

DRAFT

## **Cannon Valley Elder Collegium**

### **Minutes of Board Meeting**

**October 17, 2018**

The meeting of the CVEC Board of Directors took place on Wednesday, October 17, 2018, at FiftyNorth. Members present were Dale Talley, Karolyn Bertelsen, Barbara Crouter, Steve Kelly, Eric Nelson, Jerry Mohrig, Bob Speckhals, Phil Eaves, Dan Van Tassel, Joan Drenth, Jean Haslett, and Mary Ho. Also in attendance were staff members Rich Noer, Perry Mason, and Bill Rizzo.

1. Confirming a quorum, Chair Dale Talley called the meeting to order at 3:45 p.m.
2. Dale asked if there were any additions or corrections to the previously circulated minutes of the Board meeting of September 19, 2018. There being none, a motion to accept the minutes as presented was made, seconded, and carried.
3. The compact version of the Executive Director job description having been included with Board meeting materials, Rich asked for feedback from the Board. There was some discussion regarding the breadth of duties listed and whether this might discourage some potential candidates from applying for the position. There were some suggestions to combine certain of the responsibilities into one bullet point, and Rich said that he would do some updates and circulate a revised version to Board members ahead of the annual meeting on October 21. The job description will be made available at the meeting.
4. Bill Rizzo reviewed the Registration Summary for the 2018 Fall Term, noting that registrations have been stable over the past several years.
5. Curriculum Director Perry Mason called attention to the Winter 2019 course descriptions circulated with Board meeting materials, and reminded Board members that expanded versions of these will be posted on the CVEC website in mid-November. He noted that out of the 4 courses planned for Faribault, 2 instructors had dropped out late in the process. Perry said that there are 271 student slots for the Winter term, and that he is currently working on courses for the Spring term.
6. Bill Rizzo presented the fund balances and operations reports. There was discussion regarding the amount of money being held in bank savings and whether some or all of the CVEC savings account should be invested, for example, in the organization's Schwab equity account. It was decided that the Finance Committee should discuss the issue, with Bill to report back at an upcoming meeting.

7. Dale reported on final preparations for the Fall membership meeting on October 21. She asked that Board members arrive at St. John's by 1:15 - 1:30, and distribute themselves among the tables during the meeting.
8. Dale outlined her planned approach to filling the Executive Director position. She said that if there is more than one candidate for the position, that she will form a committee to conduct interviews. Rich will announce at the annual meeting his decision to resign at the end of the fiscal year, and Dale will describe the search process to the membership. Copies of the short version of the position description and an introduction to the Executive Director position will be made available at each table at the meeting, and members will be advised that information will also be available on the CVEC website and in the November newsletter.
9. The meeting was adjourned at approximately 4:40 p.m. The next regular meeting is scheduled for Wednesday, November 28, 2018.

Respectfully submitted,

Mary Ho, Secretary