

**Cannon Valley Elder Collegium
Minutes of Board Meeting, September 16, 2020**

The meeting of the CVEC Board of Directors took place on Wednesday, September 16, 2020, with members participating remotely using Zoom technology, and Rich Noer serving as host. Members in attendance were Dan Van Tassel, David Norman, Art Higinbotham, Sue Evans, Barbara Crouter, Karolyn Bertelsen, Bob Nyvall, David Peterson, Steve Kelly, Colleen Vitek, Peggy Sheldon, and Jill Ballard. Also attending were staff members Rich Noer (Interim Director), Carol Rutz, Perry Mason, and Bill Rizzo.

1. Board Chair Dan Van Tassel called the meeting to order at 3:46 p.m.
2. Dan asked if there were any additions or corrections to the Board minutes of April 15, 2020. There being none, it was moved and seconded that the minutes be approved as presented. Motion carried. Dan then asked if there were any additions or corrections to the Minutes of the 2019 Annual Membership Meeting of October 20, 2019. There being none, it was moved and seconded that those minutes be approved as presented. Motion carried.
3. New Board members were introduced: Jill Ballard, who will serve on the Curriculum committee; Bob Nyvall, Publicity committee; David Peterson, Finance committee; Colleen Vitek, Publicity committee; and Peggy Sheldon, Nominating committee.
- 4a. Staff reports began with Interim Executive Director Rich Noer giving the floor to Carol Rutz for an update on her condition. Carol will be returning to her post as Executive Director on October 1st. Carol mentioned her appreciation for Rich's service during her leave of absence and suggested that she donate the salary she received during her leave to the Scholarship Fund if the Board approves of that action. She is eager to return to her post.

Rich gave a report on the CVEC election results. The full slate of new Board members and Officers was approved with no additional nominations. What was unusual this year was that more people voted in the election. Where a normal return on 750 email ballots has been 63 or 67 voters, this year 132 members voted in the election. The Board hopes that a larger number of members will also decide to participate remotely in the Annual Membership Meeting this October.

Rich drew the Board's attention to the updated CVEC website where a complete list of Board members, Officers, and Staff may be found, along with photos of each. Everyone listed on a committee or shown in a photo was asked to review the information posted on the web; Rich will accept and make corrections.

- 4b. Finance and Registration Director Bill Rizzo began his report with an update on registration for the autumn term. We offered 135 student slots and 9 courses this fall, all on Zoom. At the registration deadline we had 119 registrations with 7 over-subscriptions in 2 classes. Currently we have 126 registered with only 9 open slots. Since we had no idea how the membership would respond to Zoom classes, the Board is very pleased with these results.

Bill then presented the Annual Report for 2019-2020. Noting that there were no courses last spring term, and fewer courses than normal last fall and winter terms, we were still able to be in the black against budget. This is due to the contributions from our membership which were significant and higher than normal, and the Board is grateful for the generosity of its many contributors.

Looking at the Income and Expenses Summary, Bill noted that changes in market value have affected the net growth of investments. We gathered in only about 60% of our budgeted tuition, due to the pandemic and our offering fewer courses. However, he drew our attention to the fact that total income and total expenses were quite close, again emphasizing the importance of our members who normally provide about \$1000 per term with their registrations and this fall have given even more. (Rich reminded us that we still maintain a tuition fee of \$50 per student per class and have never raised that charge, and that we can continue to offer our classes affordably because of our community's generosity.)

- 4c. Curriculum Director Perry Mason commended the autumn programming with congratulations to the brave instructors who have risen to the challenge of presenting distance learning options to our community on Zoom. These instructors have worked hard, helped one another, brought enthusiasm and creativity to the effort, and were diligent in their training in order to present courses this fall. Perry expressed thanks especially to Jim Rafferty who lent his expertise in distance education to help our instructors, many of whom were new to Zoom and to distant learning. Perry and the Curriculum committee will begin to poll class members later this fall to see how the Zoom experience is working for them and to address any issues that arise.

Perry brought the attention of the Board to the list of proposed courses for winter term (11 good prospects at this time) and a more tentative list of 14 proposed courses for spring 2021.

When asked why Zoom was chosen as a platform for our online courses, Perry explained that it was felt to be very important that all classes use the same technology and that Zoom was proving to be flexible, easy to learn, and inexpensive. He said that he is personally very optimistic about Zoom and fully expects it to continue for the near future and perhaps as an option in years to come. A Pro account on Zoom is about \$15 per month and that cost is assumed by CVEC on behalf of the instructors during the 3 months of their teaching session.

When questioned about instructors who prefer to use handouts instead of books in their teaching, Perry admitted that this was becoming a difficulty and that a policy needs to be in place. Because instructors can no longer distribute handouts at class time, CVEC has suggested that such materials be available as pdf files over email. In those few cases where students are unable to print or otherwise access the materials online, instructors have been urged to provide hard copies that can be mailed or dropped off at students' homes. If the printed material is gathered together before the beginning of the class, a charge for the materials may be added to a student's tuition costs at the time of registration. This is the preferable way to deal with the situation, but does not work for some instructors. Class material can also be placed on the web to be downloaded by students. CVEC reimburses instructors \$5 per student for printing costs which the instructor accrues during the course of a

class. The class limit has been set to 15 for ease of seeing all members of the class on screen at one time. During the process of evaluating the success of our online learning program late this fall, that number will be reevaluated.

5. Rich Noer next spoke on the proposed agenda for the CVEC Annual Membership Meeting to be held October 11, at 2:00 on Zoom. The agenda is similar to earlier years except for the decision by the Executive Committee to omit the usual keynote address, and a later suggestion to ask Perry Mason to speak about the success and challenges of Zoom courses, and include remarks from current instructors and/or students about how the program is working. Perry's remarks appear at the end of the agenda as they will likely carry the greatest interest for the audience. As to the number of people expected to attend the meeting online, little is known. At past in-person meetings, we usually have had 60 or 70 people in attendance but, if we see an increase in size of the audience to match the increase in members voting in our last election, we may need to upgrade the Zoom account for 24 hours to allow more than 100 folks to attend. Another option would be to ask for RSVPs from those planning to attend the meeting. Rich will look into this. Several omissions were noted in the draft agenda's list of recently retired Board members; Rich will fix this.
6. Dan Van Tassel then opened a general discussion of Covid-19 and our program. Might we continue to offer some classes online in the future as an option even when in-person learning can be resumed? Do we leave this decision to individual instructors? Should we continue to offer the Annual Meeting on Zoom? These questions will be taken up as we get more feedback from current programming. Art Higinbotham suggested that we invite a guest speaker to a future Board meeting to offer ideas and suggestions for improving online learning. Art has a person in mind should we wish to pursue this.
7. New Business: Peggy Sheldon asked if we would ever consider recording our classes and allowing people to view the recordings for a charge, perhaps \$35 for the 8 class recordings. The Curriculum committee will discuss this.

A request was made that the Board members each introduce themselves at the next meeting for the benefit of new members.

Barbara Crouter, Chair of the Nominations committee, asked all Board members to look for potential new Board members for next year. Often the best way to recruit new Board members has been to seek out those who have impressed us in a class setting and invite them to consider the possibility of serving in this way.

The meeting was adjourned at 5:15 pm. The next Board Meeting will be October 21 at 3:45 on Zoom.

Respectfully submitted,
Susan Evans, Secretary