

**LIR Steering Committee Minutes
October 21, 2011**

Present. Mary Bayorgeon, Eileen Leinweber, Doug Jirovetz, Judy Lloyd, Brianna Obright, Bill Mattes, Kathi Sawall, Bill Weber, and Kathy Mahoney.

Not Present. Paul Janty

Mary called the meeting to order.

Agenda. Eileen moved and Bill M. seconded a motion to approve the agenda. Motion passed.

Minutes: Mary said her name should be removed from page 3 under Website Assistance. Bill M. moved and Kathi S. seconded a motion to approve the minutes from the September 16 meeting as amended. Motion passed.

President's Report.

Meeting Rooms. Mary asked Doug to report on his findings about space at the Facilities Management building. He said it's a room about twice the size of the Elmer Harvey room at Evergreen. It has 24 chairs. It has all the facilities for electronics, and it is seldom used. There is always parking available, though permits are needed. It was agreed that we would use this room for our Steering Committee meetings beginning in January. Dates will be provided to Judy to arrange for the parking permits.

Civility Training. Mary asked if there was any interest in pursuing civility training as it pertains to the relationship between LIR and the CE office. There was a discussion and some of the issues that have caused problems in the past were explained. It was discussed that we really need to be aware of and adhere to University policies and communicate well with each other. We do not feel that any kind of formal training is needed at this time; we just need to be aware of each other's needs and be respectful.

Fall Luncheon. Mary asked if there were any suggestions for improvement for the Fall Luncheon. There were none. All agreed that Lorraine Sams did a wonderful job working with LaSures and doing the set up work. Doug said the whole Membership and Promotion committee did a great job and mentioned that they really have the process in place.

Newsletter. Mary said the last newsletter went out by email and postal mailing and the feedback was mostly good. In the future it will be emailed and some copies will be run to make available at programs and events for members to take if they do not have email. The Membership Committee is following up on incorrect emails. The catalog of semester courses will still be mailed through the post office, and eventually folks will be able to respond on line.

Treasurer. Eileen emailed her Financial and Demographic reports for July and August to all. There is nothing of consequence to report as it is too early in the year to have

the program expenses due to the billing timing after events. Our current paid membership is 258, some of which is not reflected in the current financials.

The October demographics lists percentages rather than actual numbers.

Some interesting facts regarding the demographics are that most of the women were nurses or teachers, the membership consists of 75% women and 25% men, There has been little growth in the Fond du Lac/Waupun area; the Appleton, Neenah, Menasha area shows a smaller percentage than in the past.

Eileen mentioned that the drops in membership we've experienced coincided with economy issues and the road construction.

Committee Reports.

Membership/Promotion. Doug said he is working on a proposal to build a peer group that would put in time on a volunteer basis assisting with projects and tasks in the CE Office. This is still in the formation stage. He will have a proposal to bring to the Steering Committee next month. Mary asked if he would email it prior to that meeting so members have a chance to look it over in advance.

Administration and Finance. Kathi S. said there is nothing new at this time as they have not met since last month. The next meeting is November 15.

Curriculum. Paul was unable to attend, but provided Mary with his report. He said that they are on schedule and the material will be delivered to Judy by November 10. There was a discussion about the conflict with the Steering Committee meetings this semester and other programs. Mary said the problem was that only the date of the meeting was provided, not the time. She will see that that is corrected next semester. We agreed to keep the meetings on the third Friday of the month. If a committee chair is unable to make a meeting Mary asked that they send a delegate or at least a report.

Liaison. Brianna prepared a step by step instructions sheet for those who would like to order software through the University. She said that Dempsey 314 is a room that could be dedicated to us if we would like it. It would be ours to use until the eventual transfer of the Continuing Ed offices to Lincoln. There are desks in the room, a computer table, blackboards, projector and screen available. It has a nice cabinet that could be used for archive storage. It is an older room and would not be updated because of the pending move.

There was a discussion about whether or not we'd really use it enough. Brianna asked that we let her know by the next meeting if we'd like to have it as there are others that would be next in line.

Old Business.

WALL Conference. Eileen said at their next meeting they will be finalizing the cost for the conference. They will then send out Save the Date information.

There was a discussion here about hearing loops and it was suggested that an article in the Newsletter about how to use them would be a good idea.

Mary said she has a contact with Wisconsin Public Radio, and they are interested in doing a show about the WALL Conference prior to the event registration deadline.

Eileen will be getting back to WPR about that.

Eileen also distributed a handout she prepared about WALL Demographics. The various groups really differ in number of members, fees, affiliations, number of offerings and costs.

Website Assistance. The discussion on website assistance was tabled until next month when we have an opportunity to discuss Doug's proposal regarding a peer group.

Annual Meeting. Mary said they have explored various options for the location and have decided on Bridgewood in Neenah. It has good highway access and they are working with us to keep costs down.

New Business.

Steering Committee Meeting Conflict. This was discussed earlier under Curriculum.

Meeting Dates. The next meeting will be held at Evergreen on November 18, 2011 in the Elmer Harvey Room and will begin at 8:30 a.m..

Bill M. moved and Bill W. seconded a motion to adjourn. Motion passed.

Respectfully submitted,

Kathy Mahoney, Steering Committee Secretary