

*Cannon Valley Elder Collegium*  
Minutes of Board Meeting  
September 21, 2016

The meeting of the CVEC Board of Directors took place on Wednesday, September 21, 2016, at the Northfield Senior Center. Members present were Anne Aby, Randy Cox, Joan Drenth, Phil Eaves, Mary Emery, Jean Haslett, Steve Kelly, Peg Morrison, Judy Mason, Jerry Mohrig, Bob Speckhals, and Dan Van Tassel. Also in attendance were staff members Barb Jenkins, Ed Langerak, Rich Noer, and Dale Sommers. Confirming a quorum, Chair Jerry Mohrig called the meeting to order at 3:50 p.m.

1. The Chair asked if there were any additions or changes to the previously circulated agenda. There were none.
2. A motion to approve the minutes from the Board meeting of May 18, 2016 as circulated was made, seconded, and unanimously approved.
3. Perry Mason was welcomed to the meeting to present an update on the nominating process for new members and officers.
4. Nominee Bob Speckhals was unanimously elected to membership on the Board.
5. In a report intended to place CVEC in the context of other “lifelong learning” organizations, Executive Director Rich Noer explained the differences among three types of organizations that offer classes to elder clientele. The chart and accompanying remarks and a summary of the results, which had been emailed in advance as part of the agenda attachments, provide comparisons of course fees charged, number of courses offered per term or annually, instructor pay (if any), and respective class size and length. Garnering info online, he compiled a selective tally comparing data for other programs with that for CVEC. Ignoring proprietary organizations and institutions of higher learning offering lifelong learning opportunities across their total curricula, the chart focuses on independent lifelong learning organizations from the Road Scholar Lifelong Learning Network that appear similar to CVEC. It appears that our course fee is in the low to average range, that our instructor pay is on the high side, many such organizations depending on volunteer instructors, and that our class size compares favorably (in terms of the limited enrollment data available).

On behalf of Film Festival Chair Eric Nelson, Rich reported that the Summer 2016 Film Festival, the fifth in succession now, was very successful. The demographics—numbers and gender ratio of class enrollees—are holding their own. Two new presenters from St. Olaf were great. Financially, it was pretty much a satisfying break-even event. Anecdotal reports of this term’s class and film series were highly favorable and augur well for its continuation and potential expansion.

6. In his report as Operations Director, Dale Sommers, referring to charts accompanying the agenda, pointed out that academic year 2015-16 CVEC course enrollment continues the previous upswing trend, that the offering of courses in Faribault, particularly in a 4-week format, has proven a positive venture, that the gender ratio in classes remains two-thirds female to one-third male, that the scholarship option has continued to be a helpful component of the program, and that the 2016 Fall Term shows a respectable total enrollment of 217.

Apropos of course evaluations, Dale reported a 55% return rate, 90% plus rendered online. The plan is **(a)** to ask instructors to announce to their class the procedure for evaluations, and **(b)** the weekend prior to the last week for Dale to send to each person in every class an email memorandum explaining the evaluation process and encouraging use of the online option. Paper course evaluation forms will be discontinued.

7. Curriculum Director Ed Langerak reported that the array of classes for Winter and Spring 2016 was discussed by the Curriculum Committee at a meeting held on September 15. Ed will bring the approved Winter Term course schedule and descriptions to the October Board meeting.
8. Peg Morrison, Treasurer, highlighted income and expense figures for 2015-16, which are close to the previous year's numbers. The bottom line of the Operations Report is that the income-minus-expenses figure (or balance) for the past fiscal year is a positive \$2,603 versus a negative \$196 for the previous year.

As Barb Jenkins, Financial Director, noted, the amount for Fall Term instructor stipends, totaling roughly \$6,000, is an upcoming expense. Consequently, the combined current savings and checking account fund balances will soon be reduced accordingly. But that is part of the normal operations budget for income and expenses projected for the new fiscal year.

9. Jerry reported that the issue of increasing the instructors' stipend will be deferred to a later time.

He announced that the Executive Committee had authorized reimbursing all instructor costs for Fall Term class materials and also responded to discussion in favor of extending the trial period to the entire academic year, suspending the longstanding limit of reimbursement for such expenses to \$5 per enrollee. There was a consensus of the Board that lifting the limit would apply through Spring Term 2017, after which period a review of the results of the experiment would be assessed to determine future policy. Rich clarified that copying CVEC materials by instructors or staff on their own equipment would be reimbursed at 10 cents a page when actual costs are too hard to calculate.

10. On behalf of Vice Chair Dale Talley, Phil Eaves presented a resolution to move the date for the next Annual Membership Meeting to Sunday, March 26, 2017. It will be held at

St. John's Lutheran Church, which place has already been reserved. It is hoped that the earlier meeting date will result in better attendance. The resolution passed with a unanimous vote and an assurance that pies would be served.

11. The proposed Bylaw revision, providing a role for an immediate ex-Chair on the Executive Committee, passed unanimously on this its second vote, the initial vote having occurred at the May 2016 meeting. A copy of the revised Article 6.2 is attached to these minutes.
12. Following up on the decision by Ed Langerak to end his service as Curriculum Director at the close of this academic year, steps have been taken to update the job description. Dale Talley, Ed, and Jim McDonnell, assisted by Rich and Jerry, have revised and updated it. As the next step in the search process, Jerry asked that each board member submit to him or to Dale Talley the name of a possible candidate to replace Ed as Curriculum Director. The intent is to provide some overlap for transition; therefore, the goal is to complete the search prior to Spring 2017.
13. Jerry proposed, as had been discussed and endorsed by the Executive Committee, that we establish categories for donors, perhaps "Sponsors" for those giving, say, \$150 – \$499, and "Full Sponsors" for donors giving \$500 or more. In the discussion that followed various suggestions were offered, among them that there be more categories and that other names for the categories be considered as well. Jerry suggested that the matter be put on the agenda of the October Board meeting for further discussion after the Executive Committee has had opportunity to consider the matter further and to draft a recommendation. The hope behind the proposal and its continued refinement is that such a move would spur giving and be a tool for fundraising, as has proven to have been the case in many institutions.
14. Jerry announced that the Executive Committee has proposed plans to increase the salaries for CVEC staff members, starting next fiscal year, from the current \$2,000 level to \$3,000. Such a move would be justified by dint of both inflation and their increased workloads over the past years, and it would be a timely incentive in our search for a new Curriculum Director.
15. Note that our next regular Board meeting is scheduled for Wednesday, October 19, 2016.
16. The meeting was adjourned at 5 o'clock.

Respectfully submitted by Dan Van Tassel, Secretary

**Bylaws Article 6.2, as amended 9/21/16**

The four officers of the Board serve as the Executive Committee, with the Executive Director as a non-voting member. When the Board Chair is serving a first year as Chair, the immediate past Board Chair also serves as a non-voting member to provide continuity.

The Board Chair conducts the meetings. Except for the power to amend the Articles of Incorporation, the Bylaws, and the Policy Manual, the Executive Committee has all of the powers and authority of the Board of Directors in the intervals between meetings of the Board of Directors. The Secretary shall be responsible for keeping the records of the Executive Committee in the form and detail requested at the time of each meeting by the Board Chair. The Board Chair is responsible for notifying the Board of any decisions that are made and may, at her or his discretion, request that the Board ratify any actions taken by the Executive Committee.