

**CVEC BOARD OF DIRECTORS MEETING**  
**Wednesday, March 20, 2024 3:45 pm**  
**FiftyNorth, Room 106**

**Members present:** Susan Evans (Chair), Patricia Johnson (Vice Chair), Colleen Vitek (Treasurer), Tim Madigan (Secretary), Art Higinbotham, Mary Savina, David Peterson, Bruce Dybvik.

Absent: David Norman, Karolyn Bertelsen, Karen Gervais, Jill Ballard

**Staff present:** John & Karen Robison (Executive Directors) Dan Sullivan (Curriculum Director), Nicole Barnette (Finance and Registration Director).

**AGENDA:**

**1. Call to Order** – The meeting was called to order by Chair Susan Evans at 3:45pm

**2. Minutes** – The minutes of February 21, 2024, Board meeting was approved by the Board.

**3. Curriculum Committee** – Dan Sullivan provided an overview of the results of the Winter Term classes and the current registration for the Spring Term. He stated the use of the Northfield Community College Collaborative (NCCC) classroom space is working well. There has been a positive response from the instructors and students. The NCCC welcomes CVEC classes being held there.

There was discussion about the use of the Village on the Cannon (VOC) space for CVEC classes. A letter will be prepared to respond to the VOC Chair's letter on their expectations related to the use of the space in the VOC.

There was a general discussion on various options in Northfield for holding CVEC classes. Dan will follow up these options.

**4. Nominating Committee** – Patricia Johnson reported the Committee will present a slate of candidates for the open Board position at the April CVEC Board meeting. John Robison will have a slate of Board officers to present then as well.

**5. Finance Committee** – Colleen Vitek and John discussed the status of fund classification for the CVEC. There were two "Dekker Funds." The first one was designated for CVEC technology needs, and those funds have been depleted. The second one was undesignated and is included in the CVEC Investment Account.

The Board voted to approve the following resolution:

Be it resolved: 1. That future financial statements will no longer identify any amounts as "Dekker Funds," and 2. That all funds shown on the financial statements as "Endowment Funds" will be a Board designated endowment as described in, and subject to the limitations of Section 6.4 of the CVEC Policy Manual.

## **6. Annual Meeting**

Susan Evans stated the honoring of new and outgoing CVEC Board members will be held at a future Board meeting rather than at the Annual Meeting. The Annual Meeting date for 2025 will be in October.

This year's Annual Meeting will be on April 28 @ 2pm at St John's Lutheran Church. Board members are asked to arrive at 1:00pm to assist with the meeting setup.

Bruce Dyvik will be taking photos at the Annual Meeting. He is also going to recover photos from the 2022 Annual Meeting for possible use for the 2024 Meeting.

## **7. Strategic Discussion - Board and Organizational Effectiveness**

Karen discussed with the Board the characteristics of effective non-profit boards starting with the question: "What do we do?" She reviewed a list of other questions for the Board to consider and how to measure organizational effectiveness.

John stated the importance of the Board's role in providing policy direction and support/oversight of the staff.

Dan mentioned there is a need for 3-5 new instructors each year to provide a strong range of classes.

Susan thanked all the Board members and staff for their dedicated work on the myriad of tasks that are required to create quality classes and programs for the CVEC.

**8. Adjournment** – The meeting was adjourned at 5:00pm.