

**Cannon Valley Elder Collegium
Board Minutes, March 16, 2016**

The Board of Directors of CVEC met at the Northfield Senior Center on March 16, 2016. Board members present were Jean Haslett, Randy Cox, Jerry Mohrig, ReJean Schulte, Peg Morrison, Joan Drenth, Phil Eaves, Mary Emery, Ed Lufkin, Eric Nelson, Anne Aby, Mike Harper, Judy Mason and Dale Talley. A quorum being present, Board Chair Jerry Mohrig called the meeting to order.

1. The meeting agenda had been circulated to the members of the Board prior to the meeting. Jerry announced there would be one addition to the agenda, to approve a report to the Minnesota Attorney General for CVEC to remain a tax exempt non-profit organization. He asked if there were other additions or corrections to the agenda. There were none.
2. Jerry asked if there were any corrections or additions to the minutes from the February 17th meeting that had been previously circulated by email. There being none, a motion was made and seconded to accept the minutes as written. The motion was approved unanimously.
3. Executive Director Rich Noer demonstrated the new AV Rover projection system. For the immediate future the cart will be stored in room 106 next to the two CVEC file cabinets. Mike Harper and Richard Schulte have volunteered to build a new cabinet to hold the contents of our current filing cabinets and in which the AV Rover will be locked away. It is hoped to be completed by Fall 2016.
4. Next Rich used the Rover to demonstrate how to access the new web page containing CVEC Board and Staff photos. He solicited comments, and heard general approval of the page's style.
5. Rich then moved on to discuss problems with class capacity recently experienced during Spring registration. Previous discussions led to listing class capacity on the enrollment form for each class for Spring 2016. Four classes had problems resulting in 44 applicants potentially being denied the class of their choice. Dale Sommers was able to negotiate various changes in class capacity, lowering the number to 15.

With increasing enrollments class demand is exceeding capacity. Dale Sommers, Ed Langerak and Rich met to discuss the issue and came up with the idea to limit class size to room capacity, which varies by venue, unless the instructor wants to set a lower limit to better fit the intended format of the class that term. Jerry asked that we come to the April meeting ready to discuss options that will help us deal with the ever growing enrollment.

6. Rich described Mike Harper's proposal to video record the unique class, "Late Life Planning in Northfield," that Ed Lufkin will be teaching this Spring session. The course will have many guest speakers, and Mike felt getting all the speakers back together again

to repeat the class would be very unlikely; a video record would make it possible for members of the community to benefit from the course in the future. With Ed Lufkin's approval, the Executive Committee had agreed that the proposal was worth pursuing and authorized Mike to investigate the details of such a recording process. Mike described all the avenues he explored but concluded that the remaining time before the course begins is probably too short to make it happen. However he felt it was a good idea that should be pursued in the future.

7. Operations Director Dale Sommers reported we are looking at a record Spring term enrollment. All three terms for this year have exceeded 200 and we will exceed 700 for the year's total. Dale also reported on the Winter term course evaluations; 68% of students turned in evaluations, of which 85.8% were completed online.
8. Curriculum Director Ed Langerak reported that evaluations for Winter term were very positive. There was Curriculum Committee discussion about an instructor teaching more than once in a calendar year, and it was concluded that someone could indeed teach more than once as long as that would not displace someone else who hadn't taught that year.
9. Finance Director Barb Jenkins discussed the completed Minnesota Charitable Organization Annual Report ("Attorney General's Report") that CVEC must submit in order to maintain its tax exempt non-profit organization status. A motion to approve the form as presented was moved, seconded and passed by a unanimous vote.
10. Treasurer Peg Morrison briefly described the operations report comparing Winter 2014 to Winter 2015.
11. Peg then discussed the proposed 2016-2017 budget which will run from July 1, 2016 to June 30, 2017. A motion to accept the budget as presented was made, seconded and approved by unanimous vote.
12. Two motions were brought forward from the Finance Committee. The first concerns paying for the new technology materials. It had previously been discussed to take money from the endowment fund to cover the cost, but with the market uncertainty at this time the Finance Committee "moves that payment for the technology related materials at the Senior Center come from the savings account." Discussion followed with an amendment being added to signify this is for this year only and not the ongoing plan of operation. The amended motion, that "payment for the technology related material at the Senior Center for 2016 will come from the savings account," was seconded and approved by unanimous vote.
13. The second motion from the Finance Committee follows a discussion at the February 17th Board meeting regarding a possible need to increase tuition fees. With endowment funds and strong savings as a safety net, the motion brought forward states "A tuition increase will be considered after CVEC uses savings or investment income to balance the budget for two consecutive years." Following discussion the motion was seconded and passed unanimously.

14. Following the discussion of the Finance Committee motions Mike voiced his concern that CVEC had been talking earlier about raising tuition partly to increase the salary of the CVEC staff and to increase the stipend offered to instructors. Nothing has occurred to make those increases happen. Endowment funds should be used wisely to improve the organization and programs we offer. It was agreed that the full Board needs to bring this forward to make needed change.

15. ReJean Schulte reminded the Board that the annual meeting is Sunday, May 1st at St. John's Lutheran Church. A planning committee meeting was held, the church is reserved, and an initial pie order has been submitted. A sheet was passed for members to sign up to work at the annual meeting.

The meeting adjourned at 4:50 PM.

Respectfully submitted,

Dale Talley, acting Secretary