

Cannon Valley Elder Collegium

Minutes of the Board Meeting

November 20, 2019

The meeting of the CVEC Board of Directors took place on Wednesday, November 20, 2019 at FiftyNorth. Members present were Susan Evans, Phil Eaves, Joan Drenth, Art Higinbotham, Barbara Crouter, Karolyn Bertelsen, Peg Morrison, David Norman, Bob Speckhals, and Mary Ho. Also in attendance were Faribault Committee Co-Chair Sue Carlson, former CVEC Executive Director Rich Noer, and staff members Carol Rutz, Bill Rizzo, and Perry Mason. Absent were Board members Dan Van Tassel, Dale Talley, and Steve Kelly.

- 1. In the absence of Chair Dan Van Tassel and Vice Chair Dale Talley, confirming a quorum, Treasurer Karolyn Bertelsen called the meeting to order at 3:50 p.m.**
- 2. Karolyn asked if there were any additions or corrections to the previously circulated minutes of the Board meeting of October 16, 2019. There being none, a motion was made and seconded to approve the minutes as presented. Motion carried.**
- 3. Carol Rutz reported on behalf of Steve Kelly on the work of the Technology Committee. She said that at the Northfield Retirement Community progress is being made on technology upgrades. At Village on the Cannon, CVEC will pay for a new projector and VOC will pay for a wireless microphone.**
- 4. Reporting on the work of the ad hoc group on upgrading the CVEC website, Carol said that the group is actively working to obtain feedback from members, course faculty, and the public on what is needed for a functional, effective website for our organization. This is in addition to working with a consultant, Sean Hayford O'Leary, to design a website that will meet our needs into the future. Perry Mason said that he likes the current website and asked what is wrong with what we have now. Rich Noer explained that the structure that supports the website will soon break down. He said that our web host, Tiger Tech, says that our current program is becoming obsolete, and the WordPress site is telling us the same thing. Rich said that our consultant could custom build a website for us or we could use a pre-built site. He went on to say that, to date, he and Carol have not seen a pre-built site that meets the needs of our organization. Carol mentioned that we could use Google Suite, which would be free for us, and could allow us to register students for courses and process payments. Bill Rizzo noted that this would be helpful for members, and Rich added that many programs throughout the country are offering online registration. Carol said that there would of course continue to be the option for in-person registration. As to when a new website might be ready, Carol said that development could take place during the Winter and Spring terms, with implementation occurring after completion of the Spring term. Rich said that if we are generally satisfied with the website that we have now, the consultant can be asked to find something that is similar**

and that includes an option for online registration. Carol will send to Board members links to five or six samples of websites that Sean Hayford O'Leary has developed.

5. Carol presented language for suggested policy changes for graduated tuition for courses of varying lengths and for faculty compensation for courses of varying lengths. Board members voted to approve the proposed policy changes.
6. Finance Director Bill Rizzo reported that the Operations report is little changed from last month, and that fund balances are healthy. He said that we did not budget for the expense of updating the CVEC website, but that the organization does have the cash to cover the cost.
7. Curriculum Director Perry Mason reported that Fall term course evaluations were very positive and that an average of 58% of evaluations were returned per course, which is a higher than usual rate of return. He also said that the Winter term has a total of 220 student slots.
8. Phil Eaves said that October 11 is the date for the 2020 annual membership meeting. The meeting will again be at St. John's Lutheran Church in Northfield, and Phil reminded Board members that the St. John's kitchen is licensed by the State of Minnesota, something that carries with it certain staffing and other requirements.
9. Nominating Committee Chair, Phil Eaves, reported that at the end of this fiscal year he and the following members will be leaving the CVEC Board: Joan Drenth, Dale Talley, and Peg Morrison. He said that the Nominating Committee will meet in January 2020 to discuss possible new member candidates and to choose a chair for the committee. He added that candidates will be presented to the Board at the April meeting and voted on at the May meeting.
10. Bob Speckhals and Sue Carlson gave the Faribault Committee report. Bob said that he is still working on finalizing courses for the Spring term, but that he has commitments for ten courses so far. Sue reported that she met with the Faribault's Future group, representing CVEC. She said that most of the people that she met were not previously aware of CVEC and its programs, but that they expressed an interest in attending classes. Also, Sue said that senior living communities in Faribault have requested information for their lobby areas and that she has designed and printed signs about CVEC for posting in Faribault.
11. The meeting was adjourned at 4:58 p.m. The next regular meeting is scheduled for Wednesday, January 15, 2020.

Respectfully submitted,

Mary Ho, Secretary

Attachment to minutes of Board meeting 11/20/19

Policy Manual amendments voted on and passed
(new/replaced in red)

3.3 Tuition for courses will be calculated according to the number of weeks being taught:

<i>Courses</i>	<i>Tuition</i>
4-week	\$30.00
5-week	\$35.00
6-week	\$40.00
7-week	\$45.00
8-week	\$50.00

Books, other materials and travel, when specified for a class, are extra, and may be included in the course fee at the time of registration.

4.2 Faculty compensation is a modest honorarium per course, based on the number of weeks scheduled:

<i>Course</i>	<i>Honorarium</i>
4-week	\$300.00
5-week	\$350.00
6-week	\$400.00
7-week	\$450.00
8-week	\$500.00

Course stipends will be paid after completion of the first week of each course. The full honorarium is paid when five or more students enroll. If there are fewer than five students and the course is taught (see Section [5.7](#)), the honorarium will be the total of the student tuition payments. If substitute instructors are needed they will be paid on a pro-rated basis from the instructor's stipend. For eight-week courses offered jointly by two instructors the stipend is \$300 per instructor.