

## **Cannon Valley Elder Collegium**

### **Board Minutes, May 15, 2013**

The Board of Directors of CVEC met at the Northfield Senior Center on May 15, 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 two additions: discussion and approval of an amendment to the By-laws and discussion of a request to purchase FileMaker Pro software. Upon motion duly made and seconded, the agenda was approved unanimously with such additions.
2. ReJean next asked that the minutes of the April 17, 2013 meeting of the Board be approved in the form sent to the Board prior to the meeting, with one correction to paragraph 4. A motion to approve the Minutes in the form circulated, with such correction, was duly made, seconded and approved unanimously.
3. ReJean next introduced the new members of the Board. Each member of the staff, current and prospective, and each member of the Board then said a few words of introduction.
4. Executive Director Ed Lufkin reported that the annual meeting of the members was a success, but that there was a light turn-out. He suggested that the Board ought to discuss revisions to the meeting format that might either lead to increased attendance or ease the task of meeting planning.
5. Outgoing Operations Director Dave Halsor circulated a proposed calendar for the 2013-2014 academic year. Jerry Mohrig suggested that the calendar should be posted at the Senior Center. Jerry's suggestion met with unanimous approval. Upon motion duly made and seconded, the calendar was approved as circulated. A copy of the calendar is attached to these Minutes.
6. Incoming Operations Director Dale Sommers said that he, Dave Halsor and Barb Jenkins were using different versions of FileMaker software.

He said that CVEC ought to have the latest version of this software. After a brief discussion, Dale was authorized to purchase two sets of the latest version of FileMaker Pro for \$179 each.

7. Dave Halsor, speaking at the request of Curriculum Director Jim McDonnell who missed the meeting due to illness, said that the evaluations of spring courses, most of which had already been received, were generally very positive.
8. Rich Noer, current Treasurer of CVEC, asked the Board to approve the Minnesota Annual Report form that had been circulated by email prior to the meeting. Mike Harper suggested that the newly elected members of the Board should abstain, as they have no knowledge of the matters disclosed in the form. Upon motion duly made and seconded, the submission of the form was approved, with the new members of the Board abstaining. Barb Jenkins thanked Mary Emery for her help and guidance in the completion of this complicated form.
9. Next, discussion turned to the annual meeting. Several suggestions were made as to format, without any general agreement. It was suggested that the matter ought to be revisited in the fall, and that a subcommittee of the Board might be formed to recommend changes.
10. ReJean thanked Jon Rondestvedt in particular for his hard work on the annual meeting.
11. Eric Nelson led a discussion of the summer, 2014 film festival. Concerns had been expressed in a series of emails before the Board meeting, regarding what to do about limiting attendance at the “morning after” discussions. More recently, Carleton College has agreed that the Weitz cinema will be available for the discussions, and there was general agreement that with this venue available, attendance ought not to be limited. Eric also suggested that free “take-aways” ought to be handed out at the screenings; his suggestion was informally approved. ReJean’s suggestion that honoraria of \$75 should be mailed to each of the four instructors was approved without discussion.
12. After a brief discussion, an amendment to Article 5, Section 9 of the By-laws in the form discussed at the April 17<sup>th</sup> meeting (permitting members of the Board to be elected for terms of one, two or three years,

as convenient to achieve balance on the Board) were moved, seconded and unanimously approved. The current correct text of the approved provision is attached to these minutes as an exhibit.

Upon motion duly made and seconded and without discussion, the meeting was adjourned at 5:03 P.M.

Respectfully submitted

Michael H. Harper, Jr.  
Secretary

## 2013-2014 CVEC Calendar

FALL SESSION – September 9 – November 1, 2013

Registration Begins August 12, 2013

WINTER SESSION – January 6 – February 28, 2014

Registration Begins November 18, 2013

SPRING SESSION – March 17 – May 9, 2014

Registration Begins February 18, 2014

SPRING MEMBERSHIP MEETING – May 4, 2014

### 2013

July 9	Start of Film Festival
July 12	Mail Newsletter/brochure listing Fall Session courses
August 12	Registration begins for Fall classes
August 30	Register for Fall classes by this date
September 9	Fall Session begins
September 11	CVEC Board Meeting
October 16	CVEC Board Meeting
October 21	Distribute Fall Session evaluation forms
October 28	Mail brochure listing Winter Session courses
November 1	End of Fall Session
November 13	CVEC Board Meeting
November 18	Registration begins for Winter classes
December 13	Register for Winter classes by this date
December 8	Christmas Gathering

### 2014

January 6	Winter Session begins
January 15	Board Meeting
January 31	Mail newsletter/ brochure – Include date for May 4 Spring Meeting
February 17	Distribute Winter Session evaluation forms
February 18	Registration begins for Spring classes (No US Mail on 17)
February 19	Board Meeting
February 28	End of Winter Session
March 7	Register for Spring classes by this date
March 17	Spring Session begins
March 19	Board Meeting
April 16	Board Meeting
April 28	Distribute Spring Session evaluation forms
May 4	Spring Membership Meeting
May 9	End of Spring Session
May 14	Board Meeting

May 15, 2013 Second Reading of By-Laws revision

Proposed revision to Article 5, Section 9 – Terms of Elected Board Members

Section 9 currently reads;

***Non-affiliate board members shall be elected for three-year staggered terms.***

New Section 9 could read:

*Board members shall be elected to one, two or three year terms as required to achieve the goal of 1/3 of the board members terms expiring each year. As defined in Section 11 below, less than three year terms can be used to fill the unexpired term of a board member who resigns.*

*Board members may serve successive terms if elected.*

(This is an attempt to clarify how we can achieve a balanced board by varying length of terms if necessary.)