ICL Board Meeting Minutes
Thursday December 3, 2015
2:30 pm
Ford Hall Room 122

Present: Eunice Porter, Peter Ronai, Hardin King, Mieke Visser, Bob Muir, Ruthann Panck, Mark Kasoff, Ken Panck, Franca Hernandez, Tom Zook, Charlene Robbins, Alice Sorensen, Henrietta Griffitts

Guests: Deborah Ehlers, Dave MacMillan

Minutes of the November 17, 2015 Board meeting were approved unanimously.

Play Committee: Deborah Ehlers proposed to have allocated a budget of $200 to the play committee for its March 17, 2016 production and productions in the future. She said production of ICL plays have expenditures such as printing/copying costs for scripts and acquisition of certain props or costume pieces. She said although every effort is made to find low or no cost items through thrift shops and from the cast members or through Willamette University’s costume shop, there are still things which need to be purchased. She proposed that whatever amount from the $200 allocation was not used would be given back to ICL’s general fund. Charlene Robbins said a separate fund number can be created for this specific line item in the budget. She said it would be necessary to submit receipts. There was discussion about whether ICL’s projected funds for 2015-2016 was sufficient to cover this additional expense. Charlene Robbins said there was. It was agreed the cost of printing/copying can be done on campus under ICL’s account number and any cost from this would be included in the $200 play committee allocation. Alice Sorensen moved to approve the $200 allocation. Approved by the Board unanimously.

On-line ICL Records Tracking: Dave MacMillan said over the last seven months he has been working on developing a method of tracking membership records. He is still fine tuning the customized reports for access by the ICL Board and for specific ICL members. Dave MacMillan brought up on the big screen in Room 122, the database and demonstrated how it can be used. He is open to hearing suggestions for improvements, additions, or if there are problems with the links. He said there are to date 159 members and 59 on the waiting list. There was extensive discussion about its use and compliments on how detailed and informative the information was presented.

Budget/Treasurer - Charlene Robbins said there were no updates since last report November 17, 2015.

Information Services – Peter Ronai and Mieke Visser said they had nothing new to report.

Curriculum Services – Tom Zook said he had nothing new to report.

University Support Services --

• Hardin King reminded everyone about the visit to the CCTV studio after the Board meeting to meet producer Mark Hernandez. The Board can then offer comments and suggestions that could help to move this project forward. The four sampler DVDs distributed among the Board were prototypes of lectures which could be broadcasted to the general public. There was input from those Board members who saw the DVD presentations.

• The Associate Vice President of Academic Affairs, Jennifer Chambers, announced the hiring of Karen Howard, new administrative assistant. Karen Howard will support the administration of critical management activities related to finance, operations and personnel. She will also be the new contact for ICL scheduling requests. Her first day was November 30, 2015. khoward@willamette.edu.
Hardin King informed the Board that ICL member Winston Dudley was in ill health and had not been able to attend presentations lately. Winston Dudley would welcome cards or calls from ICL’s members.

Membership Services – Eunice Porter informed the Board no new members will be joining ICL for Spring Semester.

Secretarial Services – Franca Hernandez had nothing new to report.

Social Services – The Board complimented Ruthann Panck and Henrietta Griffitts for the successful Halloween coffee and pastry gathering. There was discussion on whether to follow up on the idea of a lunch February 11, 2016 titled Heroes and Sweetie Pies in which hero sandwiches and pies would be served. There was discussion about whether there was time given the day’s full presentation schedule. There was discussion about another day or even to have it earlier in the day before the classes start. No decision was made at this time.

Old Business –

• Mark Kasoff asked the Board to follow up on Hardin King’s proposal to increase the Phil Hanni Scholars Fund from $300 to $500. There was discussion on the merits. Tom Zook said most of the people involved in the award expressed the opinion it was not necessary to increase the fund. Charlene Robbins informed the Board the students receive monies in excess of the $300 to cover taxes plus Willamette University students are eligible for other awards. It was agreed to keep the award at the current amount.
• Eunice Porter asked the Board if anyone was receiving scam emails with the subject line “ICL-Inquiries” which was intended to only sell cosmetics. One or two said they had received similar emails and were careful to not open them.

Respectfully submitted by Franca Hernandez
Board Secretary
Meeting adjourned at 3:30 pm.
Next meeting: January 19, 2016 in Ford Hall, Kremer Board Room at 9 am.