

**Meeting: CVEC Board of Directors**

**Wednesday, May 20, 2009**

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

Present: Carroll Flaten, Joan Kark, Ed Lufkin, Jon Rondestvedt, Shirlee Madow, Lynne Pederson, Susan Roosenraad

Staff: David Halsor, Barbara Jenkins

Absent: Lois Burgoyne, Charles Carlin, Judy Cederberg, Lowell Johnson, Jim McDonnell, Myron Solid

**1. 3:45-4:00 Social**

Welcoming New member: Susan Roosenraad

Returning member: Judy Cederberg; Carroll Flaten; Ed Lufkin

Thanking past member: Joan Kark

**2. 4:00** Jon called the meeting to order and asked for additions to the agenda. The approval of the Annual meeting minutes was added.

**3.** Motion was made by Shirlee, and seconded by Carroll to approve the April board meeting minutes with corrections. Motion passed by unanimous vote. Minutes will be amended to state that Scott Forsberg is a possible addition to the nominating committee.

A Motion was made by David, and seconded by Susan to approve the Annual Meeting minutes. The Motion was approved by unanimous vote.

**4. CVEC Calendar--2009 (cont.)**

A. Next Board Meeting: September 16th

B. Fall Classes Begin: September 14th

C. Fall Membership Meeting: October 18th

**5. Committee Updates**

Publicity - Ed asked if anyone has looked at the web site to look at the changes. Comments made are that the changes are very good. Ed will continue to work on the upgrade to the website.

Registration - David offered that the evaluations are coming in and will be reviewed.

Finance - \$4000 was transferred from the savings account to the money market. There is a gain in the Schwab account.

Nominating - the committee will be working on job descriptions this summer and asking members for feedback.

**6. Discussion Items**

A. 2008-2009 Academic Year

Comments - Jon asked if the board meetings should continue on a monthly basis or meet on a less frequent schedule. Opinions vary and no decision was made.

Shirlee suggests that the instructors be trained on use of equipment prior to the start of each

first class. David shared that this has been addressed a few times with instructors and agrees that it is needed.

Other comments include that there is not always proper preparation done by instructors before the class starts. Prior to the class, materials should be copied, and instruction is needed on using the equipment in the classrooms.

**B. 12th Annual Spring Meeting (May 3, 2009)**

Comments: Someone should be appointed or hired to be in charge of the meetings that is familiar with the kitchen, equipment, etc. in the place where it is held. Members are pleased with St. Johns Hall other than not having internet connection. The instructor presentations were concise. Members received comments that the desserts were very good.

**C. Membership Meetings: Fall; Winter; Spring**

Comments: Email should be used to send meeting reminders and announcements; either a Board member or staff person should be appointed to organize the meetings because of the many planning details; change the spring meeting from the month of May because it is such a busy time of year; is there a need for a winter meeting and/or a coffee?

**D. Terms in Office**

(1) 3 year terms? Currently elections are for two-year terms.

A suggestion is made to change the terms to 3 years rather than two years. Comment - is it harder to get people to commit to longer terms? Three years seem to be better because it takes at least a year to "get up to speed" regarding the business and decisions that need to be made. Terms will be limited to two consecutive three year terms. This will be placed on the September meeting as a motion item.

(2) Executive Director (suggested by Bill Carlson) 2009-2010 finds Bill completing his second three-year stint. Should a two-term limit be established for the Executive Director? and for other CVEC Board members as well? NOTE: All of us recognize the value of continuity as well as the need for "fresh blood," new ideas, etc. The By-laws are not clearly stated regarding how the staff positions are hired, terminated, term limits, compensation, etc.

**7. CVEC Booth--Art Fair/Defeat of Jesse James Days (9/9-9/13)**

Members felt that it is useful to have the table, as there is a lot of interest from passerbys. Information and a display of the web site should be available. Booth location is a concern in order to have internet connection.

**8. Committee to Revise & Update CVEC Poster and Promotion Brochure**

Ed will talk with Kathy Mellstrom about creating the publicity poster and other pieces. Shirlee and Jon volunteered to help, also.

**9. Revisit: 2009-2010 CVEC Calendar Necessary Changes?**

No changes were suggested. It is not clear how often the newsletter is produced.

**10. Election of Board Officers--2009-2010** NOTE : The following Board members have agreed to stand for the following offices:

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For President: Jon Rondestvedt

For Vice-president: Ed Lufkin

For Treasurer: Judy Cederberg

For Secretary:

11. Adjourn

**SPECIAL NOTE:** *Dated 5/22/08, our two page CVEC Board information handout needs updating (e.g., e-mail addresses, office titles, offices held). Please look at your copy and be ready to make necessary changes.*