

Cannon Valley Elder Collegium

Board Minutes, January 16, 2013

The Board of Directors of CVEC met at the Northfield Senior Center on January 16, 2013. A quorum being present, Board Chair ReJean Schulte called the meeting to order at 3:50 P.M.

1. An agenda having been circulated to the members of the Board prior to the meeting, ReJean asked the Board to approve the agenda, with the addition of a vote on a By-law revision and correction of one typographical error. Upon motion duly made and seconded, the agenda was approved unanimously with such changes.
2. ReJean next asked that the minutes of the November meeting of the Board be approved in the form sent to the Board prior to the meeting. A motion to approve the Minutes in the form circulated was duly made, seconded and approved unanimously.
3. Executive Director Ed Lufkin reported that upon approval of the By-law change anticipated for later in this meeting, four Board positions will open up. He asked the Board to consider whether it is important to fill them all. He reported that Eric Nelson has been approached about serving, and that he is favorably disposed. When elected, Eric could also chair a new committee to plan and facilitate the summer film festival.
4. Ed then discussed committee assignments. Specifically, he suggested that it might be helpful to have a Board committee to plan and facilitate the spring all-member meeting. There was some discussion of this idea; in the end, it was not clear that such a new committee would be helpful. More generally, however, Ed suggested that all the members of the Board ought to consider how they currently serve CVEC, and how they might be more profitably deployed in the future.
5. Operations Director Dave Halsor circulated a change to the By-laws, a copy of which is attached to these minutes. The effect of the change is to eliminate the provision that permitted each “affiliate,” i.e. each organization that provides significant program support and/or collaborates with program offerings, as determined by vote of the

Board, to designate one person to serve on the Board. Henceforth, each affiliate will designate a person to serve as liaison to the Board, but there will be no requirement that the affiliates' representatives attend meetings of the Board. Upon motion duly made and seconded, the By-law revision was unanimously approved.

6. Dave reported that this winter's enrollment is a record. About 2/3 of the applications were received on the first day, which raised questions as to how to determine who can be enrolled in over-subscribed courses. Dave currently makes random selections, except that preference is given to people who apply to a single course. The Board approved Dave's methods and thanked him for his efforts.
7. Following Dave's presentation, there was a brief discussion of possible venues where larger classes could be held.
8. Jerry Mohrig reported regarding activities of the Curriculum Committee. Fall evaluations were overall very positive. Jerry handed out a list of suggestions for other courses derived from the fall evaluations, and this list was discussed briefly. A copy is attached to these minutes. Jerry mentioned with approval the presentations offered by Laurel Bradley, curator of the gallery at the Weitz Center. The Curriculum Committee agrees that closer cooperation with St. Olaf and Carleton Colleges is desirable.
9. ReJean reported on the "ad hoc committee" to find replacements for the Executive, Operations and Curriculum Directors. Members are ReJean, Dick Crouter, Jerry Mohrig, Ed Lufkin and Mike Harper. Members met during the winter holidays and drafted proposed job descriptions for the Curriculum Director and the Executive Director. The Curriculum Director's job description was rewritten and finalized, subject to approval by the Board; a copy was circulated to the Board and informally approved. The two remaining job descriptions will be completed and, along with the already-approved Curriculum Director job description, appropriately publicized (i.e. by reference in the next Newsletter and posting on the CVEC website) before the February Board meeting. ReJean asked each Board member to approach at least one person and discuss opportunities for service in one of the staff positions.

10. Finance Director Barb Jenkins and Finance Committee Chair Rich Noer discussed the operations financial report that had been circulated to the Board prior to the meeting. The net income reported there needs to be reduced by \$650 because Carleton College has yet to bill CVEC for its share of the cost of the summer film festival. Otherwise, the report passed without comment.

11. ReJean confirmed that Eric Nelson wants the Board to appoint a committee to work with him on issues concerning the summer film festival. Board members were asked to consider this and other opportunities for service to CVEC.

Upon motion duly made and seconded and without discussion, the meeting was adjourned at 5:05 P.M.

Respectfully submitted

Michael H. Harper, Jr.
Secretary