

Minutes: April 20, 2011, Meeting of the CVEC Board and Staff

Northfield Senior Center, Room 106

Member Absence: Chuck Carlin; Joan Stoesz; Pat Vincent

Call to Order

Board Chair Jane McWilliams called the meeting to order at 3:46 p.m. and, as usual, extended a warm welcome.

Approval of Agenda

The Chair then invited any "changes to the agenda." Hearing none from the Board and Staff, the Chair called for a motion to accept. Motion: Jerry Mohrig
Second: ReJean Schulte Question: Unanimous approval of the published agenda.

Approval of Board Meeting Minutes of March 16, 2011

Board Secretary Jon Rondestvedt noted that two changes had been made prior to the meeting: 1) an "a" had been added to "gerber" to correctly identify the centerpieces as "gerbera daisies;" 2) "alot" had been separated to correctly form two words in the context. With no further corrections identified, the Chair called for a motion to accept the March 16th minutes. Motion: Rich Noer Second: Jim McDonnell Question: Unanimous approval. Note: Prior to the motion to accept, Curriculum Director Jim McDonnell wondered aloud about the reference to the use of "the hook" to effectively limit the speaking times instructors took to explain their course offerings during the annual meeting. No one offered to make the hook, instruct Jim in the use of the hook, etc.

Bylaws Revision

As noted by the Board Chair in her agenda, the Nominating Committee "...in response to the discussion at the March meeting, revised the Standing Committee section to add the Curriculum Committee. At this meeting, we will approve the revised bylaws, recognizing that they may need further work at some later date." Consequently, Article 6, Section 4, now reads in the revised version:

The Curriculum Committee shall be composed of at least one Board member and such additional persons as the Board shall appoint. The Curriculum Committee shall have such duties as the Board shall determine, consistent with the Mission set forth in Article I, Section 2.

With the revision now before the Board and Staff, several members raised questions, offered comments, etc. Jerry Mohrig noted that the Chair had not been identified. Mike Harper who had served on the Bylaws Revision Committee replied that by not doing so, it gave the Curriculum Committee "maximum flexibility." The Board Chair

then observed that, for the purpose of consistency, the final version of the bylaws should look at the "how" all committee chairs are appointed. Jim Holden, who along with Jon Rondestvedt had earlier sent revision suggestions to the Committee Chair, offered several additional items that needed attention, including hyphenation, parallel construction, etc. The Board Chair, sensing that this fine-tuning could consume too much meeting time, reminded everyone that today's meeting was to adopt the Committee's revised version of the bylaws. In doing so, she also pointed to the final sentence in her introduction to this agenda item in which she wrote that the revision "...may need further work at some later date." Before the Chair could call for the motion to accept, Mike Harper spoke of the work of Molly Woehrlin, Bylaws Revision Committee Chair. He graciously accorded her credit for having done the "lion's share" of the work. The Board Chair then called for the motion "to adopt--with thanks--the new version of the bylaws." Motion: ReJean Schulte Second: Mike Harper Before the Chair had an opportunity to ask the question, two additional comments surfaced: 1) Treasurer Judy Cederberg called attention to Article 6, Section 3, and the need for adding "as well as providing." 2) Jim Holden offered a motion commending the entire committee for its work in revising the bylaws. Jerry Mohrig quickly offered a second. Smiles, nods, and voices indicated unanimous approval. Finally, the Chair called the question. By unanimous approval the Board adopted the revised bylaws.

Appointment

As noted in the agenda, the Board "must appoint a Board representative to the Nominating Committee for the coming year. Jim Holden has agreed to serve." The Board Chair invited the motion to appoint Jim Holden to act as its representative on the 2011-2012 Nominating Committee. Motion: Judy Cederberg Second: Susan Roosenraad Question: The Board approved Jim's appointment unanimously.

Annual Meeting

The Spring Annual Meeting is scheduled for Sunday, May 1, at 2:00 p.m. in St. John's Hall. Several members provided planning updates and Jon Rondestvedt passed around the "Worker Bee" sign-up list. Note: In addition to the usual agenda items for this annual meeting, this year's agenda will have a component during which the members who attend will be asked to provide their input. This segment is entitled "Using a New Lens -- CVEC Looking Ahead" and will be led by Board member ReJean Schulte who currently serves as the Curriculum/Instruction Task Force Chair.

Committee and Staff Reports

Operations Director: David Halsor David noted that the academic year 2010-2011 enjoyed 504 registrations, down slightly from the two previous years (Note: the Fall 2010 term saw two classes cancelled.). Spring 2011 term classes saw 178 registrations (162 students; some enrolled in two; several in three). David saw the continued strong demand for classes having much to do with the "nice assortment of classes" offered by the Elder Collegium. He then turned to a proposed calendar for

2011-2012 academic year. David indicated that the Board needed only to approve the dates for the three terms the Collegium offers classes: Fall; Winter; Spring. The remaining dates (monthly Board and Staff meetings; annual meetings; newsletter publication dates; etc.) can be left for the new Board and Staff to address and refine. Before the Chair could invite the motion to accept the calendar dates for the three terms, several members offered comments. Executive Director Ed Lufkin suggested eliminating the June newsletter altogether, as there is not only a scheduled July mailing containing much the same information but also an improved website offering similar details. The focus then shifted to the Annual Fall Meeting (Note: the Fall Annual Meeting—2010—was not held as many believed “not much happened” between a Spring Annual Meeting in May and the Fall Annual Meeting in October.). Ed reminded the Board and Staff that times have changed and that the Elder Collegium now has “many more means to communicate” to its members. Mike Harper suggested that perhaps an “Open House” format would allow members to preview courses and instructors without a formal annual meeting. Curriculum Director Jim McDonnell spoke of his reluctance “to insist” instructors come to this type of meeting. Operations Director David Halsor added that our current refund policy allows students to withdraw from a class after the first day with a full refund, the students having had the chance to “see” the instructor at work and to gain insight into the content of the course. The Chair interposed, cut off further discussion, and called for a motion to accept the proposed term dates. Motion: Judy Cederberg Second: Rich Noer The motion to accept the dates was approved unanimously.

Executive Director: Edward Lufkin Ed had two updates for the Board and Staff: 1) The CVEC now has a new audio system complete with speakers for use by its instructors. It is user-friendly—portable; a clip-on microphone; etc. Most recently, Dick Cantwell used it successfully in his class on opera; 2) By mutual agreement, neither the Elder Collegium nor River’s Edge Digital Media will together produce a promotional video. In interviews with a number of CVEC members, Ed came to the conclusion that neither the time nor the costs involved could be justified. Ed informed Nate Haustein, owner of River’s Edge Digital Media, of the decision not to move forward with the proposed project at this time. In his reply, Nate agreed with the Executive Director’s decision.

Curriculum Director: Jim McDonnell In preparation for his comments, Jim passed out two handouts—CVEC Class Schedule Fall 2011 and Course Descriptions – Fall 2011. With regard to the schedule for fall, Jim underscored that while the courses and instructors were now in place, teaching times and locations were still “tentative” and subject to negotiation and change. He went on to say that he was “happy to report” that the fall schedule boasted four new instructors to the Elder Collegium! This good news was followed by yet more good news in a brief note from Brynhild “Brynie” Rowberg, the Elder Collegium’s most senior instructor now in her nineties. Health permitting, she is again willing to offer a course during the 2011-2012 academic year. Jim closed by providing insight into his role in securing instructors for the

Collegium. A sizable portion of each term's listing of courses and instructors comes rather easily. Often, he observed, instructors "recruit themselves." It is later when the process slows, however, that he comes to liken himself to "a fly fisherman... angling for..." a particular course or specific instructor to complete the schedule satisfactorily. The handout on course descriptions, he noted, will be made available to members attending the Annual Spring Meeting on May 1st.

Finance Committee: Judy Cederberg and Barbara Jenkins Judy directed the Board and Staff to the abbreviated financial report that Barb had prepared and which appeared on the placemat for member review during the upcoming annual meeting. It offered a comparative look of CVEC finances: 2009-2010 set alongside the 2010-2011 academic years. Susan Roosenraad, expressing concern, noted that our Net Income for this current year stood at \$99.47 while Total Assets showed a gain of nearly \$6,000. In Barb's absence Board member Mike Harper, who is familiar with how financial reports are routinely published, pointed to investments identified as "unrealized gains" which come to be reflected in the figure for Total Assets. A footnote to that effect will be appended to the financial report on the placemat.

Adjourn

The Chair declared the meeting adjourned at 5:16 p.m.

Respectfully submitted,

Jon D. Rondestvedt, Board Secretary