

MEETING: CVEC BOARD AND ITS DIRECTORS

Wednesday, April 14, 2010

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

Present: Charles Carlin , Judy Cederberg, Carroll Flaten, Lowell Johnson, Ed Lufkin , Shirlee Madow, James McDonnell, Lynne Pederson, Jon Rondestvedt, Susan Roosenraad, Joan Stoesz
Staff: Bill Carlson, David Halsor

Minutes

1. Call to Order/Changes to the Agenda – one addition added - Board retreat.

2. Approval of Minutes: March 17, 2010 will be tabled until the next meeting.

3. CVEC Calendar--2010 (cont.)

A. 13th Annual Membership Meeting: May 2nd

B. Spring Session Ends: May 14th

C. Next Board Meeting: May 19th

4. Board Updates

A. Operations—David reported that the enrollment is 176 for the Spring session. As some participants enrolled in more than one session, actual enrollment is 156. Registrations total 546 for the year, compared to 536 last year.

B. Curriculum—Jim reported that the fall curriculum and instructors is almost full, with one instructor yet to confirm. Bill reported that instructors are reluctant to teach on Monday and Fridays. This poses a problem as to where and when the classes can be scheduled and that classes may need to be scheduled at the same time in the future. From class evaluations, areas of interest for class subjects is sociology, science, and history. These topics have been offered minimally in the past.

C. Publicity—Ed asked if members received the email blast regarding the May Annual Meeting. Not all members received it. Ed is looking for help from the board with the website for offering photos, articles, etc.

D. Finance--Judy distributed the Fund Balance and the Operational Report. The total value of the accounts is \$74,653. The savings fund balance is \$13, 193. The operational report shows a deficit of \$1,941, income minus expenses.

C. Nominating—Jon reported that with Ed's acceptance of the Director position, there is an opening for the Publicity chair and board. Katherine Collman has been added as a nominee for the Board. The Nominating Committee for 2011 is Teresa Ballentine, Lydia Moe, Molly Woehrlin, and Charles Carlin, Board representative.

5. Discussion/Motion Items

A. Discussion and Motion: Board Member and Board Officer Job Descriptions

Background: The CVEC Board authorized the Nominating Committee to formulate job descriptions for these positions. Their work was formally presented at the February 17, 2010, meeting when the Board's suggestions for improvement were noted and, subsequently, made.

The final set of descriptions now needs to find a "home" somewhere in our framework of working documents. Clearly these descriptions fall outside the by-laws and are not policies. How then shall they be titled and added to the board books?

Judy made the suggestion and the Board members agreed that the job descriptions be placed in board book tab, Board and Committee. It is also suggested that the descriptions need to be dated as to the revision.

B. Discussion: Board Authorized Classes and Transportation (Part II)

Background: In the past specific course offerings have necessitated travel away from the assigned meeting site. As noted in last month's agenda, last year found CVEC members visiting several churches in the Metro area as part of their course of study on church organ music. Currently the CVEC does not have a policy--written or understood--governing either transportation or its attendant costs. We need then to continue the conversation with the goal of establishing a policy that articulates both aspects.

Ed received an opinion from a retired attorney regarding car pooling - if the CVEC organization is sponsoring the car pooling then it can be held liable; if participants arrange for their own transportation to the site, then CVEC cannot be held liable, and the drivers need to carry liability insurance. There is a differing opinion that the CVEC organization as well as the Board members and the Director can be sued for negligence if there is an accident. Should buses be rented instead of car pooling? The rental expense is an issue. Would CVEC pay the expense, or do the participants need to pay the cost? The issues of cost and indemnity will be explored and the information will be brought to the next meeting. It is suggested that an official legal opinion be asked and received from an attorney.

C. An idea for the need of a Board retreat to do long range planning was introduced by Ed. The members agreed to the idea and Ed will look into the day and place and report back to the Board.

6. "Worker-Bee" sign-ups sheet for members to sign-up for tasks to do at the May 2nd meeting was passed put by Jon.

7. Executive Director's Comments were given by Bill. GiveMn has been added to the website as a link. Staff has met to start the transition of staff duties to the new Director. The Senior Center and CVEC will co-sponsor the Shakespeare Festival in Winona, in July. Instructors that have taught 5 or more courses will be honored at the Annual meeting. Under the new by-laws staff will not be voting members. Taking this into consideration, staff are asking what staff should attend board meetings?; how should staff participate at the meetings?; what does the Board want the staff's connection to the Board to be?

8. Board Chair's Comments—Jon thanked Ed for chairing the meeting last month and also for sending the email blast.

9. Motion to adjourn was made by Susan and seconded by Carroll.