

LIR Steering Committee Minutes
September 16, 2011

Present. Mary Bayorgeon, Billie Gauthier, Eileen Leinweber, Doug Jirovetz, Judy Lloyd, Brianna Obright, Bill Mattes, and Kathy Mahoney.

Not Present. Bill Weber, Paul Janty, and Kathi Sawall.

Mary called the meeting to order.

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

Minutes: Bill M. moved and Doug seconded a motion to approve the minutes from the May 13, 2011 meeting. Motion passed.

Program Year Introductory Remarks. Billie discussed the latest with the space at Lincoln. The plan has been revised to make it a state-of-the-art facility so the tentative finish date is now fall of 2013. She said that parking will not be free. She mentioned that there is a meeting room for committees in the Facilities Management Building that LIR could possibly use for meetings. Doug said he would check into it.

Mary mentioned that she has scheduled our next two meetings at Evergreen. Billie also said that she would like to see an improvement in the relationship between LIR and CE office, and that is one of her goals this year. She said she is aware that Bureaucracy is frustrating for us - it is frustrating for them too. There are statutes and policies and individual unit policies to take into consideration. We all need to work as a team.

Mary said it is also one of her goals this year to have a smoother relationship between LIR and the Continuing Ed department. The issues need to be defined.

Billie also mentioned that she knows budget cuts are coming to further add to the frustration for them.

Billie did suggest the possibility of civility training.

President's Report. Mary said she has attended all the committee meetings to get acquainted with the members and the work they do. She has two goals for her term this year. One she has mentioned - to have a better working relationship with the CE office. Her second goal is to make better use of electronic communications. Printing costs are escalating. Also, if the Post Office is moved from Oshkosh, the bulk mailing costs will go up. It will save time to not have to stuff envelopes.

Emailing items for discussion and getting feedback prior to meetings also cuts down on meeting time, which she realizes everyone would like to do.

Treasurer. Eileen passed out detailed budget reports for all, summarizing the 2011 Fiscal Year. 270 members were budgeted for, and the actual number of members is 287.

The Program Assistant Salary/Benefits actual expense came in just slightly higher than budgeted. Room rental and AV rental, telephone, duplicating expense, membership committee, and website support all came in less than actual budget. The travel budget and prizes, speakers, and awards actual expenses both were higher than budgeted. Actual spending for supplies came in significantly lower than budgeted.

The current operating balance is \$34,880.93, the Pat Koll Fund balance is \$6885.83, and the Speaker Fund balance is \$3409.87.

Eileen explained the Profit and Loss and Attendance Analyses and then the Tour Profits Graph.

There was a discussion about no shows at programs. No shows are probably in the neighborhood of 35 to 40 percent. Various strategies were mentioned, but the Steering Committee agrees that we will not take any steps at this time. It has been mentioned in the Newsletter. We'll continue to monitor it.

Committee Reports.

Membership/Promotion. Doug gave out a document setting forth the UWO policy for parking permits for LIR this year. In summary, LIR committee members get a free permit for meetings. The passes have actual dates, so can be used on those dates only. For courses, members will get a parking permit for courses. The cost is \$.50 per day, but LIR is going to pay that fee. If an individual wants or needs to, he or she can still buy the \$15 permit, but will need to handle it through the parking office. Members need to take their nametag along to make the arrangements.

The Fall Luncheon is coming up and is well under control. The program will be "Struck With Laughter" by Jan Struck.

Administration and Finance. In Kathi's absence, Eileen reported. They discussed the need to provide an electronic signature for the removal of funds from Foundation accounts. This requires a signature from the LIR organization and the Office of CE. The signatures will be the Treasurer, or the President if the Treasurer is not available, and the Director of the Office of CE.

Curriculum. Paul was unable to attend, but provided Mary with his report. The Curriculum Committee is on track to produce another exceptional semester of presentations and tours. He echoed the feeling of most of the committee members that shorter meetings are desired.

Liaison. Brianna reiterated Billie's suggestion about civility training. She also said that the USPS has proposed eliminating first-class mail, which may result in longer delivery times, 2 - 3 days versus the overnight delivery we enjoy now.

She explained the university's policy regarding the upcoming Concealed Carry Law. Concealed guns will be allowed on campus, but not in any University buildings. Proper signage will be posted, but there will not be any security searches at any buildings.

On line forms were discussed. Judy said all forms are on line and can be converted to filling in on line if desired. Mary will look at what's out there and let Judy know which should be converted. Some have already been done. Judy's thought is as far as registration is concerned, a person most likely will send a check anyway, so they might as well send the form as well. Probably new members down the road will be more computer savvy, so we should look at it down the line.

Old Business.

University Email Addresses. Mary passed around a sheet asking for email addresses, phone numbers and a yes/no for pictures for the Newsletter. If members do not want their picture or email published, they won't be. Phone numbers are already out there. There was a discussion about discounted software for Steering Committee members. A student email is needed, but not a student ID. Brianna will send out the instructions on how to use the website to order software. She has assigned everyone an email if they choose to use it to take advantage of this program.

WALL Conference. Eileen passed out the WALL Conference Schedule. They are still in the process of asking for costs from various venues. The fee is expected to be \$75 to \$80 for the actual conference which runs from Friday afternoon until Saturday noon. The extras, Paine Arboretum, Pizza Buffet, and Gallery Walk are "on your own." Bill M. suggested that our group pay for something special, such as one of the speakers as a gift to WALL. He felt it would be nice to do since we have the money. It was noted that Eileen and her committee are really well organized and putting together a great program.

New Business.

Website Assistance. There was a discussion about hiring a student to assist with our website as Judy is very busy at the times that we need to put our information out. The Finance Committee has recommended that we do this.

Brianna said her husband is in the IT department and has some suggestions for whom we might hire and Brianna is contacting those folks.

Bill M. moved and Doug seconded a motion to approve the recommendation of the Finance Committee to hire a student to assist with our website needs. Motion passed.

Annual Meeting. There was a discussion about the location for our annual meeting. The Convention Center is costly and the room is quite large. Possibilities discussed were looking at La Sure's or possibly just using half the room at the Convention Center. Mary will look into this.

Doug will look into putting up a recruiting table at Thursday's Fall Luncheon.

Meeting Dates. The next two meetings will be held at Evergreen on October 21 and November 18, 2011.

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

Respectfully submitted,
Kathy Mahoney, Steering Committee Secretary