

**DRAFT**

**Cannon Valley Elder Collegium**

**Minutes of Board Meeting**

**October 16, 2019**

**The meeting of the CVEC Board of Directors took place on Wednesday, October 16, 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, Joan Drenth, Steve Kelly, and Mary Ho. Also in attendance were Faribault Committee Co-Chair Sue Carlson and staff members Carol Rutz, Perry Mason, and Bill Rizzo.**

- 1. Confirming a quorum, Chair Dan Van Tassel called the meeting to order at 3:47 p.m.**
- 2. Dan asked if there were any additions or corrections to the previously circulated minutes of the Board meeting of September 18, 2019. A motion was made and seconded to approve the minutes as presented. Motion carried.**
- 3. Executive Director Carol Rutz reported that the current CVEC website may soon be unsupported by WordPress, and so she and Rich Noer have arranged to meet with a consultant to discuss plans for an updated website. Carol went on to report that there have been some technical problems reported during classes at Village on the Cannon. Karolyn Bertelsen said that she has spoken to Jim Pierret, and she also reported that Village on the Cannon has engaged a new management company, Bluewater Properties, as of November 1st. And lastly, Carol said that leaders of Faribault's Future have asked CVEC to meet with them to participate in a program showcasing opportunities for lifelong learning in Faribault. Bob Speckhals and Susan Carlson will be meeting with representatives of the group.**
- 4. Registration Director Bill Rizzo referred Board members to the Registration Summary for the Summer Film Festival 2019 circulated with meeting materials. There were no questions or comments from those present. With regard to registration for Fall 2019 courses, he said that it was a typical registration period, with most courses full or nearly full. Fifteen people were turned away from 4 oversubscribed sections. Susan Evans asked if it would be feasible to have more than 18 students for some of the courses, and Dale Talley responded by saying that this has been discussed previously and that some of the classroom spaces do not easily accommodate more than 18 students, and some instructors do not want to conduct classes with more than 18 participants. Susan did say that frequently not all students are in**

attendance, bringing the number below 18 for those classes. It was decided that this is something that could be discussed during a Curriculum Committee meeting. Bill also noted that some students have objected to having class lists, including e-mail addresses, shared with all students in a particular course. Bill proposed that instructors still continue to receive names and contact information for students to use in case of class cancellations, etc., and that students be given the option of checking an opt out clause such as "If you do not want the above information shared with our class on the class lists, then please check here." Board members were in agreement with this. No vote was taken.

5. Curriculum Director Perry Mason said that there are 12 Winter 2020 term courses ready to go, 11 in Northfield and 1 in Faribault, with 218 student slots. He noted that there is a good variety, across a number of disciplines. For Spring, he said that the Curriculum Committee has approved 7 courses for sure in Northfield, plus 2 more that will probably be offered. For Faribault, Perry said that there are 3 definite courses, and that overall the Spring term will also have courses from a variety of subjects.
6. Finance Director Bill Rizzo referred Board members to the previously circulated Operations and Fund Balances reports, and noted that CVEC is on track for a balanced budget and steady fund balances this year. Prior to the meeting, Bill circulated to Board members copies of the Charitable Organization Annual Report for 2019 that he is required to submit to the State of Minnesota. This requires Board approval, and there being no questions or comments, Steve Kelly moved and Dale Talley seconded that the report be submitted to the State of Minnesota as presented to the Board. Motion carried. Bill also noted that the CVEC Policy Manual only gives guidance on student tuition and instructor fees for classes of 8 weeks or 4 weeks. He prepared a proposal for incremental increases in tuition and instructor honoraria for courses of more than 4 but fewer than 8 weeks. There was general agreement with Bill's proposal, and Carol will develop some policy language and bring it to the next Board meeting.
7. Dale Talley reported that preparations for the October 20 Annual Meeting are on schedule. She is working with Barbara Crouter this year, as Barbara will be the principal planner next year. Phil Eaves reminded the Board that it will be very important to schedule the space at St. John's for the 2020 meeting as soon as possible, as the meeting room is in high demand.
8. Dale began the Nominating Committee report by noting that there are 4 committees, Finance, Publicity, Curriculum, and Nominating, and that the Nominating Committee, currently chaired by Phil Eaves, needs to find/recruit people who can be active and engaged in committee work as well as serve as Board members. Phil reminded members that observations and relationships developed while taking CVEC courses can also lead to the

recruitment of new Board members. This will be Phil's last year on the CVEC Board, and since the Nominating Committee must be chaired by a Board member, it is important that anyone with an interest in chairing this important committee come forward now to start learning from Phil.

9. Steve Kelly reported on the work of the Tech Committee, which he leads and which is an ad hoc group charged with considering the technical needs of CVEC instructors, especially when teaching at the Nygaard Theater at the Northfield Retirement Community and at Village on the Cannon. Working with Jim Pierret, Ed Lufkin, and Richard Schulte, Steve said that they surveyed instructors, and that they concluded that all teaching venues should have at least minimal AV equipment and that at least one venue should have more advanced technology. It was also noted that instructors have a responsibility to be prepared to use the equipment made available to them. The committee is considering the following upgrades for Village on the Cannon: a new projector, a white board, and wireless voice support. Bids for this have been approximately \$5,000.00. For the Nygaard Theater, the committee is recommending equipment interfaces and related technology, with bids of approximately \$7,800.00. Steve also noted that FiftyNorth has a need for wireless connectivity. Jim has already met with some vendors, and Jim and Steve will be scheduling meetings with staff at the venues to discuss some of these ideas.
10. Bob Speckhals said that his Faribault Committee report had been covered earlier in the meeting, and he had no additions.
11. The meeting was adjourned at 4:58 p.m. The next regular meeting is scheduled for Wednesday, November 20, 2019.

Respectfully submitted,

Mary Ho, Secretary