

Cannon Valley Elder Collegium Board Meeting

Draft Minutes of Board Meeting – December 11, 2023, presented by Tim Madigan, Recording Secretary, Meeting At Bethel Lutheran Church, Northfield

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

Staff present: John & Karen Robison (Executive Directors), Carol Rutz (Interim Exec Dir). Dan Sullivan (Curriculum Director), Nicole Barnette on Zoom (Finance and Registration Director).

- I) At 2:25pm, Susan Evans **called the meeting to order**. Susan thanked everyone for their cooperative responses to the turmoil of this past year in the CVEC and welcomed Karen and John back to their roles as the CVEC Executive Directors. She also called out the good work of the Bylaws Committee, the Curriculum Committee, and the Marketing Committee for their excellent work in charting new paths in their focus areas.
- II) Review of **October 18, 2023, minutes**. No corrections were offered. Susan thanked David Peterson for his excellent work in his role as Secretary of the CVEC.
- III) **Staff/Committee Reports**
 - a. **Executive Directors:** John and Karen expressed their appreciation to the Board and staff for their support during their recent medical issues.

There were many comments of appreciation to Carol by Susan and the Board members for her work as the Interim Director this year (with a round of applause). Carol thanked the Board for their help and cooperation during this transition period in 2023, especially to Dan and Nicole. She noted that the contact button on the CVEC web site needs changing, she gave the remaining CVEC bags to Karen & John and discussed other transition details.
 - b. **Finance and Registration Director:** Nicole reviewed the statistics of Winter Term class enrollment as provided in her written report. A final report on class enrollments will be provided after the oversubscribed class (three classes) lottery is held and students who were not chosen can enroll in classes that still have openings. Two classes did not meet the minimum enrollment requirement.

Donations – In response to the recent solicitation by the CVEC for donations YTD 28 donations have been received for a total of \$2275. The total will grow through the month of December. There was a question about what time of the year is best to do the fund raiser.
 - c. **Curriculum Director:** Dan asked if there were any questions related to his preliminary list of courses under consideration for the Spring term, most recent list attached.
 - d. **Marketing Committee:** Tim thanked Dan for his work with the senior housing visit and coordinating the radio programs in Faribault and Northfield. Jill was active in placing articles in the area newspapers on CVEC classes and placing information on social media sites, David Peterson handled the eblast. A full Marketing report is attached with recommendations.
- IV) **Adjournment** – the meeting was adjourned at 3:30pm?? for an informal visit between the Board and Staff members, with holiday treats.