

Cannon Valley Elder Collegium Board Minutes, March 15, 2017

The Board of Directors of CVEC met at the Northfield Senior Center on March 15, 2017. Board members Judy Mason, Bob Speckhals, Jean Haslett, Joan Drenth, Phil Eaves, Mary Emery, Ed Lufkin, Eric Nelson, Dale Talley, Steve Kelly and Mike Harper were present. A quorum being present, Board Vice Chair Dale Talley 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. The Agenda was approved without comment.
2. Dale next asked that the Minutes of the February 15, 2017 meeting of the Board be approved in the form previously circulated by email. A motion to approve the February Board Minutes in the form circulated was duly made, seconded and approved unanimously.
3. Next, Executive Director Rich Noer reported briefly on Board Chair Jerry Mohrig's illness. Jerry has cancelled his previously scheduled spring course and will not act as Chair at the annual meeting scheduled for March 26th.
4. Judy Mason reported on Perry Mason's health concerns. Perry has cancelled his previously scheduled spring course, but hopes to reinstate it in the fall pending the results of tests that are ongoing. While Perry's prognosis is uncertain, he was feeling better at the time of the meeting.
5. Several members of the Board expressed hope that Jerry and Perry would soon be able to resume their important roles with the Elder Collegium.
6. Operations Director Dale Sommers reported that spring term registrations totaled 209, but were still "fluid" as of the meeting date, with some students choosing other courses in the wake of the cancellation of Perry's course. However, he said that registration had gone more smoothly than usual, reflecting some procedural changes adopted recently.
7. Curriculum Director Ed Langerak said that he would send a letter within a week to prospective instructors for the fall term.

8. Finance Director Barb Jenkins reported that the Operations Report, which had been circulated prior to the meeting, provided a “snapshot” of the Collegium’s financial condition. Both revenues and expenses were down as compared to the comparable period a year before, but cash flow was still positive.
9. Dale Talley discussed the upcoming annual meeting of the membership. She announced that the keynote speakers will be founders of the Collegium, Ron Ronning and Keith Anderson, who will reflect on the first 20 years. Ed Lufkin will serve as moderator of the meeting. Plans were generally complete as of the time of the Board meeting.
10. Ed Lufkin discussed the activities of the Publicity Committee. The members are Dale Talley, Jean Haslett, Phil Eaves, Joan Drenth and Ed. The Committee has concentrated on keeping the costs of communication down by using email “blasts” and the on-line Newsletter. Currently, “blasts” go to about 675 members. All but 301 members have chosen to receive the Newsletter from the website, saving significantly on printing and mailing costs. Such costs are now about \$350 per term. The website has been enhanced in recent years with help from consultant Griff Wigley and input from Rich Noer. Ed has been considering the question: what form of advertising works best? In the process, reliance on the local newspaper and posters has been reduced, because apparently word of mouth is the most effective advertisement. Ed briefly described the process of preparing the periodic Newsletter and keeping the website up to date. He thanked Joan Stoesz, Kathy Mellstrom, Barb Jenkins and Jean Haslett for their efforts on behalf of the Newsletter.
11. The Nominating Committee will present a slate of prospective new Board members at the annual membership meeting. One member of the Nominating Committee must be a member of the Board. Phil Eaves had agreed to fill that role, and upon motion made, seconded and unanimously approved, he will be the representative of the Board to serve on the Nominating Committee.
12. Rich Noer introduced a discussion of two proposed technical amendments to the Policy Manual. The amendments, in the form circulated prior to the Board meeting, are attached to these Minutes. After some discussion, particularly concerning the proposed policy that

all courses must be at least four weeks long, Rich suggested that a final vote be postponed until the April meeting of the Board.

The meeting was adjourned at 4:45 PM.

Respectfully submitted,

Michael H. Harper Jr.,
Acting secretary

Attachment: Proposed Policy Manual amendments (changes in red):

Section 4 – Faculty

4.2 Faculty compensation is a modest honorarium of \$500 per eight-week course, \$300 per four-week course, and corresponding amounts for other kinds of courses. Course stipends will be paid after completion of the first week of each course. The full honorarium is paid when five or more students enroll. If fewer than five enroll, the instructor may cancel. If there are fewer than five students and the course is offered taught, the honorarium will be ~~\$50 per student~~ the total of the student tuition payments. If substitute instructors are needed they will be paid on a pro-rated basis from the instructor's stipend. For eight-week courses offered jointly by two instructors the stipend is \$300 per instructor.

This is just a bit of housekeeping. The explicit reference to \$50 was inherited from a time when all courses were eight weeks. Under the proposed change, the honorarium with four students would be the current \$200 for an 8-week course, but \$120 for a 4-week course.

Section 5 – Courses

5.1 There are three terms per year, each eight weeks in duration. Classes normally meet once a week for two hours. Most courses are eight weeks in duration; the minimum length is four weeks.

Again, the lack of any mention of minimum course length was inherited from a time when all courses were eight weeks. Four weeks has been the commonly understood minimum; this amendment would put that in writing.