

DRAFT

Cannon Valley Elder Collegium

Minutes of Board Meeting

September 18, 2019

The meeting of the CVEC Board of Directors took place on Wednesday, September 18, 2019 at FiftyNorth. Members present were Dan Van Tassel, Dale Talley, Barbara Crouter, Susan Evans, Arthur Higinbotham, David Norman, Karolyn Bertelsen, Phil Eaves, Bob Speckhals, Peg Morrison, and Mary Ho. Also in attendance were staff members Carol Rutz and Bill Rizzo. Absent were Board members Joan Drenth and Steve Kelly and staff member Perry Mason.

- 1. Confirming a quorum, Chair Dan Van Tassel called the meeting to order at 3:45 p.m. As this was a first Board meeting for Susan Evans, Arthur Higinbotham, and David Norman, Dan asked all members and staff to introduce themselves and provide some background regarding themselves and their involvement with CVEC.**
- 2. Dan asked if there were any additions or corrections to the previously circulated minutes of the Board meeting of May 15, 2019. Nominations Committee Chair Phil Eaves said that item #9 should state that the Nominations Committee members for the upcoming year are Jane McWilliams, Gordon Olson, and Tim Madigan. A motion was made and seconded to approve the minutes as corrected. Motion carried.**
- 3. Executive Director Carol Rutz began by reporting on the results of the recent election for Board officers and members and Nominations Committee members, and she said that there were 59 votes from the 777 e-mails sent and 4 votes returned from the mailed ballots. It was noted that this is similar to the number of persons who have voted in person at annual spring meetings in the recent past. There was some discussion regarding how long persons should remain on the CVEC mailing list if they are not continuing to take courses or are not otherwise involved with CVEC, but no decisions were made. Carol also reported that, with the concierge position at Village on the Cannon (VOC) currently vacant, some CVEC students who arrive late to class may have difficulties accessing the building. Instructors have a door code, and a student tends the door until class begins, but latecomers may at times have problems gaining entrance. Karolyn Bertelsen, who is on the VOC Board, said that the Board hopes to have the concierge position filled soon. Carol finished her report by noting that the Executive Committee members agreed at their last meeting that the newsletter tab on the CVEC home page could be renamed "Collegium News" and direct users to two pages of news. This change would eliminate a downloadable copy of the full**

newsletter, but would avoid duplicating all of the material devoted to courses and registration.

4. **Registration Director Bill Rizzo reported that there were 174 students who attended Spring 2019 courses, 138 from Northfield and 36 from other locations. Of the 36, Faribault had 11 students, the highest number from any community outside of Northfield. He said that so far, Fall registration is at 195 students filling 213 course slots, and that he will have a complete report at our October meeting. Bill went on to say that Board policies regarding procedures to follow when courses are oversubscribed have been very helpful.**
5. **In the absence of Curriculum Director Perry Mason, Carol reported that one Fall course planned for Faribault has been cancelled for lack of enrollment, and that he currently has commitments for 10 courses to be offered in Northfield during the upcoming Winter term. Perry will report further on Winter and Spring courses at our October meeting.**
6. **Finance Director Bill Rizzo reported that 2018-2019 CVEC income from tuition and contributions is consistent with prior years and close to what was budgeted, and expenses are likewise close to budgeted amounts. He also noted that assets are increased over last year by approximately \$24,000.00 primarily due to one large donation. At our next Board meeting, Bill will present for Board approval the annual report to the State Attorney General.**
7. **Dan announced the following Board member committee assignments: Susan Evans, Curriculum; David Norman, Publicity; and Arthur Higinbotham, Finance. Carol added that she is seeking someone who can take Board member photos for the CVEC website.**
8. **Bob Speckhals gave the Faribault Committee report. He said that the course proposed by John Blackmer had to be cancelled because of low registration, and that he has commitments for 2 Winter term courses in Faribault. Bob said, too, that the Committee is considering ways to increase Faribault participation in CVEC courses.**
9. **Dale Talley said that preparations for the October 20 annual meeting are nearly complete and that Barbara Crouter is working with her this year. Dale circulated a sign-up sheet for Board members to indicate how they could be involved in helping on the meeting day.**
10. **Carol reported for Rich Noer on the results of the 2019 film festival, Global Musicals, co-sponsored by CVEC and Carleton College. She said that the Weitz Center cinema, which has about 200 seats, was 2/3 to 3/4 full for each of the four films, with 18 seminar registrants. In 2018 the theater was nearly full for each film and there were 20 registrations for the seminars. No**

technical problems were reported this year. The CVEC share of the expenses associated with licensing the films was \$825.00, and additional expenses were \$300.00 for instructor stipends (4 x \$75.00). Seminar registrations totaled \$540.00 (18 x \$30.00), for a net loss of \$585.00. Peg Morrison reminded the Board that the Finance Committee had anticipated that the film festival would not generate enough income to cover all of its expenses and that the Board and Finance Committee had expressed their opinion that the film festival was an important CVEC contribution to the Northfield community.

11. The meeting was adjourned at 4:56 p.m. The next regular meeting is scheduled for Wednesday, October 16, 2019.

Respectfully submitted,

Mary Ho, Secretary