

**Cannon Valley Elder Collegium
Board Minutes, September 16, 2015**

The Board of Directors of CVEC met at the Northfield Senior Center on September 16, 2015. Board members JoEllen Schultz, Dan Van Tassel, Anne Aby, Jerry Mohrig, Peg Morrison, Randy Cox, Joan Drenth, Phil Eaves, Mary Emery, ReJean Schulte, Judy Mason, Eric Nelson, Dale Talley, Ed Lufkin and Michael Harper were present. A quorum being present, Board Chair Jerry Mohrig called the meeting to order at 3:45 P.M.

1. The meeting agenda had been circulated to the members of the Board prior to the meeting. Jerry asked if there were any additions or changes to the agenda. There were no suggestions for additions or changes.
2. Jerry next asked that the minutes of the May 20, 2015 meeting of the Board be approved in the form previously circulated by email. A motion to approve the Board minutes in the form circulated was duly made, seconded and approved unanimously.
3. ReJean Schulte said that the annual holiday party for Board and Staff will be held this year on Sunday, December 6th. ReJean and Richard Schulte will once again host the party. Details will follow.
4. Executive Director Rich Noer reported that fall enrollments were a record and that among the classes that filled up on the first day was the class in Faribault. An initial report from Bob Speckhals, a Faribault resident who is a frequent CVEC student and member of the Faribault task force, was to the effect that the first class was excellent. Jerry said that the Faribault task force, of which Jerry is a member, will meet again as soon as the fall classes in Faribault have concluded.
5. Operations Director Dale Sommers reported that as of the date of the meeting, there were 225 registrants for fall courses, a record. About 3% or 4% are on scholarship, which is in line with past experience. Thirty one students registered for the classes offered in connection with this summer's film festival, which is slightly fewer than in past summers. As to fall registrations, "lotteries" were held for three courses that were over-subscribed on the first day. About half of the students who could not be enrolled in courses last spring took advantage of the preference

granted them under CVEC's enrollment policy and registered for those same courses to be taught this fall

6. Ed Langerak gave the Curriculum Director's report. He said that one course had been cancelled because of too few registrants, and three courses still had room for additional students as of the date of the Board meeting. The Curriculum Committee had met and discussed schedules of courses for the winter and spring terms, and will vote on the winter term courses at its October meeting after course descriptions have been submitted and considered. A report to the Board will be made at its October meeting.
7. Finance Director Barb Jenkins discussed the Fund Balance Report which shows a loss of 5.9% in the recent stock market turn-down. She noted that since inception, the investments have returned a healthy 40% plus. Barb then turned her attention to the Operations Report, noting that the "miscellaneous" line is significantly bigger than in previous periods. The major items contributing to this were the costs of the retreat and the catered Holiday party. No concerns were expressed over these expenditures.
8. Treasurer Peg Morrison discussed the Finance Committee's recommendation to change CVEC's year for accounting and budgeting purposes from a calendar year to the academic year, which will be defined as running from July 1 to June 30. For 2016, CVEC will budget and report for the period January 1 through June 30, then commence its first full fiscal year, July 1, 2016 through June 30, 2017. Peg discussed a variety of reasons why the change is appropriate and acknowledged that the change-over will require some extra work on the part of the Committee and Barb, as Finance Director, and that an extra report to the State of Minnesota will have to be submitted. Peg warned that the first reports for the 2016 period will show an operating deficit of about \$10,000 because certain receipts, such as winter term enrollments and some gifts, will be shown in the 2015 reports while the related expenses – winter term instructor fees and room rentals – will be in 2016. She stated, however, that this is only a reporting problem and there will be no problem with cash flows. A motion to approve the Finance Committee's recommendation was duly made, seconded and approved unanimously. It was noted that the change will require a corresponding amendment to the CVEC Bylaws, which will be

accomplished at future Board meetings in the manner required by the Bylaws.

9. Jerry reported that a list of committee assignments for the upcoming academic year had been circulated and that every member of the Board had been placed on at least one committee. Assignments were made following Jerry's consultation with new Board members. Also, an ad hoc Technology Committee was appointed to consider, among other things, upgrades to the facilities at the Senior Center. The members are Rich Noer, Chair, Dale Sommers, Ed Lufkin and Mike Harper.
10. Dale asked for permission to purchase an easel-mounted white board for Village on the Cannon, so that instructors can project content on the existing wall-mounted white board and write at the same time. Jerry pointed out that this item was within the discretionary amount that can be approved by Rich, as Executive Director, so no Board approval was necessary.
11. Jerry next raised the question whether course fees should be raised from the current \$50 for eight-week courses. He said that he would favor this if an increase was necessary to cover additional operating costs, such as increased payments to staff members, increased instructor fees, or additional staff positions. He said that he would favor an increase in staff payments from the current \$2,000 per annum to \$3,000 per annum, which he thinks is justified by the increased demands being placed on staff. A lengthy discussion followed, particularly about whether and how to elicit students' reactions to fee increases. No conclusion was reached, but Jerry asked Rich and Dale Talley to work up a firm recommendation about whether and how to elicit students' reactions and present it to the Board at the next meeting.
12. Dale Talley has printed up 1,000 CVEC business cards, which she says will be useful when talking up CVEC to potential new students. Board members were given stacks of the cards for their use. Rich offered to print, on request, personal information stickers to be attached to the blank space provided on the cards.
13. Jerry ended the meeting by thanking the members of the Board for their hard and effective work. He said that the next Board meeting will be October 21, 2015.

The meeting was adjourned at 5:00 PM.

Respectfully submitted,

Michael H. Harper, Jr., Secretary