card.

Explanation:

The phrase “In general they will state” was meant to allow minor changes in future wording without requiring amendment. However, in view of the re-conceptualizing of the registration period discussed at the January Board meeting, it seems appropriate to adopt a new model of Registration Form wording. In the amended wording proposed above, the significant changes are highlighted in red; other extensive changes in wording for the sake of flow and clarity, and to include the new Faribault program, are included in the black text.

The current Policy Manual wording is reproduced here:

5.6 Registration procedures will be outlined on the Registration Form. In general they will state:

Register Early to Avoid Being Disappointed

All registrations must be accompanied by a check unless financial assistance has been requested. A registration box will be available at the Northfield Senior Center at least one week before registration processing begins. Alternatively, you may mail your registration and check to the address at the top of this form.

All registrations received before 6:00 PM on [specific date registration opens] will be treated as arriving at the same time. If a course is oversubscribed at that time, a random selection procedure will be used to fill the course. If you are not selected, you will be notified immediately so you can register for another course, and you will be given priority for admission if the same course is offered again and you again register by 6:00 PM of the opening day of registration.

Please register by [specific date, Friday of 3rd week of registration]. Confirmation of registration will be sent by email or postcard by [specific date, 3rd Sunday of registration] or sooner if a class fills.

Class availability and enrollment numbers will be updated periodically on the web page, www.cvec.org.

Proposed amendment to the Policy Manual (new wording in red):

SECTION 7 – COMMITTEES

Article 6 of the CVEC Bylaws defines the structure and responsibilities of CVEC Committees.

7.1 Committee members, other than those serving ex-officio **or on the Nominating Committee**, 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.

7.2 Staffing committees from the general membership is encouraged, to promote faculty and student participation in policy formation and to gain their help in the administration of CVEC.

Explanation:

In specifying committee term lengths and limits (in the previous Policy Manual revision), we were focused on Board committees and forgot about the special status of the Nominating Committee. §7.1 of the Policy Manual currently conflicts with §6.5A of the Bylaws:

Section 5 – Nominating Committee

A. Membership

The Nominating Committee shall be composed of one Board member (selected by the Board each spring) and three persons nominated from the general membership (voted upon at the annual membership meeting). All members serve a one-year term, but may serve additional terms if elected. The members of the Nominating Committee shall designate one of their number to serve as Chair of the Nominating Committee.