

February 16, 2011, Meeting of the CVEC Board and Staff

Northfield Senior Center, Room 106

Prior to formally calling the meeting to order, Board Chair Jane McWilliams introduced the following individuals, their separate purposes for attending, and/or the organizations each represents:

Teresa Ballentine; Molly Woehrlin CVEC Nominating Committee
Pat Vincent Three Links Care Center
Robbie Wigley CVEC website and newsletter

Board and Staff Members absent: Jim Holden

Call to Order

Board Chair Jane McWilliams called the meeting to order at 3:50 p.m. and asked if there were "changes to the published agenda."

Approval of Agenda

Upon hearing no proposed changes to the agenda, the Board Chair called for a motion to approve. Motion to approve: Judy Cederberg Second: Jerry Mohrig
Call for the Question: Unanimous approval.

Approval of Board Meeting Minutes of January 19, 2011

Motion to approve: Charles Carlin Second: Susan Roosenraad
Emendations: the phrase "Seventeen students took ten classes..." should read "Seventeen students took two classes..." Call for the Question: Unanimous approval. The emended text will become part of the Board Secretary's official records. The "Approved Minutes" will be sent to the Executive Director for posting on the CVEC website.

Executive Committee Notes of February 4, 2011

Upon ensuring that Board and Staff members had received the meeting notes and that no one had questions, the Board Chair moved to the next item on the agenda.

CVEC Affiliates

Background: At the time of this meeting, the CVEC had two affiliates: Northfield Retirement Community; Northfield Senior Center. Both organizations were part of the founding of this organization. From the outset, a representative from each affiliate has sat on the CVEC Board as a voting member. Currently, Joan Stoesz represents the Northfield Retirement Community with Lynne Peterson representing the Senior Center. Through CVEC use of their facilities and the interest expressed by

their clientele, several other area organizations have now expressed a "strong interest" in becoming an affiliate.

Pat Vincent representing Three Links Care Center spoke briefly to the importance of lifelong learning and Three Links' willingness to participate fully as an affiliate of the Elder Collegium. Citing the bylaw which states "affiliate status is determined by vote of the board of directors," the Board Chair asked for a motion to seat Three Links Care Center as an affiliate. Motion to seat: ReJean Schulte Second: Jerry Mohrig Discussion: Jerry Mohrig asked whether or not Village on the Cannon might be accorded affiliate status as well. He noted not only were residents active in the CVEC as students and teachers but also the CVEC routinely makes use of the facilities there. The Board Chair sought to keep the motion seating Three Links Care Center separate from any potential vote to seat the Village on the Cannon. With no objections from the Board, the Chair called for the question to seat Three Links Care Center as an affiliate member of the CVEC Board. Unanimous approval.

Jerry Mohrig then advanced the motion to seat Village on the Cannon as an affiliate member of the CVEC Board. Second: Susan Roosenraad Discussion: Molly Woehrlin noted that the current bylaws do allow for adding the Village on the Cannon. The upper limit: 16 members. At the present the CVEC has 12 elected Board members and 3 affiliates (Three Links Care Center now having been added): 15 members. By adding the Village on the Cannon, the current upper limit permitted by the bylaws will have been reached. Call for the Question: Unanimous approval.

Nominating Committee--Requests and Status Updates

Teresa Ballentine spoke first and once more identified the current members of the Nominating Committee and its several Board-assigned responsibilities. One pressing responsibility was to fill the Board vacancy left by the death of Carroll Flaten. The Nominating Committee advanced area resident Mike Harper who has agreed to fill out Carroll's term which expires in 2012. Hearing no objections to acting immediately upon this recommendation, the Chair called for a motion to approve the seating of Mike Harper. Motion to approve: Jerry Mohrig Second: Susan Roosenraad No further discussion. Call for the Question: Unanimous approval.

Teresa continued by reminding the Board that, at each spring annual meeting, four Board members are elected for three-year terms. Diane Hagen from Faribault and current Board member Jon Rondestvedt have agreed to be nominated at the May meeting. Two other viable candidates are presently "on hold" and are expected to agree to stand for election. In addition, the following Board members have agreed to stand for election as Board officers: Board Chair--ReJean Schulte Vice-Chair--Susan Roosenraad Treasurer: Rich Noer. As reported in the Executive Committee Notes, the sticking point has been finding someone to serve as Board Secretary. A number of individuals have been contacted and all have refused.

Teresa then reiterated what the Board Chair had written in the agenda as preparation for the Nominating Committee's recommendation. From the Chair's notes: "In order to simplify the job of Board Secretary and make that position more attractive to a prospective candidate, they have asked us to consider assigning the recording of the minutes to Staff. The elected secretary will review the draft minutes before they are distributed to the Board. There is precedent for this on the CVEC Board. Several years ago, a woman on contract took the minutes of Board meetings and conferred with the secretary as suggested above." Two comments from the Board ensued. Current Board Secretary Jon Rondestvedt, while recognizing the Nominating Committee's unstintings effort to find a Board Secretary, felt uncomfortable with the proposal for someone other than the Board Secretary having responsibility for recording the proceedings and drafting the minutes. Several members also raised financial and budgetary questions. The Board Chair reminded everyone that the proposal looked to Staff and not a contract person; therefore, financial and budgetary questions need not be addressed at this time. With some fine-tuning the Chair asked for a motion to approve a Staff member assume the responsibility for recording and drafting of the minutes following the annual election and, if necessary, for the remainder of 2011. Motion to Approve: Rich Noer Second: Susan Roosenraad No further discussion. Call for the Question: Unanimous approval. Under this approved reconfiguration of Board Secretary duties, Jon Rondestvedt agreed to stand for a one-year term at this position at the May annual meeting.

Publicity Committee

Executive Director Ed Lufkin began by directing the Board's attention to a timely, informative, and laudatory article on the CVEC which appeared in the February 16, 2011, edition of the Northfield News ("Where teachers are also students" by Jacqueline A. Pavek). Ed had been interviewed for this article as had Curriculum Director Jim McDonnell. Jim, too, applauded the informative nature of the piece as well as its overall journalistic quality. Ed then introduced the Board and Staff to Robbie Wigley who has volunteered to manage the CVEC website and to work on the organization's newsletter. Note: Robbie's husband Grif had worked with Ed in establishing the Elder Collegium's website.

In her remarks to the Board, Robbie stressed two things: 1) her working credentials; 2) her vision for improving the website. As to her credentials: Among other things, Robbie was schooled as a graphic designer, currently manages her neighborhood association's website, sees herself as an "organized person." With regard to her vision for the website: Robbie believes that an effective website must be "easily traversed;" that is, viewers must be able to navigate the website easily, comfortably. Furthermore, an increased attention to photography is a must. People like photos for the simple reason that photographs "say a lot." The entire Board and Staff extend the warmest of welcomes to Robbie as she takes on these publicity-related tasks.

Bylaw Committee

As Teresa had, Molly reiterated the essential material printed in the Board's agenda. The committee members include Judy Covey, Lynne Peterson, David Appleyard, Mike Harper, and Molly Woehrlin. They have met once, setting before themselves the task of "separating out the policies and procedures and limiting issues of governance only in the bylaws" (Agenda item 9: Bylaw Committee). It is their desire to have a draft to the Board by its March meeting for review, suggestions, etc. Formal approval of the bylaws is tentatively slated for the April meeting of the CVEC Board.

Curriculum-Instruction Task Group

ReJean Schulte, task force chair, had submitted by e-mail two documents to be included in the Board's packet of materials. Since several members experienced difficulty in retrieving these documents, ReJean had brought additional copies to the meeting. She reminded everyone present to review these documents in preparation for the March meeting of the Board.

Staff Reports

A. Executive Director Ed Lufkin Ed reported that he had conducted a number of interviews with Staff and others under the "aegis of a performance review." His real purpose, he went on to add, was to have Staff review their individual job descriptions and suggest adjustments where needed. These upgraded descriptions could, he believes, aid not only in recruitment but also in improved job performance. Operations Director David Halsor reminded Board members that he "maintains current job descriptions." Once the revised descriptions are in his hands, he will then upgrade the current descriptors and make a packet available to all Board and Staff.

B. Curriculum Director Jim McDonnell Jim began by reminding the Board that with the start of the spring term, the "academic year was almost over" and that he was busily working on next year's course offerings. In his capacity as Curriculum Director establishing courses and securing instructors, he has found himself "courting, cajoling, schmoozing, and arm-twisting." Such actions have proven themselves worthwhile: the fall term has "going on eight" courses locked in with the winter session "going on five or six." Obviously there is more to do, however. Jim then underscored his desire to offer CVEC members a more balanced set of course offerings each term. Jerry Mohrig inquired what "other than the sciences" did Jim discover written in member evaluations. Jim replied, "History...of all kinds." Laughingly our Curriculum Director closed with a quote from Chaucer's *Canterbury Tales*: "Nowhere so busy a man as he than he, and yet he seemed busier than he was." Note: We on the Board recognize that Jim is, in fact, as busy as he seems.

C. Finances: Director Barb Jenkins and Treasurer Judy Cederberg In turning to the OPERATIONAL REPORT, Barb announced she would be adopting the persona of Donald Rumsfeld and, that in doing so, she would be providing answers to the

questions she alone asked. What happened to the \$2500. under "Miscellaneous Income" reported in Winter of 2010 but not in 2011? Answer: We did not apply nor qualify for the Minnesota Humanities Grant. Why do we show an increase in the amount of the Directors' Net Salary in the Winter of 2011? Answer: Our Curriculum Director is now paid the same as the other three Staff members: \$2000. yearly. And how does one account for the decrease in the amount of money paid out for printing and postage in 2011? Answer: An increased number of CVEC members have checked "E-mail only" on their evaluation forms.

Judy indicated that her report on the CVEC FUND BALANCES would be brief. CD #37691 was rolled over. Its rate of return: .8% (previously it was 1.35%). Our Total Value of Accounts as of February 14, 2011: \$78,696 Her overall assessment: We're in good shape." The First National Bank Savings Account Balance of \$13,262 is unchanged from last month's report.

D. Operations Director David Halsor Even though registration for the spring term is scheduled to begin on Monday the 21st of February, 14 registrations have already come in "over the transom." A full report on registration numbers overall and on numbers for each scheduled class will be given at our monthly meeting in March. Evaluations for winter term classes will be distributed yet this week.

Announcements

E. Spring Membership Meeting Board Secretary Jon Rondestvedt is responsible for coordinating this annual meeting scheduled for the 1st of May in St. John's Hall. Jon offered a quick overview of the plans already in place for this event, including floral centerpieces, placemat design, food, work assignments for the Board and Staff, etc. A separate committee will handle specific program details. The Board will receive planning updates at its upcoming monthly meetings.

F. MIA Trip The Board Chair announced that initial plans to coordinate the trip with the Senior Center have fallen through. Furthermore, calls to arrange transportation to the Institute's upcoming exhibition have not been returned. While the Chair expressed hope that the CVEC might still offer members an enrichment opportunity of some kind, as of now everything is "in limbo."

Expressing thanks for a "good meeting," the Chair declared the meeting adjourned at 5:16 p.m.

Respectfully submitted,

Jon Rondestvedt, Board Secretary