

As corrected 22 Sept 2021

**Cannon Valley Elder Collegium
May Board Meeting
2020-2021 Academic Year**

3:45 p.m., Wednesday, 19 May 2021
Via Zoom Video Conference, Carol Rutz, Hosting

Members Present: Carol Rutz, Sue Evans, Dan Sullivan, Bob Nyvall, Perry Mason, Nicole Barnette, Dan Van Tassel, David Norman, Steve Kelly, Karolyn Bertelsen, Bill Rizzo, Peggy Sheldon, Colleen Vitek, David Peterson

Members Absent: Jill Ballard, Barbara Crouter, Art Higinbotham

1. The meeting was called to order by Board Chair, Dan Van Tassel at 3:45 p.m.
2. The minutes for the April Board Meeting were presented and approved as read.
3. **Staff Reports:**
 - a. **Executive Director, Carol Rutz**, announced that the ballot is prepared and will be sent out online for a vote before the Annual Membership Meeting on October 10. There are three candidates for Board membership: Karolyn Bertelsen (renewing), David Sauer (new), and Kristi Wermager (new). Four candidates for Board officers: Art Higinbotham (Chair), Susan Evans (Vice Chair), Robert Nyvall (Secretary), and Colleen Vitek (Treasurer). Four candidates are running for the Nominating Committee: Tim Madigan (renewing), Gordon Olson (renewing), Becky Boling (new), and Peggy Sheldon (Board representative).

Carol also announced that she has visited Fifty North and reserved dates for the Board meetings: September 22, October 20, and November 17, all at 3:45 in Room 103. She reminded the Board that the Annual Meeting will take place on October 10th, and all should plan to attend. Location and format has not yet been decided. The membership is being surveyed.

b. **Curriculum Director, Perry Mason**, reviewed the upcoming Fall Term courses and indicated that there will be an additional course in Cultural Anthropology to be taught by Dan Sullivan. The course scheduled to be taught by Tim Madigan is now tentative because of a family health crisis. Tim will declare one way or another by June 11th, which is the deadline for all course syllabi to be finalized.

Perry indicated that with the current status of Minnesota's Covid protocol and the readiness of our venues to accommodate classes, more of the scheduled Fall Term courses could be presented in person. He asked for the Board's approval to go ahead with a mix of in-person and Zoom classes in the fall. A motion was made and seconded that Fall Classes be permitted to meet in-person at the discretion of the instructor. The motion carried.

The next issue facing the Board was whether we will place any restrictions on class members regarding vaccination or masks or social distancing because of the pandemic. There are no specific restrictions in place at any of the venues. After some discussion about the merits of requiring vaccination of all students and instructors and whether proof of vaccination would be required, a motion was made that simply stated: "All students and instructors for in-person classes must be vaccinated." Proof was not included in the motion and will not be required. The motion was seconded and the Board voted to pass the motion.

c. **Finance and Registration Directors, Bill Rizzo and Nicole Barnette** presented the **Proposed 2021-2022 Budget** as prepared by the Finance Committee. In order to estimate the number of registrations expected in the new Academic Year, they decided to average the attendance of the last several years. After a brief discussion, a motion was made to accept the budget as written. The motion was passed.

The **Operations Report** was nearly complete for the fiscal year except for a few small outstanding checks. The date of the report was changed to the end of the month to coordinate with the Fund Balance Report. There were no transactions affecting the **Fund Balance**, so there was no formal report.

Steve Kelly moved that the staff be commended for their excellent performance under the extraordinary circumstances of this pandemic year. The motion was unanimously passed.

4. **Annual Meeting Task Force Report.** In the absence of Barbara Crouter, a formal report was not made. Carol indicated that she is delighted with the survey developed by the Task Force and modified to include questions from the Curriculum Committee. Peggy Sheldon asked for comments about the survey and raised some questions about timing for the survey. The consensus was that it be sent immediately with a deadline of June 3rd. The survey will be sent out to all 950 members of the Elder Collegium. The Task Force was thanked for their work in preparing the survey.

5. As it was determined that authority is given in the ByLaws to the Executive Committee to meet over the summer as needed, no Board action was necessary.

6. There were no other committee reports. In response to a question, the Board was notified that the Film Series will not be offered again this year.

7. This being the last Board meeting of the academic year, Board members retiring from the Board at this time were thanked with a round of applause. There will be a more formal thank you at the Annual Meeting in October.

The meeting was adjourned at 5:00 p.m.

Respectfully submitted,
Sue Evans, Secretary