

ICL Board Meeting Minutes

January 11, 2024

Virtually Online (Zoom)

Present: Joan Robinson, Priscilla Hibbard, Dee Iltis, Vernelle Judy, Don Beckman, Jan Petroski, David MacMillan, Chris Duval, Eric Reif, GwenEllyn Anderson, Brenda Kidder, Vicki Pedone

Absent: Sally Shriver

Guests: none

The ICL Board Meeting was called to order at 1:01 pm.

Minutes from the [December 14, 2023 Board Meeting](#) (on Zoom) were approved as presented. GwenEllyn moved and Eric seconded the motion to approve.

Executive Director: Joan Robinson

- Per Joan's [report](#), she and Brenda have been researching sources for procuring attorney representation and CPA services for ICL in order to pursue incorporation as a non-profit.
- Once we are incorporated, we will need insurance coverage. Board members are encouraged to suggest resources for any of these services to Joan.
- At this time, WU leadership has informed us that ICL may not film classes via CCM (Capital Community Media) and make them available to the public. Joan has sent a link to our past CCM-filmed classes to Carol Long, WU Provost and Senior Vice President, to show her what we have done in the past. Joan also thanked Dave for all the work he has done recently to prepare ICL for recording classes.
- It is time to work on an MOU among the parties: WU, ICL, and TIU (Tokyo International University). ICL would like this to be a collaborative process and Joan will ask Carol about this. Joan asked board members to submit their MOU suggestions to her, ranked by importance.
- Joan indicated that she will be sending a report to all members of ICL prior to when classes resume on January 18, 2023, letting them know of the potential changes that are forthcoming to the relationship between WU and ICL.
- Joan, Jan, and WU's Associate Provost for Academic Finance, Laura Taylor, will be meeting in the near future regarding ICL finances.
- Joan will be meeting again with WU's Carol Long on WU-ICL issues. If any board members wish to be included in these meetings, please contact Joan.

Old Business:

- Dave and Don Beckman have worked to update a [brochure](#) advertising ICL to prospective members due to the immediate need to increase the numbers of people on the waiting list for ICL. It was moved by Dave and seconded by Vernelle to have 100 copies made at a cost of \$100 for distribution to places determined by Don in the Salem area. Motion carried.

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- It was noted that the email address on the brochure for additional information, goes to the Membership Co-Directors as well as to the Directors for Information Services and Technical Services.

New Business:

- Brenda is researching the possibility of having a high profile speaker, using the Rasmussen-Ronai funds. The speaker is Jane Goodall, a primatologist and anthropologist. She is considered the world's foremost expert on chimpanzees, after 60 years' studying the social and family interactions of wild chimpanzees. Brenda has been in communication with Mike Weddle, one of the founders of the Jane Goodall Environmental Middle School (JGEMS) in Salem. Mike indicated that JGEMS would like to financially partner with ICL, and perhaps others, in bringing Jane Goodall to Salem. Brenda said that a large venue could be procured and tickets sold to the public to pay for a portion of the speaker's fee. Brenda will also check to see if any Atkinson funds might be available for this purpose and she will contact WU's Joe Bowersox, who lines up speakers for WU, for collaboration. Vicki moved and GwenEllyn seconded a motion to have Brenda continue to pursue this special speaker for the spring or fall term, and report back to the ICL board.
- Vernelle would like to retire from her position as the Co-Director of Membership Services. Joan will ask Dave to send out a solicitation for a volunteer to replace Vernelle with a link to the job description.

Committee Reports:

- [Financial Services](#) from Jan Petroski
- [Curriculum Services](#) from Brenda Kidder and Vicki Pedone
- [Membership Services](#) from Don Beckman and Vernelle Judy
- [Social Services](#) from Dee Iltis and Priscilla Hibbard
- [Information Services](#) from Dave MacMillan
- [Technical Services](#) from GwenEllyn Anderson
- **University Support Services** from Eric Reif: no report
- **Secretarial Services** from Chris Duval: no report

The meeting was adjourned at 2:11 pm.

Next Meeting: Thursday, February 8, 2024, at 1:00 pm, via Zoom.

Respectfully submitted,
Chris Duval, Secretary

Directors' Reports

Executive Director's Report, January 11, 2024

Update on changing our legal status

Insurance:

Brenda and I met with insurance broker Matt Lokan on 1/8. He will be able to get us all the insurance we might need - and there are many kinds! At a minimum we will general liability covering falls etc. accidental damage, and directors and officers liability. There are other coverages that we will discuss as we move forward.

Next steps:

We need to find a lawyer and a CPA who are knowledgeable about nonprofit organizations. Brenda and I are tapping our sources for names. If you know anyone who fits the bill, please let me know.

Willamette:

As of yesterday, Willamette does not want us to allow CCM to film our class sessions and make them available to the public. I have asked Carol Long if there is anything we can do to make the filming and public availability more palatable to the University. She will look into that.

I have told Carol we would like to begin the process of developing an MOU soon. It can be done (in my opinion) before the process of becoming a 501(c)(3) is completed. She would like us to make a list of things we would most like to have in the MOU.

Please think about that and let me know. (Presumably things like ability to meet in Kaneko or other suitable Willamette facility on a regular (T, TH) basis; occasional use of Cone Chapel, Cat Cavern and maybe other facilities; student id card for discounts at Goudy and to plays, concerts and other Willamette events and for access to Kaneko; access to Willamette faculty and staff for getting presenters and presentation suggestions; use of Willamette's Zoom platform; occasional assistance from WITS; willamette email addresses;)

Report to membership

I will combine information from this report and the report I submitted for the December 14 meeting into a report that I will send to the total membership prior to the first day of class.

Joan Robinson

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**Curriculum Committee Report
2024**

January

Subject	Count	HRS	Category	Count
The Arts	4	8.00	Business and Economics	1
Natural Science	6	7.00	Languages and Literature	1
NLAS	6	6.00	Law	1
Humanities	8	14.00	Theology	1
Applied Science	9	14.00	Biology	2
Social Sciences	13	15.00	Earth and Space Sciences	2
			ICL	2
			Performing Arts	2
			Political Science	2
WUICL	Count	HRS	Psychology	2
Willamette University	11	11.00	Visual Arts	2
Outside	13	21.00	Engineering and Technology	3
WUICL	18	25.25	Medicine and Health Sciences	4
			Sociology	4
			History	5

- January is finally fully booked!
- Currently CC members have held the following times (as they work to set up presentations)
 - February 4 hours
 - March 3 hours
 - April 6 hours
 The only completely open time slot left is April 30 for 2 hours.
- We also have 6 hours for Hanni Scholar presentations which we will not know the subject matter until later in the term.
- We welcomed two new committee members: Ruth Crowley (2022) and Susan Miller (2022)

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Next meeting is Thursday, February 1, 2024, from Noon – 1:00 PM

On the Ronai/Rasmussen front – We have the possibility of bringing Jane Goodall to speak in association with Jane Goodall Environmental Middle School (\$25,000) and Joe Bowersox with Willamette University. Discussion please.

Information Services Report: January 11, 2024 Board Meeting

- Post approved minutes to website
 - November 9 - with correction
 - [General Meeting of November 17, 2022](#)
 - [Annual Meeting of April 27, 2023](#)
 - [General Meeting of December 7, 2023](#)
- Find contact info for Brenda (and Vernelle) about fairly recent (3 years or so) presentation about balance
- Update Nominating Committee Job Description with new text online in 2 places
- Ask Jennifer Jopp about ICL Members volunteering at the Writing Center
 - Or some other way we could contribute
 - Response was that she pays students to help out in the Writing Center
- Send Don Beckman the flyer that I found from way back. He will work on updating it.
- Send the Board the link to the WUICL Reports - Board
- Ask Gary Westford if he would be interested in doing an ICL presentation: RE: maybe in the Fall
- Work with Don Beckman on getting the old brochure into Pages and make updates and edits.
 - Get estimate of costs from Printing Services: For color printing on white paper they would be \$0.75 / each. For color printing on colored paper (such as ivory) they would be \$1.00 / each. Those prices include the folding charge.)
 - Run it by the board before publishing: [SEE LINK TO VIEW](#)
- Continued work on CCM project for next Semester
 - Post meeting with GwenEllyn and 3 people from CCM:
 - Eric: Ask TIUA and/or Campus Safety if they can leave the cable taped down in-between classes. Decided to co-locate the wires with existing wires that are tapped down.
 - Eric: Ask TIUA if we can store the camera equipment in a secure place (we're not sure if the back room is secure); - GwenEllyn has this covered.
 - Eric: Can CCM park at WHC? Does their press pass count for a free parking space for about 3 hours on Tuesday mornings?
 - Dave: Make copy, update, and other modifications to the G.form.
 - Dave: copy, update and other modifications to the report sheet.
 - Dave: Share our version of the online release form (Google Form/Google Sheet) with CCM
- Make copy of CCM Video Release Form (Google Form) for CCM approval.
 - Make necessary changes to report sheet
 - Send both to CCM for approval.

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- Post update of the Nominating Committee Job Description
 - Awaiting board approval
- Test Zoom capabilities in Kaneko Auditorium
 - Using MacBook computer
 - Using ICL HP Laptop computer
- Create board meeting agendas files for Spring semester 2024
- Create board meeting minutes files for Spring semester 2024
- Added 3 new members to the online Membership Directory
- Send 3 new members info to Registrar's Office and Campus Safety so we can get Compass Cards
- Created 2024 Financial report area on ICL website (CMS)
- Added January financial report to webpage
- Removed people who are no longer members from the online membership directory

ICL Social Services Report For January 11, 2024 board meeting

ICL Opening Day Coffee on January 18, 9:15-10:00

All arrangements have been finalized for beverage service, refreshments, and tables.

The quoted cost is \$490, which is \$37 less than the opening day coffee last September.

ICL "Tis the Season" Luncheon, December 7, 2023

Attendance: 96 persons: 92 members and partners, plus 4 guests

Cost for full buffet by Bon Appetit Catering: quoted price, \$1,814.80

Members charged: \$16.00, leaving approximately \$342 to be paid from ICL member dues

Centerpieces: Eunice Porter, with assistance from Carolyn Woodman

Music: holiday selections from GwenEllyn's CD collection

Atmosphere: noted a lot of animated table conversation; people seemed to be enjoying themselves.

Since the last board meeting one card has been sent: get well wishes to Wes Robinson.

Dee Iltis
Priscilla Hibbard
Social Services Co-Directors

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Technical Services Report:

Kevin from WITS says that the microphones are all working fine and Dave and I checked them, again, this morning.

We checked the Zoom situation because we have a presenter who would like to Zoom his Q&A after a DVD presentation. Because the normal avenues for this have been disabled in Kaneko, we had to create a workaround.

I have informed CMM that recording our presentations has been canceled until I can give them more information.

I've sent the January presenters information about technical support options in Kaneko.

MEMBERSHIP SERVICES REPORT for ICL Board Meeting 1/11/2024

Current Membership data:

We currently have 160 members, after offering membership to 3 persons currently on the waiting list and conducting an orientation session on 1/4/2024 in a study room at the Salem Public Library. The new members are Chuck Sheketoff (husband of current member Naseem Rakha), Paula Soper, and Karen Grassetth. They will be submitting new member bios to us before the end of January, and we will share their photos and bios with everyone some time after these have been received. We expect that they will be asked to stand up and be briefly introduced at one of our first classes of the spring semester, time permitting.

We currently have 10 persons on the leave list. We are waiting to hear from five persons on the list who have not responded to an earlier email, and we may be removing a few of these from all lists before long. At least one expects to return to regular membership in the fall of 2024.

We currently have only 7 persons on the waiting list. We recently had to offer membership to 9 persons on the list in order to come up with the 3 new members we needed for the spring semester. We had hoped that a higher % of persons on the waiting list would accept membership, since they had not been on the waiting list very long compared to previous years,

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but this proved not to be the case. A couple of persons who declined said that their schedule would not accommodate ICL classes this spring, but they wanted to remain on the waiting list and could start in the fall. Don explained to them that our policy is to drop members who decline membership, but he added that it was easy to get back on the waiting list by filling out a new online application. They may or may not do so. Perhaps at some point we should revisit this policy for people who are offered membership (in this case, on relatively short notice) but who cannot accept right now. If they know they will be interested at a later date, we could simply change their application date to the date they declined membership and keep them on the waiting list, but at the bottom of the list. A topic for possible discussion at a later date.

Don has contacted the 7 members on the current waiting list and given them an update on their status, ie, their current waiting list number.

The small number of persons on the current waiting list points to the need to market ICL to get more applicants. As pointed out in our last Membership Services report to the Board, if our normal attrition continues at the end of the current ICL school year (April 2024), we will not have enough persons on the Waiting List to fill the empty slots. One marketing target audience is upcoming WU retirees. Eric Reif has contacted Samantha McCorkle to find out if HR at Willamette would be willing to send these retirees a copy of our email invitation to join ICL and/or a digital copy of our latest ICL brochure. In the email we would emphasize the fact that WU retiring faculty & staff go to the top of our waiting list, due to our special relationship with the University. We have not yet heard back from Samantha.

Another ICL marketing target audience is the seniors who are active at local senior centers. Don recently sent emails, with our new ICL brochure attached, to Center 50+, the South Salem Senior Center, and the Keizer Senior Center, telling them a little about ICL and asking for information

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about whom to contact at each center. Our plan is to provide each center with printed ICL brochures, maybe put up a small poster, and maybe also share info with their members in their newsletters or via emails. No replies yet, but it is too soon to expect any.

A third ICL marketing target audience is upcoming Salem-Keizer School District retirees. A significant portion of our current membership consists of retired K-12 educators, so we would expect that new S-K retirees might be interested in joining us. Don recently sent an email to the general S-K "info" email address, telling a little about ICL, attaching a current ICL brochure, and asking about whom to contact in the S-K HR department. No reply yet, but it is too soon to expect any.

In our last report to the Board, we asked for help designing an attractive ICL brochure, and Dave MacMillan stepped up to the plate, big-time! He found a copy of an old brochure, which was well done but which needed new graphics and updated website information. And it was in .pdf format, which could not be easily tweaked. Dave spent many hours importing it into Pages, tweaking the wording and format, and finding appropriate higher-resolution graphics to replace what was in the old brochure. We owe him a huge debt of gratitude!

We are still looking for someone who could be appointed by the Board to replace Vernelle as Co-Director of Membership Services, effective at the end of the spring 2024 semester. Suggestions are welcome and should be sent to Joan.

Respectfully submitted,
Don Beckman & Vernelle Judy