

Meeting: CVEC Board of Directors - Wednesday, March 18, 2009

3:45 p.m., Northfield Senior Center, Room 106

Minutes

Present: Lois Burgoyne, Judy Cederberg, Ed Lufkin, Lowell Johnson, Joan Kark, Shirlee Madow, Lynne Pederson, Jon Rondestvedt, Jim McDonnell

Absent: Charles Carlin, Carroll Flaten, Myron Solid

Staff: Bill Carlson, Barbara Jenkins, David Halsor

1. Call to Order - meeting was opened by chair, Jon Rondestvedt

2. Motion: To approve the February 18, 2009, minutes made by Judy Cederburg, 2<sup>nd</sup>- Joan Kark, passed by unanimous vote with the following corrections:

- D. Finance - A one page handout was distributed to each Board member detailing the financial health of the CVEC. One side described the CVEC Fund Balances while the other offered the CVEC Operational Report comparing the 2008-09 Fall and winter Terms. On the Operational Report, Barb said the dates on the first column should be corrected to 8/1/08 – 10/31/08. And the subtitle of this document should read "Fall and Winter Terms 2008-09". Barb noted in the operation report that the comparison of the Fall and Winter terms found them remarkably similar in terms of total income, instructional expenses and total expenses.

- Section 5 - change the wording from fulsome to vigorous

3. CVEC Calendar--2009

A. Next Board Meeting: April 15th

B. Spring Classes Begin: March 23rd

C. Annual Spring Meeting: Sunday, May 3<sup>rd</sup> at St. Johns Hall

4. Board Updates

A. Registration—David Halsor reported that there are 169 registrations, 4 courses are filled and closed; others are close to be filled. The newsletter came out one week later than usual, but did not affect the registration process. Registrations have increased 12-14% above last year's registration.

B. Curriculum—Bill Carlson reported that the Curriculum Committee will be making up the class schedule this week and will have it available at the Spring meeting.

C. Publicity— Ed Lufkin has been working with Griff Wrigley to set-up the new web site. Bill Carlson showed the features of the web site on the large screen for the Board to review. Ed and Bill are asking for feedback comments from users regarding the new features and the information that is being provided. Comments from Board members included that the links are good, the site provides useful information, it is easy to use, and pictures are being added. Bill Carlson suggests that another word be interchanged for the word Blog.

D. Finance--Barb Jenkins presented the Fund balance statement and the Operational Report. The report is in a comparison format for the same periods from 2008 and 2009. Fund balance is down about 40% compared to last year.

E. Policy—see section 5 of the minutes.

F. Nominating— Joan Kark presented a report from the Nominating Committee meeting held on March 16, 2009. Accomplishments, 2010 Nominating Committee members and needs of the CVEC were identified. Judy Cederberg, Carroll Flaten, and Ed Lufkin have agreed to serve

another two year term. Joan Kark is electing to retire. One new member is needed to fill the Board. Suggested people are being called for interest to serve as Board member and on the Nominating Committee. One member of the board is needed to serve on the Nominating Committee.

5. Discussion Items/Motion Items

A. Discussion: ARTICLE 3 – AFFILIATES- Currently two affiliates are named and both are seated on the Board. Should Three Links and Kildahl Park Pointe be added as affiliates as well? What does being identified as an “affiliate” involve?

Bill Carlson pointed out that Kildahl Park Pointe, and Village on the Cannon are viewed as major contributors. Should representatives from these organizations be affiliate members of the Board? Jim McDonnell asked if there is something missing if these organizations are not represented on the Board? Ed Lufkin asked if the affiliate organizations should be recognized at the Annual Meeting? Lynne asked if the affiliates add ideas to class schedules or is their role more in support by providing places for holding classes. Lynne and Lois Burgoyne said that the partnership with CVEC is very important to their organizations. Judy Cederberg suggested that representatives from the affiliates could be asked to serve as the Board, but not necessarily as representatives from the affiliates. The Board consensus is to leave the affiliates as written. It is suggested that the affiliates be recognized at the Annual meeting, plus others that support CVEC in providing places to meet, and supplies such as coffee. Lowell Johnson suggested that the By laws be changed to re-word affiliates to acknowledge founding status.

B. Discussion: ARTICLE 4 – STUDENTS

4.4 Tuition - Should the amount charged per student participation of \$5.00 be increased? After discussion, no decision was made.

RE: withdrawal/refund policy – Should a student be able to sit in two class sessions to formulate decision without penalty? Board members consensus is to leave the policy as stated.

C. Motion to accept the title change to “Operations Director” was made by Bill Carlson and seconded by Ed Lufkin. Motion passed by unanimous vote

D. Approval of 2010 calendar - Bill Carlson provided an explanation of the dates of the calendar. Motion to approve the 2010 calendar was made by Shirlee Madow and seconded by Jim McDonnell. Motion passed by unanimous vote.

6. Spring Meeting - Jon Rondestvedt and Bill Carlson have responded back to Alene Fink regarding the Spring Meeting. Joan Kark reported from the planning meeting that there are still outstanding items to decide such as the menu and food provider. A sign-up sheet was passed around for the Board members to volunteer to help at the Spring Meeting.

7. Executive Director's Comments—Bill Carlson had no further comments.

8. Board Chair's Comments—Jon Rondestvedt reminded members that the Nominating committee is requesting that a Board member be the third member on the Committee and that Board members need to consider joining the Committee. Also, consideration needs to be made as to what the wording re-election means in the by-laws.

9. Meeting was adjourned at 5:05pm.

Submitted by Lynne Pederson