

Cannon Valley Elder Collegium

Minutes of Board Meeting

September 20, 2017

The meeting of the CVEC Board of Directors took place on Wednesday, September 20, 2017, at the Northfield Senior Center. Members present were Barbara Crouter, Joan Drenth, Phil Eaves, Jean Haslett, Mary Ho, Steve Kelly, Ed Lufkin, Jerry Mohrig, Peg Morrison, Eric Nelson, Bob Speckhals, Dale Talley, and Dan Van Tassel. Also in attendance were staff members Perry Mason, Rich Noer, Dale Sommers, and Kathy Sommers. Confirming a quorum, Chair Dale Talley called the meeting to order at 3:45 p.m.

1. Chair Dale Talley asked if there were any additions or changes to the previously circulated minutes from the Board meeting of May 17, 2017. There being none, a motion to approve the minutes was made, seconded, and approved.
2. Dale reported that the Executive Committee would consider all relevant factors bearing on the selection of a suitable date (in late September or early October) for the 2018 Annual Membership meeting and come back to the Board with a recommendation.

She briefly highlighted a supportive article regarding the fall term of classes of CVEC that had appeared in the Faribault newspaper.

She also informed the board that a letter had been received from an organization advocating the institution of a Community ID for all Northfield residents. The letter requested a letter of support from the Collegium. The Executive Committee discussed the matter and opted to decline the invitation for a letter of support. Dale summarized the contents of our letter responding to the request, indicating that, in view of the area of draw for Collegium membership being wider than the city of Northfield and that we failed to see a clear linkage between the project and the mission of CVEC, the Collegium would not be submitting a letter of support.

3. In his report as Executive Director, Rich Noer began with an overview of issues that will require Board attention in the near future:
 - *Operations and Financial Directors.* Dale and Kathy Sommers end their terms of service at the end of this fiscal year, and their successors need to be in place by March to allow for Spring term shadowing of Dale and Kathy. Any adjustments of these positions should be in place by January. The Board will probably spend some time on this in October.
 - *Technology support for instructors.* Rich called on Dale Sommers to address this need in more detail. With the need to hire a new Operations Director by June, 2018, Dale urged removing the technical support responsibilities from that job description. With the significant investment in electronic equipment at both VOC and the Senior

Center and the need to support instructors in their use of such technology in their teaching, we need to put in place a structure by which instructors are accorded a group orientation to the technology equipment before beginning their classes and then follow-up assistance as needed during their courses. A promising prospect and main part of the program might be to enlist qualified volunteer(s) to offer an orientation portion of the program and to be available as need arises during each term. Another component of the program might involve an agreement with an area computer service to keep the equipment in good working order and/or be on call when equipment fails and needs to be repaired. Dale has some leads on candidates for conducting such a program and welcomes any recommendations of names of others to consider as well. The consensus is that such a program needs to be developed, the sooner the better. Board discussion will be scheduled for October.

- *Faribault program.* This program is entering the third year of its 3-year trial period. We need to decide on whether to continue the program soon (probably by November) so that, in the event of continuation, the Faribault Committee can do timely work on courses and instructors for the 2018-19 year. Details of program formalization can probably wait until early 2018.

With justifiable admiration, Rich called attention to and solicited visual inspection of the new cabinet now residing in our meeting room (106 in the Senior Center), built largely gratis by Mike Harper. With its handsome exterior, painted green to coordinate with the room's décor, and its capacious interior, consisting of deep shelves, panel doors (the lower tier of which are lockable), and recessed drawers, the cabinet now houses the newly added technology equipment, all bound on-going records of the Collegium, and our office supplies. The Board expressed thanks to Mike for his craftsmanship and saluted his and the successful efforts by staff to organize and house the belongings and archives of this august organization.

Finally, Rich called attention to the previously circulated 2-page updated roster of membership in standing and other committees and asked that he be notified of any errors. He would accordingly note any such changes for the record and for inclusion on the website.

4. Operations Director Dale Sommers reported that the total enrollment for the 2017 Fall Term is 228, a record or near-record level. Four courses were oversubscribed, which meant 36 people did not make one of these classes. Some chose other available classes that had openings, with a total of 16 wait listed.
5. Referring to the previously circulated listing of courses proposed for Winter (13 so far) and Spring 2017-18 (10 at this point) as well as the fifteen courses approved and underway for Fall Term, Curriculum Director Perry Mason reported that the array of

courses currently offered and proposed covers a nice distribution from the arts (music, literature, and writing) to the sciences and to politics, philosophy, religion, and history.

6. Referring to the previously circulated annual report for fiscal year 2016-2017, Treasurer Peg Morrison noted that the bottom lines of the Income and Expense Summaries are in the black and, as illustrated in the colored pie charts in the report, the status of contributions and portions of expense and income categories are favorable and in line with projections. Following this, Peg moved that the report be approved by the membership as required for submission of our annual report to the Minnesota Attorney General. A vote was taken and approved unanimously.
7. Rich called attention to the previously circulated proposed amendment to the Policy Manual regarding respective lengths of times for retention of classes of documents. The Board briefly discussed the changes and offered no suggestions for further changes. At the next (and second) consideration of the amendment, which will occur at the October Board meeting, opportunity will be in order to engage in further discussion and to vote to approve the proposed amendment.
8. Chair Dale opened the floor for discussion of the previously circulated proposed Policy Manual amendment regarding instructor course expenses. The upshot of the discussion, which centered on the concept of fairness of expenses students incur for texts and supplies across courses, was to follow a new path, along the lines of the proposal. In those courses in which the instructor chooses to use printed materials or duplicated media of his or her own authorship/composition instead of or in addition to published materials (i.e. books, CDs, and the like) students should be assessed a fee to cover the duplicating costs so that they are not borne by either the instructors or the Collegium but by the students. The new policy would do away with the \$5.00 per-student-enrolled method of meeting the cost of duplication and instead assess a course fee for materials at the time of registration. It was pointed out that a note regarding compliance with the fair use of copyright materials (which does not pertain to items in public domain) should be included in any orientation information shared with instructors. The proposal was remanded to the Executive Committee for revision. The committee will incorporate the consensual suggestions offered in the discussion and return with a modified proposed amendment for consideration at the next Board meeting. For the upcoming Winter Term courses, the experimental lifting of the \$5.00 per-student limit will obtain. It is expected that a revised amendment will be prepared, discussed, and approved in time to apply to Spring Term 2017 courses.
9. The next regular meeting of the Board is set for Wednesday, October 18, 2017.

Respectfully submitted by Dan Van Tassel, Secretary

Cannon Valley Elder Collegium Annual Report
Fiscal Year July 1, 2016 - June 30, 2017

Attachment to Board
minutes, 9/20/17.

2016-17 Operations Report

	Budget 2016-17	Actual 2016-17
OPERATIONS INCOME		
Tuition (program income)	\$32,000.00	\$30,450.00
Scholarships & Comps	-\$1,200.00	-\$530.00
Contributions	\$10,000.00	\$12,948.40
Interest		\$17.48
Total Operations Income	\$40,800.00	\$42,885.88
OPERATIONS EXPENSE		
Instruction (program expense)		
Instructors	\$18,200.00	\$17,853.79
Class Materials	\$1,000.00	\$1,866.42
Guest Faculty	\$1,000.00	\$600.00
Room Rental	\$3,000.00	\$3,148.00
Technology	\$300.00	\$227.46
Licensing Fees	\$750.00	\$687.50
Insurance	\$452.00	\$476.71
Miscellaneous	\$250.00	
Total Instruction	\$24,952.00	\$24,859.88
Publicity (program expense)		
Publicity Aide Salary	\$450.00	\$612.50
CVEC Share FICA/Medicare	\$34.00	\$46.84
Newsletter Printing/Post/Other	\$1,500.00	\$910.93
Annual Meeting	\$565.00	\$477.17
Technology - Website	\$135.00	\$95.40
Miscellaneous	\$300.00	
Total Publicity	\$2,984.00	\$2,142.84
Administration		
Directors Salary	\$8,250.00	\$8,750.00
CVEC Share FICA & Medicare	\$632.00	\$669.39
Printing, Postage, (& Supplies in budget)	\$550.00	\$168.00
Supplies		\$337.63
Technology	\$600.00	\$214.70
Miscellaneous (inc. room rental in budget)	\$850.00	\$165.59
Room Rental		\$40.00
Holiday Party		\$490.78
Total Administration	\$10,882.00	\$ 10,836.09
Fundraising	\$600.00	\$740.59
Total Operations Expense	\$39,418.00	\$38,579.40
Operations Income minus Expense	\$1,382.00	\$4,306.48



Income and Expense Summary

Operations income	\$42,885.88	Operations expense	\$38,579.40
Endowment Appreciation	\$11,720.79	Equipment depreciation	\$1,951.00
Total income	\$54,606.67	Total expense	\$40,530.40
Net Increase	\$14,076.27		

Operations Income exceeded Operations Expense by \$4,306.48

Balance Sheet

	June 30, 2016	June 30, 2017	change
Operating Funds			
First National Checking	\$12,107.11	\$16,396.11	\$4,289.00
First National Savings	\$10,060.36	\$10,077.84	\$17.48
Operating Funds Total	\$22,167.47	\$26,473.95	\$4,306.48
Endowment Funds			
Schwab deposit account	\$144.54	\$144.57	\$0.03
Schwab equity funds	\$58,706.57	\$70,427.33	\$11,720.76
Endowment Total *	\$58,851.11	\$70,571.90	\$11,720.79
Total financial assets	\$81,018.58	\$97,045.85	\$16,027.27
Depreciable equipment **	\$16,313.00	\$14,362.00	-\$1,951.00
Total assets	\$97,331.58	\$111,407.85	\$14,076.27
Total Liabilities	\$0.00	\$0.00	\$0.00

* Endowment Appreciation - 19.91%

** Depreciable equipment - audio visual equipment at Senior Center and Village on the Cannon

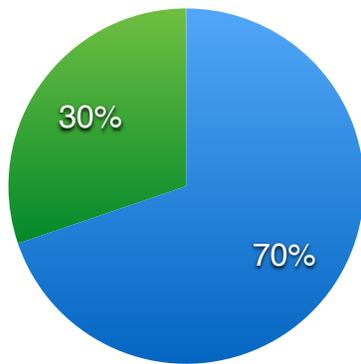
Operations Income

Tuition (Program Income)	\$29,920.00
Contributions	\$12,948.40
Interest	\$17.48
Total	\$42,885.88

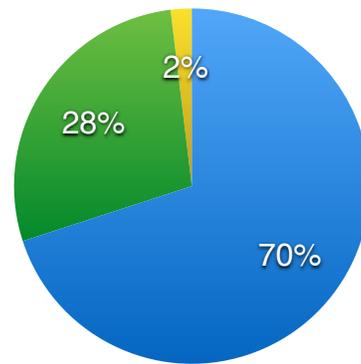
Operations Expense

Program Expense	\$27,002.72
Administration Expense	\$10,836.09
Fundraising	\$740.59
Total	\$38,579.40

● Tuition ● Contributions
● Interest



● Program ● Administration
● Fundraising



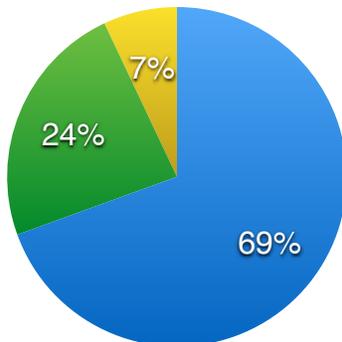
2016-17 Contributions

fundraising letter, memorials, etc	\$8,993.40
with registrations	\$3,045.00
refunds donated	\$910.00
Total	\$12,948.40

2016-17 Donor categories

Benefactor (4)	\$2,813.40
Patron (23)	\$4,330.00
Friend (126)	\$5,805.00
Total	\$12,948.40

● fundraising letter, memorial, etc
● with registrations
● tuition refunds donated



● Benefactor ● Patron ● Friend

