

Cannon Valley Elder Collegium
Draft Minutes of Board Meeting – October 18, 2023
Presented by David Peterson, Recording Secretary
Meeting by Zoom, hosted by Carol Rutz

Members present: Susan Evans (Chair), Dave Peterson (Secretary), Pat Johnson (Vice Chair), Art Higinbotham, Colleen Vitek, Bruce Dybvik, Tim Madigan, Mary Savina, Jill Ballard, David Norman, Perry Mason, Karen Gervais. Absent: Karolyn Bertelsen,

Staff present: Carol Rutz (interim Exec Dir), Dan Sullivan (Curriculum Director), Nicole Barnette (Finance and Registration Director)

- I) At 3:45, Susan Evans called the meeting to order.
- II) Review of September minutes. A number of corrections were offered. The text will be corrected and resubmitted.
- III) Staff Reports
 - A) Carol Rutz reported that she has been working with Linda Seebach on the upcoming newsletter. Likewise, she has been in touch with Rich Noer and John Robison on changes to the web site. She has also entered April 28, 2024 as the date for the general meeting which has been postponed due to John Robison's unavailability. She and Nicole have been working on the revised enrollment form.
 - B) Nicole Barnette presented the monthly operations report and discussed a number of highlights. Dan Sullivan pointed out that the report shows a deficit which in fact will be offset by a transfer from the endowment, which could be shown in the operations report. Colleen indicated that she is in agreement but said that she is working out just how to enter the debits and credits to record it properly. Nicole then reviewed the current fund balances. She also reported that the method for allowing blind students to register without relying on someone with normal vision is nearly operational.
 - C) Nicole reviewed the statistics of fall enrollment as provided in her written report. Dan observed that enrollment of first-time students appears to be lower than previously and asked whether this needs to be addressed in our promotional efforts. Nicole observed that the apparent decline is an artifact of timing, viz that we were comparing the new-enrollee count for the fall term with the total new-enrollee count for the previous fiscal year.
 - D) Dan Sullivan asked if there were any questions occasioned by his preliminary list of courses under consideration for the winter term. There followed a discussion of the room at the Community Action Center which we use. Perry Mason specifically asked how it is equipped and set up. Bruce indicated that it is a great space and the best he has been in. As described, the space seemed like it might be a good venue for Perry's class. Dan observed that the space might be available for more of our classes adding the caveat that the CAC is not able to make long-term commitments.

- IV) Clarification: A typographical error in the agenda for this meeting omitted Roman numeral IV, listing item V immediately after item III.
- V) Pat Johnson, referencing her memo and the accompanying drafts of the Policy Manual and the By-laws, put them forward with a motion to approve. The motion included a commitment to revisit both documents next summer in order to confirm that we are satisfied with the final result. With these provisos, the motion was moved and seconded and the chair called for discussion.

The discussion covered a number of topics: The language governing the selection and participation of committee members who are not also members of the CVEC board of directors. The question of how much students may be asked to spend on course materials, especially books; it was generally agreed that the amount currently listed (\$30) is inadequate and that \$60 is now more reasonable. The removal of "in perpetuity" from the description of any appointment. Pat Johnson will produce a clean copy of both documents, circulate this to the board and post on the CVEC website.

- VI) David Norman, Marketing. David reported that no action has been taken by the marketing committee. Jill Ballard has recently volunteered to serve on this committee and David expects to move forward in the near future. Accordingly, Sue Evans postponed his report until such time as it is available. David noted that he has one more year to serve in his role as chair of this committee and will be pleased to hand over leadership. Sue urged that a combined meeting be convened the executive committee and the marketing committee to set the future direction of our marketing efforts. Sue will schedule this meeting soon. Dan also suggested that we have meetings at the various venues we use to present CVEC to interested parties.
- VII) Sue called for other business. Carol suggested that an unspecified few board members meet with John and Karen about their plans. Pat and Sue proposed a few weeks after John's return home. Perry Mason urged that we allow a certain amount of vagueness when setting the tone and goals for this meeting.

Sue also announced that Dave Peterson wants to step aside from the role of secretary and asked board members to let her know if they are interested and willing to accept this job.

There being no other business brought forward, the meeting was adjourned at 4:45P.

David Peterson, Secretary