

**Cannon Valley Elder Collegium November Board Meeting**  
**Wednesday, November 18, 2020 at 3:45 PM**  
**A Video-conference on Zoom, with Carol Rutz as Host**

Members Present: Carol Rutz, Susan Evans, Colleen Vitek, Barbara Crouter, Jill Ballard, Perry Mason, David Norman, Steve Kelly, Bill Rizzo, Dan Van Tassel, Bob Nyvall, Peggy Sheldon  
Members Absent: Art Higinbotham, Karolyn Bertelsen, David Peterson

1. The meeting was called to order by Dan Van Tassel at 3:48 PM.
2. The Minutes of the October Board Meeting were moved, seconded, and approved.

**3. Staff Reports**

Carol Rutz, Executive Director

The Winter Term Newsletter has been printed and will be mailed Friday, November 21st.

The new website is very close to being completed and will be launched soon.

Because of limited access to Room 106 at Fifty North, it is difficult to get access to our materials. The building will be closed per the Governor's orders until December 2nd.

A question was raised about archiving all written material on the Cloud. CVEC has been doing that already, but Colleen offered to check the Cloud to make sure updates were current.

Perry Mason, Curriculum Director

Eleven courses are ready to go for Winter term. Two courses have been postponed until Spring term, or later, because of Zoom concerns. Both courses that have been delayed require sophisticated use of Zoom, and the instructors requested the postponement.

On behalf of the Curriculum committee, Perry presented, for a vote of the Board, a statement prohibiting the recording of class sessions, as requested by the October Board Meeting. Perry moved that the statement be added as section 5.14 of "Policies on Courses" of the CVEC Policy Manual. The draft statement was amended to include the wording "or in person" following the phrase "as videoconferences" in the first sentence, to indicate that all courses, whether online or in person will not be recorded. The motion to accept the addition to the Policy Manual as amended was seconded and passed by the Board.

Bill Rizzo, Registration & Finance Director

Bill indicated that the Operations and Fund Balances are still on track with no surprises. Everything looks good. As is true every year, the Fund Balances will rise to a healthy level after the Fund Drive is completed.

**4. Finance Committee Report**

In the absence of Committee Chair Karolyn Bertelsen, Steve Kelly reported about the advertisement and search for a new Registration/ Finance Director. Steve commended Bill Rizzo on a superb job of describing the duties of this position, which was very helpful to the committee. Bill asked the committee to consider if a higher salary would be desirable given the number of hours required by the job. Given the number of hours Bill put in, his salary amounted to only about \$15 per hour. For this reason the committee suggested that the current salary of \$5000 might be increased to \$7000.

A question was raised by the Board as to whether the salary offered was competitive, and a suggestion was made that the Finance committee research the salary of similar positions in town.

A question was raised about the computer software used by Bill, what equipment might be needed by a potential candidate for the job, and issues like security and back-up of files to the Cloud. Bill provided his own computer and printer, but CVEC reimbursed him for the software purchased.

#### 5. Publicity Committee Report

David Norman, Chair of the Publicity Committee, indicated that the committee had met.

The yearly fund raising letter will be sent out in November.

The issue David had previously faced about getting the CVEC logo to appear on documents has been resolved.

As requested by the Board, David reviewed available software for group email service, focusing on *Constant Contact*, the program used by the Northfield Art Guild, and *Mail Chimp*, used by 1st UCC in Northfield. *Constant Contact* seemed to be far superior to *Mail Chimp*, but does have a small cost associated with its use. Our current software, *Vertical Response*, is working well now and David recommends that CVEC continue to use it since it is free of charge.

#### 6. Nominating Committee Report

Barbara Crouter, Chair of the Nominating Committee, reported that her committee had met on Zoom, got acquainted with new members, and had a profitable discussion. The committee raised some questions for the Board: how many members do they need to recruit for the Board, should they try for gender balance, would it be helpful to have a member from Faribault on their committee?

The Board indicated that there will be two vacancies on the Board this year and that yes, gender balance is desirable.

Perry answered the question about Faribault by describing the current leadership crisis within the existing Faribault committee which has led to that committee not having met since March. He indicated that the connection with Faribault is well worth retaining; this is just a rough patch at present.

Barbara indicated that the Nominating Committee wondered what qualifications were desirable in a Board member. Carol reminded us that Phil Eaves, former Chair of the Nominating committee, used to say that commitment to the CVEC organization and belief in its mission was essential. Carol suggested that the Nominating Committee continue to discuss drawing up a list of qualifications or skills that might be helpful to the Board, looking for skills that might be missing in its current configuration. She also mentioned that we need to be proactive about the lack of diversity on the Board, which mirrors the lack of diversity among our CVEC community.

7. After asking if there was other business and hearing none, Dan adjourned the meeting at 4:47 PM. The next meeting of the Board will be January 20, 2020.

Respectfully submitted,  
Susan Evans, Secretary

**Policy Manual amendment voted on and passed**

5.14 Recording class meetings

Course sessions conducted as videoconferences or in person may not be recorded, neither by the instructor nor by any other participant. All class sessions, whether in-person or on video, are private and operate so as to encourage participation by all attendees. Recording those sessions by any means would lower that level of privacy and so might discourage open and free participation. In addition, the existence of recordings of sessions in which copyrighted materials are displayed could fall outside the realm of best practices for the fair use of such material.