

D-R-A-F-T

*Cannon Valley Elder Collegium*

Minutes of Board Meeting

February 21, 2018

The meeting of the CVEC Board of Directors took place on Wednesday, February 21, 2018, at FiftyNorth, formerly the Northfield Senior Center. Members present were Barbara Crouter, Joan Drenth, Phil Eaves, Mary Emery, Mike Harper, Jean Haslett, Mary Ho, Steve Kelly, Ed Lufkin, Jerry Mohrig, Peg Morrison, Eric Nelson, Dale Talley, and Dan Van Tassel. Also in attendance were staff members Rich Noer, Dale Sommers, and Kathy Sommers as well as newly appointed Registrar and Finance Director Bill Rizzo. Confirming a quorum, Chair Dale Talley called the meeting to order at 3:45 p.m.

1. Chair Dale asked if there were any additions or changes to the previously circulated minutes from the Board meeting of January 17, 2018. There being a query by one member as to the meaning of the word *solus*, the secretary responded that the word was used to signal the fact that in the newly defined position of Registrar and Finance Director one person rather than a pair will assume the aforementioned responsibilities each of which heretofore had been assigned to a separate staff person. The motion to accept the minutes was then made, seconded, and carried.
2. Executive Director Rich Noer noted that the place where we customarily meet as a board, the Northfield Senior Center, has officially been renamed FiftyNorth. Rich has taken steps to affirm that change in CVEC newsletters and other electronic communications.

Apropos of the quarterly newsletter, Rich said that the picture of fall leaves that has been appearing on the front page of all issues for quite some time will continue to remain as the frontispiece for the Fall issue but will be replaced by seasonally appropriate images for the front page of the Winter and Spring issues. The front page of each issue will be devoted to important news, matters, and announcements pertaining to the Collegium and its curricular offerings and the like. Because of this, Kathy Melstrom will no longer be submitting articles for the first page of the CVEC newsletter. Kathy has been writing articles since the beginning and Rich expressed appreciation for her years of contributions.

Rich was happy to report that 13 of the 14 course offerings proposed for Spring 2018 feature an expanded course description and that the

registration information going forward includes mention of surcharges designated for printed material in five courses using such in lieu of published texts otherwise available at local bookstores or online.

3. Operational Director Dale Sommers reported that, with Rich's approval, CVEC has purchased for Bill Rizzo's computer software for the current database and finance software for CVEC operations and that he and Kathy Sommers have been partnering with Bill to prepare for a smooth transition when Bill assumes his duties at the close of the current academic year.

Dale, highlighting statistics in the previously circulated CVEC Registration Summary for Winter 2018, reported that all eleven Winter 2018 courses reached double-digit enrollments, for a total enrollment of 172. He anticipates that, including forthcoming offerings for Spring, we are on track for setting a new record of course subscription for an academic year. Winter Term wound up with 44 persons unable to secure their choice due to full subscription; only a half-dozen or so ended up enrolling in an alternate course, all being promised priority should their first-choice course be offered again in the future. Pinch-hitting for Perry Mason, who was absent and at home nursing a cough, Rich said that Perry has begun soliciting courses for the next academic year; early responses so far for Fall include four in Faribault and six in Northfield. But those numbers and proposals for the other two terms are likely to build.

4. Treasurer Peg Morrison, referring to figures in the previously circulated Operations Report (dated 2/10/2018) and accounts of Fund Balances (as of 1/31/2018), reported that the financial status of the Collegium in sound. Together with Kathy Sommers, she was pleased to declare that CVEC is currently in excellent financial shape. They informed the Board that the Financial Committee will be meeting in two weeks to review and project budget matters.
5. Eric Nelson summarized plans for the Summer 2018 Film Festival. Dates for the films and presentations are July 10, 17, 24, and 31. As with previous festivals, the format calls for class sessions to occur the mornings following the evening film showings. Presenters, chiefly faculty from St. Olaf and Carleton, are being contacted and the group in charge will soon pick the theme for this festival. Eric related that he and his wife will be returning from an anniversary trip to Italy a fortnight prior to the start of the film festival. He fully expects, however, that the

organizational dynamics of this iteration of the film festival will be in place prior to his departure for Italy and that last-minute details can be managed upon his return.

6. Rich summarized the changes presented in the previously circulated proposed amendment to the CVEC Bylaws (Attachment A to these minutes), noting that it incorporated provision for the option of scheduling the Annual Membership Meeting for either Spring (as had been the case heretofore) or Fall (as will be the case beginning this year). Accordingly, it spells out the manner and timing for remote voting and elections to accommodate the Fall option. The amendment also addresses aspects of the workings of the Nominating Committee, including the setting of term limits for members and the naming of the Board member as chair of the committee. In view of the substantial changes regarding the Nominations Committee being proposed, Rich declared that this would be considered the first reading and that the vote on the amendment would occur at the next Board meeting.
7. Rich then introduced for discussion and vote the previously circulated and updated Policy Manual amendment concerning remote voting before a fall annual meeting (Attachment B). It being the second reading, a motion was made, seconded, and approved to accept the amendment as written.
8. Calling upon Phil Eaves, chair of the Nominating Committee, Rich asked for a report of dates when St. John's Hall would be available for scheduling a Fall Annual Membership meeting. Phil replied that only one date, Sunday the 21<sup>st</sup> of October, from 12:30 to 4:30 p.m., was still open. Immediately upon learning this, the Board unanimously voted to schedule the Annual meeting at that time and place. Phil will take care of reserving that remaining time at St. John's, which he had already put a temporary hold on.
9. As a final item of business, Rich called on the Board to consider and discuss a proposed and previously circulated Policy Manual amendment concerning cancelling a class session (Attachment C). He said that a recent snowfall caught instructors with the issue of whether and how to cancel (and reschedule) a class. Rich, who was teaching a Winter Term 2018 class that fateful Monday, took action and emailed members of his class to announce that due to the weather their class that afternoon would be cancelled; he asked that they reply in acknowledgement of having received the announcement. Students who failed to reply shortly

and students who did not have email capability he contacted by phone. Another instructor did likewise. In the past most instructors have planned either to set a make-up class or extend other classes if necessary to cover what would be missed that snow day. This recent snow event led to the drafting of the updated instructions for the cancellation of a class due to bad weather or instructor illness contained in this amendment.

A suggestion from the floor was to take advantage of public school bad-weather cancellation announcements by conveniently piggybacking them rather than issuing separate, individual CVEC announcements; but in discussion objections were raised, including (a) the fact that the practice of schools sometimes is to resort to “delayed start times” and (b) the likelihood that CVEC students and instructors would not be as attuned as parents and teachers would be to accessing such school announcements. Another suggestion that surfaced was that a notation such as “normally an instructor will reschedule a cancelled class” be added. It was felt by some that such a stipulation would limit an instructor’s options for handling these and other exigencies; the consensus was for leaving the choices for handling the matter up to the individual instructors. Rich drew the discussion to a close and reiterated that this being the first reading, the amendment would be voted upon at the next Board meeting, which is scheduled for Wednesday, March 21, 2018.

Consideration of all agenda items concluded, Chair Dale called the February Board meeting adjourned at 4:34 p.m.

Respectfully submitted by Dan Van Tassel, Secretary