

MEETING: CVEC BOARD OF DIRECTORS

Wednesday, November 18, 2009

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

Present: Jon Rondestvedt, Ed Lufkin, Lynne Pederson, Lowell Johnson, Shirlee Madow, Joan Stoesz, Susan Roosenraad, Carroll Flaten, James McDonnell, Myron Solid

Absent: Judy Cederberg, Charles Carlin

Staff: David Halsor, Barb Jenkins

1. Call to Order/Changes to the Agenda

Chair, Jon Rondestvedt, called the meeting to order and asked for changes to the agenda. No changes were suggested.

2. Approval of Minutes: October 14, 2009

Motion was made by Shirlee, and seconded by Ed to approve the minutes from the October meeting. Motion was approved by unanimous vote.

3. CVEC Calendar--2009

A. Winter Registration Begins: November 16th

B. Winter Classes Begin: January 4th

C. Board Christmas Party: Friday the 11th of December—Jay and Jon's home at 2002 Lake Drive.

4. Board Updates

A. Registration—David reported that 125 registrations have been received. A second section for the class on Global Cinema has been added and filled. Other classes have either been closed or are close to being filled.

B. Curriculum—Myron gave an update on the fall 2010 term. Eight instructors are confirmed and there are 12 to 13 additional instructors that could be used. Board members were reminded to ask people who may be interested in teaching a course. Starting mid-December, members can contact Jim McDonnell regarding curriculum or instructors. Susan shared a comment that she received from participants regarding that many of the winter courses seem to be religious based. Myron reported that the goal for the course subjects is to be more balanced; it is at times difficult to plan, being dependent on instructors to volunteer and working with their suggested course content. This issue is recognized and is a topic for discussion at the Curriculum committee.

C. Publicity—Ed reported that the fall brochure was posted on the web. American Towns website has offered a CVEC link on their website. Ed and Bill made the decision to place CVEC on the website.

D. Finance—Barb reviewed the Fund Balance and Operation reports. Motion was made by Susan and seconded by Jim to approve the financial reports. Motion passed by unanimous vote.

5. Discussion/Motion Items

A. Discussion Wrap-up: Annual fall membership meeting.

Jon asked for comments or observations regarding the Fall Annual meeting. Comments included that members thought that the meeting went well, the refreshments were good, and there was enough help to clean-up and set-up.

B. Status update: Annual fundraising effort. A group met at Bill Carlson's house to stuff envelopes for the fund raiser appeal. The appeal letters were mailed.

C. Discussion: "Coffee Klatch on CVEC's dime". Jon taught at the Northfield Retirement Community and ordered coffee for the participants and was not sure if payment should be made by the instructor or by CVEC. At this time the understanding is that instructors are responsible for paying for coffee and providing it for their class. Members discussed if instructors should be required to do this, or should coffee be ordered at the time of room scheduling? Shirlee suggests that a donation box be made available in the classroom to pay for it. This will be put on the January agenda to set a policy.

D. Discussion: no other items were discussed.

E. Motion to set and define Board membership: Motion was made by Ed and seconded by Carroll to accept change in Bylaw 7.1 to read: *The composition of the Board is limited to fourteen (14) members. Two members are chosen by their affiliated institutions. The remaining twelve members are elected by the general membership of the CVEC for three year terms.* Motion was passed by unanimous vote.

F. Motion to define the composition of the Nominating Committee: Motion was made by Carroll and seconded by Jim to accept a change in Bylaw 7.8 to read: *The Nominating Committee is composed of four members. Three members are elected for one year term at the annual spring meeting of the CVEC. The fourth member is selected from the Board at its first meeting following the annual spring meeting. The Nominating Committee shall select its own chairperson.* Motion made by Susan and seconded by Ed to amend the motion to add that: *three members are elected for one year term at the annual spring meeting of the CVEC.* The amended motion was passed by unanimous vote.

G. Motion to define the specific role of the Nominating Committee: Motion was made by Shirlee and seconded by Susan to amend Bylaw 7.8a to read: *The Nominating Committee presents to the Board a slate of prospective Board members at its monthly meeting prior to the Annual Spring meeting.* Motion was passed by unanimous vote.

H. Discussion Proposed revision of ARTICLE 9.

Page 1 italics end the sentence after terms. They receive an annual honorarium set by the Board. Take out from the CVEC director through the rest. Motion will be included in the January agenda. CVEC will be changed to Executive Director

A2 – Executive Committee to include the officers of the Board and the Executive Director as a non-voting member. Jon will write a description and include in the January meeting agenda,

6. Search for a new Executive Director of the CVEC

All Board members received an e-mail from Bill Carlson, dated November 8, 2009, in which he expressed his intention to end his term as Executive Director at the close of this academic year in May, 2010. Thus informed, the Board must act to establish a timeline in which the following appear:

1) Public announcement of Bill's intentions, including the means of publishing that announcement: Carroll suggests that a formal announcement be made on line, email blast to members and in the newspaper by January 15th. Deadline for applications will be closed six weeks later on February 26th. The announcement regarding the selection of a new Director will be made at the Spring Meeting. The Search Committee will be board members, Charles, Susan, Lowell, and Jon. The web site and email will include the job description. Applicants will be requested to submit a letter of interest including name, address, and phone number.

7. Executive Director's Comments—Bill was not in attendance.

8. Closing Comments—Jon reminded members of the holiday gathering at his house for the next meeting, December 11.

9. Motion to adjourn by David.