

**CVEC REGULAR BOARD MEETING**  
**NCRC Activities Room**  
**September 28, 2005**

**Present:** George Soule (Chair), Bill Carlson (Director), Teresa Ballentine (Associate Director), Lori Stanley (Operations Director), Vern Failletaz (Vice-Chair), Bill Child (Treasurer), David Appleyard (Senior Organization Rep.), Lois Burgoyne (NRC Rep.), Joan Kark, Dick Cantwell, Doug Kriesel, and Mary Ann Eng (Secretary). A quorum of members was present.

1. **CALL TO ORDER:** George Soule called the meeting to order at 3:30 p.m. and confirmed the policy that board meetings are open to anyone who cares to attend. Summaries of CVEC Fall 2005 Registrations, Yearly Class and Student Totals, and updated Financial and Operational reports were distributed. Discussion followed regarding a future transition to an NCRC classroom for the Board meetings, since the acoustics in the large activities room are not conducive to hearing the comments of all Board members. David Appleyard will inquire about renting a smaller room for our remaining meetings this year. George stated that our increased enrollment was impressive this fall, which was due to offering more courses, plus gaining publicity and visibility. Discussion followed regarding the evolving of CVEC as an institution and the projected needs for the future. A larger pool of people is needed to fill Committees and Board positions. The Curriculum Committee needs to ferret out younger Instructors. It may be advisable to add two more people to the Board, which would require a By-laws change. This issue needs to be thought about and explored for future discussion.
2. **MINUTES OF THE 6/15/05 BOARD MEETING:** Mary Ann invited additions or corrections to the Minutes, which had been previously emailed to all board members. George and Lori asked that an additional copy be sent to them. Teresa moved that the Minutes be approved as written. The motion was seconded and passed unanimously.
3. **REMARKS BY THE DIRECTOR:** Bill Carlson commented on a communication he received from an organization called "Legal Corps," which provides pro bono legal help to small non-profit organizations. The literature is to be kept in Teresa's file in case we ever need to refer to it. Bill was approached as to CVEC's interest in the proposed addition of a YMCA to the Northfield community. He told them that CVEC did not have a need to link with a new YMCA due to their own adequate resources. Bill stated that CVEC has not had a liability insurance policy. State Farm has provided a reasonable policy at a reasonable rate, around \$300, so CVEC is now protected. Teresa has not received the premium notice, as yet. A description of upcoming winter courses is now on the CVEC web site. Teresa, Lori and Bill recently attended a MN Humanities Commission workshop. George asked if we will receive about \$3000 from them. Bill said he would do the grant proposal for that.
4. **REPORT ON FALL TERM REGISTRATION:** Lori referred to her circulated reports. The total for fall term student registration was 171, as some people took multiple classes. She stated that five people were unable to get into the Astronomy class. Course content and titles may have been conducive to course choices. Bill Carlson invited us to make comments or suggestions regarding course content or titles presently listed on the internet, as it is still not too late to choose alternate language. He could still contact the instructors. The brochure will not come out until the middle of November. Doug Kriesel commented that the present registration form does not clearly indicate how multiple course choices can be made. Bill said that he and Ray Eng can eliminate that confusion by rewording the final format of the next registration form. Doug suggested offering a future course in Faribault. Discussion followed. Bill Carlson referred it to the Curriculum Committee. It will be discussed further under new business for the next meeting.
5. **REPORT ON FINANCES BY THE ASSOCIATE DIRECTOR:** Teresa directed our attention to page 2 of her circulated report. The total value of all CVEC accounts was \$54,854. On page 1, tuition collected so far is \$12,270, with more coming in for the winter term in December, so we should collect more than \$15,000 for this year's tuition. Total tuition collected last year was \$9,800. Actual income for this year was \$16,117. Teresa invited questions. After discussion, Dick Cantwell moved that we accept the report as presented. The motion was seconded and unanimously passed. Teresa then asked how CVEC should honor Jim Reiley at the fall meeting. Discussion followed. Bill Carlson moved that we ask George Soule to craft a carefully worded letter to recognize Jim Reiley's contribution to CVEC, to be presented at the fall meeting. The motion was seconded and passed unanimously. George Soule accepted that responsibility. George then appointed Teresa Ballentine and Dick



Cantwell to a committee for developing a simple policy for presenting letters of commendation to similar honorees at meetings. In addition, some criteria for expressing condolences to specific CVEC people would be included.

6. **FINANCE COMMITTEE REPORT:** Bill Child reported that the Finance Committee would be meeting soon to complete a budget for next year. In regard to fundraising, Bill Child and George Soule will write a mildly worded letter to be sent in October, along with the invitation to the November benefit concert. Mention will be made of CVEC's generally good financial situation, but donations will be welcomed. Lois Burgoyne revealed that John Detloff, who represents the Kildahl Park Pointe Co-op Condominiums to be built on the NRC campus, will be offering a low-key wine & cheese information gathering in the NRC chapel after the concert. CVEC is in communication with John Detloff in a way similar to Village on the Cannon, because Kildahl Park Pointe emphasizes Lifelong Learning, and is planning to include classroom space. Bill Carlson mentioned that this information was on CVEC's web page. No objection to this fact was voiced.
7. **PUBLICITY COMMITTEE REPORT:** Bill Carlson reported that our DJJD booth, equipped with a reusable CVEC banner and posters, resulted in two new CVEC course registrations. During the second week of October, CVEC will provide mini-classes at three Village on the Cannon outreach series. Marie Gery, Hartley Clark and Ruth Hansen have agreed to be the instructors. Bill announced that the Fall Newsletter was being put together, with an article on Marion Hvistendahl, along with emphasis on how learning benefits mental health. The new CVEC promotional brochures are in circulation. Bill will bring copies for Board members at the next meeting. The Northfield News will soon be doing a larger article on CVEC's record enrollment, along with mention of Village on the Cannon. Teresa moved to accept this report. The motion was seconded and passed unanimously.
8. **CURRICULUM COMMITTEE REPORT:** Vern Faillettaz said he would like two more people on the Curriculum Committee, who are newly retired and have not had previous experience. Teresa clarified that this action would not require a change in CVEC policy. George reminded him that a balance between St. Olaf and Carleton was important. Vern said he has two people in mind, and hopes to have the first meeting on Oct. 12<sup>th</sup>, at 3:30 p.m. The major focus will be on the 2007 school year. He would like to increase the courses to a total of 10, also repeating popular courses. An intergenerational student format might be explored, with no charge to the students. Vern needs suggestions for courses from us. George pointed out that it may be against CVEC policy for an instructor to teach more than one course per year, so that would need to be checked.
9. **DATES FOR FUTURE MEETINGS:** Nov. 16, Jan. 18, Mar. 15, May 17 (in the new room)
10. **NEW BUSINESS:** George pointed out that we need to replace Dave Appleyard on the Finance Committee. Joan Kark suggested asking Don Sahling. Bill Child had no objection, and Bill Carlson agreed to ask him. Bill Carlson then introduced the need to increase CVEC's classroom display technology. He stated that we have the resources to purchase more. A DVD/VHS (costing \$150-\$200) and a portable projection unit (costing \$900-\$1300) are needed primarily for future classes at Three Links and Village on the Cannon. Bill proposed that the Board approve an upper limit budget of \$1500 for purchasing these two units. Larry Walsh and Ray Eng have both agreed to be part of a technology committee to decide on specific units and provide training. One of the three Directors will be responsible for storage and security. Bill Carlson made a motion to spend no more than \$1500 for the units. The motion was seconded and unanimously passed.
11. **ADJOURNMENT:** Mary Ann made a motion to adjourn the meeting. The motion was seconded and passed unanimously. The meeting was adjourned at 5:00 p.m.

Respectfully submitted,

*Mary Ann Eng*  
Mary Ann Eng,

Secretary

*approved Nov. 16, 05*