

# ICL Board Meeting Minutes

March 14, 2024

Virtually Online (Zoom)

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

**Absent:** Sally Shriver

**Guests:** Karen Konick, Helen Mazur-Hart, Debbie Robinson, Colleen Spedale

The ICL Board Meeting was called to order at 1:04 pm.

Minutes from the ICL Board meeting of February 8, 2024 were approved as presented (motion by Jan, second by GwenEllyn).

## Executive Director: Joan Robinson

- Joan reported that work on the Memorandum of Understanding (MOU) between ICL and WU was interrupted by the recent computer system outage at Willamette University. Joan will contact Carol Long next week to check on continuing progress.

## Special Order of Business:

- Appointment of Chris Duval as Co-Director of Membership Services: It was moved by Brenda and seconded by Jan to appoint Chris Duval as Co-Director of Membership Services to replace Vernelle Judy, who is retiring from this position after many years of dedicated service. Motion carried unanimously.
- Appointment of Karen Konick as Director of Secretarial Services: It was moved by Priscilla and seconded by Dave to appoint Karen Konick as Director of Secretarial Services to replace Chris Duval, who is taking on the position of Co-Director of Membership Services. Chris was thanked for her service. Motion carried unanimously.
- Appointment of Linda Williams as ICL Historian. This is not a board position and has been unfilled for some time, but is of great value to the organization. It was moved by Dave and seconded by Brenda to appoint Linda Williams as ICL Historian. Motion carried unanimously. The board enthusiastically welcomed Linda into this position.

## Old Business:

- ICL Restructure: In order to incorporate as a non-profit organization, ICL needs a formal name. Carol Long, WU's Provost and Senior Vice President has suggested that ICL be officially called Willamette Institute of Continued Learning. It was moved by Jan and seconded by Dave to change the official name of ICL to Willamette Institute of Continued Learning effective upon incorporation as a non-profit organization. Motion carried unanimously. It was determined that the board will wait until incorporation to change the name of the organization on our written materials.
- Lawyer: In order to file the necessary federal and state documents related to becoming an incorporated non-profit organization, the board needs to hire an attorney. Brenda has been in touch with Attorney John Gear, who specializes in non-profits and consumer law. Mr. Gear provided a cost basis of approximately \$4,500 for doing everything related to incorporation, as well as \$360 per hour as his hourly rate. Joan will contact Mr. Gear and

clarify what is needed and get a more accurate cost estimate for ICL's needs. Brenda moved and Eric seconded a motion to authorize Joan to meet with attorney John Gear and spend up to \$4,500 to incorporate ICL. In the discussion that followed, Attorney Ryan Collier's name was brought forward as an alternative. He is a local estate planning attorney who recently assisted a local group to gain non-profit status. Joan indicated that she will contact Mr. Collier and determine if he might be willing to assist us, and get an idea of his fee structure. Additional discussion followed, which resulted in Brenda amending her original motion to state: Joan is authorized to meet with an attorney and spend up to \$1,000 to begin the process of incorporation as a non-profit organization. Motion carried unanimously.

## **New Business:**

- Dates for 2024-2025 Academic Year: Social Services Co-Directors presented a schedule for various dates for the upcoming academic year as noted in their [report](#). Joan indicated that she would like to set a schedule of dates that can be used year to year. It was determined that Social Services will take the lead on setting dates each year and this duty will be added to their job description by Joan. The fall picnic will be set for Thursday, August 29, 2024. The other dates will be adopted as set forth in the Social Services report. It was noted that the two Social Services Co-Directors for the upcoming academic year 2024-2025 are in attendance today at this board meeting. Board members welcomed Colleen Spedale and Debbie Robinson to the board and noted that they are working with the current Social Service Directors to begin their orientation. .
- Proposal for Increasing Interest in and Ease of [Volunteering](#): GwenEllyn presented this proposal which was tabled for discussion at the next board meeting due to time constraints. Joan asked that board members read the proposal and submit any written comments to Joan and the rest of the board for consideration prior to the next board meeting.
- Proposed [Policy for Electronic Devices](#): Joan's proposal was tabled until the next board meeting due to time constraints.
- Amount of Dues for Academic Year 2024-2025: This matter will be discussed at the next board meeting. Joan requested that GwenEllyn send out a poll to determine the best date to schedule the April board meeting since Joan will be unavailable on the date of our regularly scheduled board meeting.

## **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:** no report
- **Secretarial Services:** no report

The meeting was adjourned at 2:27 pm.

Next Meeting: To be determined.

Respectfully submitted,  
Chris Duval, Secretary

# Directors' Reports

## MEMBERSHIP SERVICES REPORT for ICL Board Meeting 3/14/2024

Current Membership data:

We currently have 159 members (after removing Harding King). Information from current members who will not be returning in the fall is starting to trickle in. We will soon begin the process of reminding members to send us their 2024-2025 tuition checks or let us know if they will not be returning.

We currently have 8 persons on our Leave List, after removing a couple who will not be returning. One Leave List person will be added to the top of the Waiting List as we recruit for the fall. Another current member will be put on the Leave List at the end of this semester. We anticipate that we will be culling one or two from the Leave List as soon as we hear back from a couple who have not yet replied to our latest inquiries.

We currently have 15 persons on the Waiting List, including 2 retired WU faculty (who go to the top of the list). We may need to clarify who goes to the very top of the Waiting List, current WU retirees or persons coming off the Leave List.

We have continued our efforts to beef up our Waiting List, since we anticipate more membership openings at the end of the current year than we have persons on the Waiting List. Eric Reif has touched bases (again) with Samanth McCorkle to try to get approval to distribute an email invitation (with attached) brochure to upcoming WU faculty & staff retirees. No reply yet. We have high hopes for getting approval, because ICL membership seems like a logical fit for this pool.

Don has dropped off copies of our new ICL brochure at the Center 50+, the Keizer Seniors Center, and the South Salem Seniors Center, and he periodically checks in to see if brochures need to be replenished. Not very many have been picked up—they can be easily lost in a sea of others' brochures, depending on the location. He recently created an 8 ½ by 14 poster, summarizing some of the info in the brochure. He dropped off a poster at the Center 50+, but its approval for posting is doubtful since the manager there has not been very receptive to our initiatives. He put up a poster on the Activities Board at the Keizer Seniors Center, above a plexiglass holder containing copies of our brochure. And he met with the manager of the South Salem Center Center and gave her two posters, which she will put up there. She also agreed to put a short blurb about ICL in their next two newsletters. Don will provide the copy. Don also gave a poster and a copy of an ICL brochure to Grant Hagestadt, who lives at Capitol Manor in West Salem. Grant is going to try to find out whom to contact there and give that person the poster and the brochure.

The results of our marketing ICL thus far have been disappointing. There have been only a couple of new applications recently, but these may be unrelated to our efforts. Don will talk to Dave MacMillan to see if it is possible to add another field to our

online application form, along the lines of “How did you find out about ICL?” This might give us a clue as to the effectiveness of our marketing efforts.

We want to again thank Chris Duval for being willing to take on the duties of Co-Director, in order to give Vernelle a well-deserved retirement from that position, at long last! Chris has met with Vernelle and will be meeting with Don soon to review & schedule tasks for the next few months.

Respectfully submitted,  
Don Beckman & Vernelle Judy  
Membership Services Co-Directors

### **Board Report Tech – March**

We successfully recorded and Zoomed Betty Kasoff for the Poetry Potpourri. Ann Boss was very good at getting people organized and connected to me in advance.

I have taped down cords on and around the stage and cleared out the cabinets of very old documents and empty folders.

The use of two mics on stage has been working well.

I’ve been asked to add local events to the slide presentations before class, but would like to discuss this with the Board at some point because I think there are other/better ways to do this and not overlap with the morning points.

The lights have often been on when I arrive in the morning, and I was about to share this with Jo because I was concerned about them being on all weekend or even overnight. I disrupted two young men racing on the roof and in the attic one morning who suspiciously told me that they were ‘doing maintenance’, but then took drum sticks with them when they left. I shared my concerns about the lights and these young men with Jo. She followed up that they had been confronted and their room privileges had been revoked.

At some point, we should clarify or confirm that computers are not to be used during class time – even for note taking.

I have forwarded my proposals regarding new member orientation, mentoring and ideas for getting volunteers.

Respectfully submitted,  
GwenEllyn, Tech Support

### **Information Services Report: March 14, 2024 Board Meeting**

- Remove “DRAFT” from Jan. 11 and 17th minutes and post online
- Add Director Reports to Feb. 8 minutes
  - Add links to reports

- Added 4 new people to the board G.Group email list who were elected to office in December and are in training before taking office in May: 2 for Social Services Co-Directors and 2 for University Support Services Co-Directors
- Hanni Scholar program:
  - The application is now live online
  - Posters have been distributed around campus
  - Tom and I briefly attended a faculty luncheon/meeting to promote the program
  - The Hanni Committee met in person to discuss the process.
  - With Jim Brown's input I put together an evaluation form for rating responses from applicants
  - Currently 2 applications have been received
  - I sent PDFs of each application to the Hanni Committee along with the evaluation form
  - I'm working on documenting the process done on my end.
- **FYI for the board:** I think it's time to start looking for an Information Services Co-Director.
- **Website updates (CMS):** I haven't been able to do updates to the ICL website from home. As of Thursday, it can be done on campus, so I'll have to do that soon to get caught up since the cyber attack.

## **SOCIAL SERVICES REPORT For March 14 Board Meeting**

This Thursday morning we are holding the mid-semester Coffee, with members A-L providing the refreshments. Bon Appetit Catering is providing the coffee and tea beverage service for a projected \$300.00.

**Correspondence:** One get well card sent to Lucy Foster.

During this transition time between outgoing and incoming Social Directors, we are including Colleen Spedale and Debbie Robinson in all of our planning emails. For their first social event of 2024/25, the Welcome Picnic on August 27 or 29, they will be actively participating in reserving the Minto Island Park Gazebo venue.

### **Re: ICL 2024/25 calendar:**

Social Services has collected input from the WU academic calendar, Bon Appetit Catering, Vicki for Curriculum, Joan, Dave, and Salem Parks and Recreation. We are now proposing the following dates for the ICL 2024/25 calendar for discussion and approval by the board.

-- **ICL Welcome Picnic:** Tuesday, August 27<sup>th</sup> or Thursday the 29<sup>th</sup> – TBD

Does the board have a preference?

It's important to submit the reservation application and payment soon to Parks and Recreation before the desired date is taken by another group.

-- **Fall semester Opening Day:** Thursday, September 5<sup>th</sup>

Paraphrased comment from Vicki: This date would allow members to settle in after Labor Day, and ease into ICL with the Coffee and morning session.

- **Fall semester Coffee** - TBD
- **End of fall semester:** Thursday: December 12<sup>th</sup>  
(morning session plus annual meeting at luncheon)  
This date is during WU CAS finals week, a less busy time for Catering.
- **Spring semester Opening Day:** Thursday, January 16<sup>th</sup>  
Vicki's comment could apply again - returning on Thursday to ease into ICL after winter break, with the Coffee and morning session. Also, it's a less busy time for Catering.
- **Spring semester Coffee** – TBD
- **End of spring semester:** Thursday, May 1<sup>st</sup>  
(morning session plus luncheon)  
This date is during WU CAS study days before finals, a quiet spot for Catering during an extremely busy time with the end of classes, Senior Week and Commencement activities in all WU schools and departments.

Respectfully submitted,  
Dee Iltis and Priscilla Hibbard  
Social Services Co-directors

**Curriculum Report for March 14 Board Meeting**

All slots for Spring 2024 semester are filled. We will make an effort to increase Natural Science and Willamette faculty in the fall. Next meeting date of the Curriculum Committee is Thursday, March 21, 2024 at noon in Kaneko Hall. We are working on a how-to guide designed to make scheduling speakers easier for committee members.

Subject	Count	HRS	Category	Count
NLAS	5	6.00	Business and Economics	1
Natural Science	6	9.00	Education	1
The Arts	8	14.00	Languages and Literature	1
Applied Science	11	17.00	Law	1
Humanities	11	19.00	Philosophy	1
Social Sciences	15	18.00	Theology	1
			Earth and Space Sciences	2
			ICL	2
			Psychology	2
<b>WUICL</b>	<b>Count</b>	<b>HRS</b>	Visual Arts	2
Willamette University	14	17.00	Engineering and Technology	3

Outside	19	32.00	Biology	4
WUICL	19	27.25	Political Science	4
			Sociology	4
			History	5
			Medicine and Health Sciences	5
			Performing Arts	5

**Proposed policy for use of electronic devices during class time.**

1. Members and guests may not use computers, phones, tablets, cameras or other electronic devices while an ICL class is in session.
2. Section 1 of this policy does not apply to:
  - a. Devices whose sole purpose is to enhance a person’s ability to hear;
  - b. Members or guests while presenting a class; or
  - c. Members or guests who are given permission by .????? to record or photograph a presentation.

**PROPOSED ICL 2024-2025 CALENDAR:**

-- ICL Welcome Picnic: Tuesday, August 27 or Thursday, **August 29** – TBD

Does the board have a preference?

It’s important to submit the reservation application and payment soon to Parks and Recreation before the desired date is taken by another group.

-- Fall semester Opening Day: Thursday, **Sep 5, 2024**

Paraphrased comment from Vicki: This date would allow members to settle in after Labor Day, and ease into ICL with the Coffee and morning session.

-- Fall semester Coffee - TBD

-- End of fall semester: Thursday: December 12

(morning session plus annual meeting at luncheon)

This date is during WU CAS finals week, a less busy time for Catering.

-- Spring semester Opening Day: Thursday, January 16

Applying Vicki's comment again: returning on Thursday to ease into ICL after winter break, with the Coffee and morning session. Also, it’s a less busy time for Catering.

-- Spring semester Coffee – TBD

-- End of spring semester: Thursday, May 1

(morning session plus luncheon)

This date is during WU CAS study days before finals, a quiet spot for Catering



during an extremely busy time with the end of classes, Senior Week and Commencement activities in all WU schools and departments.

### **Proposal for increasing interest in and ease of volunteering**

1. All members would sign a 'commitment' statement that they plan to attend x-number or x% of gatherings. The options could be added if they cannot, i.e. leave of absence, removal in order to open space for someone else, etc. Class/presentations could be defined as well so that it is clear we want them there for a large part of the day vs. checking in and leaving.
2. After the second year in ICL, everyone will be open to being assigned a new person to 'mentor'. We can outline what that means - things like, sending a welcome email, meeting them at the first session or picnic, sharing information about Kaneko and Goudy, keeping in touch throughout the semester - and if they don't seem to be showing up, the mentor can contact them to find out if they need anything or if they can support them somehow.
3. At the beginning of each new year, all Board Members will meet with the new people to outline what they do and the kind of small tasks that can help 'get the job done'. At the end of these sessions, cards will be distributed and each new person can check an area that they might be interested in supporting in the future. We can use these cards as a way to follow-up with members to fill positions and to get support for smaller jobs that can introduce them to volunteering.