

*Cannon Valley Elder Collegium*  
Minutes of Board Meeting  
October 19, 2016

The meeting of the CVEC Board of Directors took place on Wednesday, October 19, 2016, at the Northfield Senior Center. Members present were Anne Aby, Joan Drenth, Phil Eaves, Mary Emery, Mike Harper, Jean Haslett, Ed Lufkin, Peg Morrison, Judy Mason, Jerry Mohrig, Eric Nelson, Bob Speckhals, Dale Talley, 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 3:45 p.m.

1. The Chair asked if there were any additions or changes to the previously circulated agenda. Barb supplied a corrected page for Section 9 of the State of Minnesota Annual Report 2015-16, which report had been included among the attachments to the agenda.
2. A motion to approve the minutes from the Board meeting of September 21, 2016 as circulated was made, seconded, and unanimously approved.
3. In his report as Executive Director, Rich Noer said that he would provide on line, as changes occur, updated personnel charts, one listing members of the standing committees and the other listing current members of the Board and Staff. The two charts circulated with the agenda are accurate respectively as of 10/16/2016 and 9/21/2016.

Rich also related an anecdote of a woman with a British accent who called from Arizona inquiring about lifelong learning courses being offered at Carleton. She was particularly interested in guitar instruction and beginning French. He informed her that while such courses are not offered through Carleton, the organization known as CVEC regularly offers a variety of liberal arts classes at modest cost for interested lifelong learners in the Northfield area.

4. Operations Director Dale Sommers reported that his hard drive had crashed and that as soon as he gets his replacement installed he will work to get his backup information retrieved and move forward with his tasks.

Dale invited questions and comments pertaining to the previously circulated CVEC Registration Summary for Fall 2016. Comments included the observation that, while enrollment is principally from Northfield, a substantial and steady number of students come from (or are taking courses now offered in) Faribault, and that enrollment continues to draw from other nearby towns, even in the vicinity of the Twin Cities and from towns as far away as Red Wing and River Falls. It was also noted that most courses have kept the upper limit at 18, probably owing to the fact that available classrooms are not as workable (in terms of tables, chairs, and space) for discussion groups beyond that size.

5. Curriculum Director Ed Langerak reported that at the last meeting of the Curriculum Committee, on Oct. 18, a set of courses with their attendant descriptions and instructors for Fall Term 2016 were approved. Members expressed satisfaction with the variety of offerings and with the fact that the Faribault courses were well represented.
6. Peg Morrison, Treasurer, and Barb Jenkins, Financial Director, reviewed the previously circulated and ready-to-be filed State of Minnesota Annual Report for CVEC's 2015-16 record of income, expenses, and year-end balance. It was pointed out that the present report for CVEC as a non-profit organization is an anomaly in that budget-wise we are transitioning from operating on what heretofore has been a calendar year to ongoing fiscal years (running from July 1<sup>st</sup> to June 30<sup>th</sup> and paralleling an academic year). Therefore, this year's report reflects finances from only the last six months, making way for beginning and continuing financial records to follow the fiscal year henceforth.
7. Jerry called on Vice Chair Dale Talley to present for consideration the new wording for Article 8.1 of the Policy Manual, which treats matters of administration. The purpose of the amendment is to note the increased salary of \$3,000 (from the current \$2,000) for each of the four Directors, beginning July 1, 2017. The motion to authorize the change was moved and seconded. Discussion included the point that this increase seemed both timely and justified, given the increased work load of the directors and the forthcoming search for a new Curriculum Director to replace Ed, who is retiring from that role at the close of this academic year. The motion was carried unanimously. Then a companion motion officially to adopt the proposed amendment (upon its second reading) was moved, seconded, and passed unanimously.
8. Jerry outlined the process being followed to choose a new Curriculum Director and declared the desirability of completing the search by January or February so that some overlap could occur. He reiterated the importance of each board member's involvement in nominating candidates for consideration. The search committee is being chaired by Dale Talley and includes Ed Langerak and Jim McDonnell, as present and past Director, and board members Joan Drenth and Steve Kelly. The Board voted unanimously to approve the appointment of the committee. Dale reported on progress so far, including the names of several prospective candidates. She too emphasized the need for all board members to help cast the net for possibilities. She also summarized the job description. And others contributed thoughts about the desired attributes that a new director might possess. It was decided that an email should go out to the membership inviting nominations and highlighting the chief tasks and challenges for the new director.
9. Jerry presented a proposal, previously discussed and endorsed by the Executive Committee, to establish categories of donation, with a hierarchy (a trio to start with) of financial levels, to be inaugurated as part of the upcoming fundraising drive. He suggested we denominate Friend, for gifts up to \$150, Patron from \$151 to \$499, and Founder \$500 and upwards. Lively discussed ensued. Some argued for publicizing the

names, most argued against that. But all felt it would be a helpful incentive for future fundraising to incorporate such levels and to publicize the results but not the names of the donors. While some favored more ambitious levels, the consensus was to kick off with these levels and their designations, adding as a gloss to the Founder level some recognition of the founding leadership of Ron Ronning, who, fittingly, Jerry revealed, has agreed to be the speaker at our next annual meeting. The proposal passed unanimously, with the understanding that the Executive Committee would put the finishing touches on the proposal for implementation and for inclusion in the letter Jerry announced he is looking very much forward to writing for our upcoming fund drive.

10. Jerry shared the thinking of the Executive Committee regarding our upcoming holiday party. One concern is that expenses for the gala event might be reconsidered, perhaps with less reliance on catering or by combining and expanding the event to involve our CVEC instructors. It could be an opportunity to honor them and promote camaraderie. Given that the turnout would thereby enlarge, factoring in spouses and special guests, a different, larger venue, perhaps a church hall rather than a member's home, would be necessary. All liked the suggestion that we fete the instructors but different views were exchanged as to what kind of ceremony or celebration would be best. Some thought the annual meeting would be an appropriate time and place to honor instructors. Overwhelmingly, however, the group felt that time constraints for planning and making arrangements for such a party, particularly recognizing the calendar commitments already in the works for the holiday season, were formidable. A consensus was reached that the Executive Committee look into alternatives for a later date and discuss various formats for honoring instructors and return with a redefined proposal.
11. Note that our next regular Board meeting is scheduled for Wednesday, November 16, 2016.
12. The meeting was adjourned at five minutes to five.

Respectfully submitted by Dan Van Tassel, Secretary

**Amendment to Policy Manual §8: Administration (passed 10/19/16)**

*Previous wording:*

§8.1 The current staff – Executive Director, Curriculum Director, Finance Director, and Operations Director – conduct the administration of CVEC. Each Director receives an annual salary set by the Board. Currently, the salary for each of the four Directors is \$2000/year.

*New wording (changes in red):*

§8.1 The current staff – Executive Director, Curriculum Director, Finance Director, and Operations Director – conduct the administration of CVEC. Each Director receives an annual salary set by the Board. **As of July 1, 2017**, the salary for each of the four Directors is **\$3000**/year.