

**Cannon Valley Elder Collegium
Board Meeting
October 21, 2020
Via Zoom Video Conference**

1. The meeting was called to order by Board Chair— Dan Van Tassel at 3:48 PM.
Members Present: Carol Rutz, Bill Rizzo, Perry Mason, Dan Van Tassel, Jill Ballard, Art Higinbotham, Peggy Sheldon, Barbara Crouter, Bob Nyvall, Susan Evans, Steve Kelly, Colleen Vitek, David Norman.
Absent: David Peterson, Karolyn Bertelsen.

2. A motion was made and seconded to approve the minutes of the September Board meeting. Discussion followed. In paragraph 14, line 1, Peggy Sheldon requested the the phrase “our classes” be replaced by the phrase “ all over-subscribed classes”. The minutes were approved as revised.

3. Board members introduced themselves to new members.

4. Staff reports:

(a) Executive Director— Carol Rutz

Carol is pleased to be back in her position as Executive Director of CVEC after her recent leave of absence. She is back to business and will be looking at the website renewal which has been stalled due to the pandemic. Obsolescence is imminent for the old website, so we can expect the transition to the new site to happen soon.

(b) Curriculum Coordinator— Perry Mason

Perry hears only good reports from all nine Fall term classes.

We have eleven good classes scheduled for Winter term, drawing from a number of disciplines. Perry mentioned that it always seems to be hardest for us to find instructors for classes in the social sciences and he is anxious to fill that gap in our programming.

Zoom seems to be working for us. Training will begin new week for instructors of Winter and Spring courses. Perry emphasized how important it is that instructors bring their students online together before the first class each term to work out any problems with Zoom before instruction begins. He also suggested that instructors send out the invitation to Zoom to all class members a few days before the scheduled class and a second time one day before the class session.

Policies around books required for courses are under review. New books are costing more, and our by-laws limit instructors to \$25 in book purchases to be accrued by each student. This is often simply unworkable. Content Books of Northfield will no longer order or sell used books, so instructors wishing to use older editions of books or less expensive used books will need to contact students quickly and suggest that they get online to secure for themselves good used copies well in advance of the start of the class. Perry recommends bookbinder.com but there are many other options.

Regarding the question of recording courses raised in the September Board meeting: The Curriculum committee discussed this issue at length in their Committee meeting and sent a written recommendation to the Board stipulating that no classes be recorded either for use by

class members or for use beyond the scope of the class. There are several serious concerns with recording classes: our CVEC program values participation, and not merely observation of the class discussions; participants are likely to be more guarded if recorded, which would negatively impact the free exchange of ideas; and copyright stipulations make this simply unworkable for many of our instructors. The Curriculum committee's recommendation was moved and seconded by members the Board. After some discussion, the motion was passed.

(c) Registration Director— Bill Rizzo

Nine courses were presented for Fall term, each having 15 available student slots for a total of 135 slots. There were only 7 over-subscriptions. We are very pleased with these results for our first Term of remote learning.

(d) Finance Director— Bill Rizzo

The operations report was reviewed, showing CVEC to be on track for budget and looking good. As to the Fund Balances, the checking account is healthy and there were no transactions last month involving the endowment. We are still awaiting the last half of the cost of the new website, which will be drawn from the Dekker fund.

Bill presented the Non-Profit Annual Report which he had prepared for the approval of the Board. A motion was made and seconded to approve the report. The motion passed.

5. Dan Van Tassel requested that all committees that have not yet met this fall, meet before our November Board meeting. Rich Noer and Carol Rutz have some specific tasks for the Publicity committee to address, most notably to look into our current email service to see if there might be a better alternative.

6. Fall Fund Drive: The fall fund drive will take place this November and we will celebrate the resilience of CVEC in rising to the challenge of remote learning.

7. The meeting was adjourned at 4:56 PM.

Respectfully submitted,
Susan Evans, Secretary