

ICL BOARD MEETING MINUTES

March 1, 2012, Board Minutes

Order:

Meeting was called to order by Director **Ken Panck** at 2:45 pm on March 1, 2012.

Members Present:

Executive Director-Ken Panck, Curriculum Services-Bill Griffiths & Gary Beck, Social Services-Oddny Everson & Karen Bender, Membership Services-Eunice Porter & Louise Schroeder, University Support Services-Peter Rasmussen, Treasurer-Nancy Robinson, Secretarial Services-Jyl McCormick

Excused Absence:

Information Services – Peter Ronai

Minutes of the Last Meeting:

The minutes of the January Board meeting were approved as distributed.

Agenda Changes:

There were no additions or changes to the agenda.

Guest:

Jinx Brand reported on the Willamette Academy and asked for consideration of the Academy for a donation from ICL.

Treasurer's Report:

Nancy Robinson had prepared and distributed the Budget Statement ahead of the meeting.

Ken Panck referred to the cost for the Spring Trip to Grande Rhonde Tribal Government Center and Fort Yamhill State Park. The estimated cost for the spring trip on April 24, would be approximately \$13 per attendee. However, the ICL budget allows money to be used from the treasury to offset costs. **Gary Beck** moved that each attendee would pay \$10 for the trip. **Eunice Porter** seconded the motion and the Board members approved of this cost. **Phil and Maureen Caudill** have arranged the trip and the ICL members attending will be hosted to a luncheon with the Tribal Elders. A gratuity to the Grand Rhonde Tribal Council was discussed. The amount of \$300 was decided upon as the cost for a regular day's speakers is usually that amount. Because **Phil and Maureen** have made this arrangement, it was decided to allow them to decide if part would also go to the historical park.

Ken Panck stated the need for ICL to "give back" to Willamette University. Part of the "give back" is in the yearly donation to the Hudson Book Fund, but we can do more. Some of the

members have been invited to classes to speak about their vocations and Phil and Erin Hanni have kept the class information on many of the programs offered at Willamette.

Director's Reports

Curriculum Services: **Gary Beck** and **Bill Griffitts** reported that there is only one two-hour slot open in the Spring term curriculum. They will have that filled soon. Next year's curriculum is well on its way with many programs already scheduled. There needs to be some more work done on the time frame for those programs that are repeat programs, i.e. Great Decisions, and field trips.

Eunice Porter asked **Gary Beck** if speakers were informed of our microphone system during the question and answer time. He said speakers were informed that the person with the mike was the person who could ask questions. The rules have been that each person could ask one question and then the mike would go to the next person waiting. Discussion was held regarding follow-up questions and should the follow-up question from another member take precedence over a new question.

University Support: **Peter Rasmussen** had two student ID cards that were not picked up. He gave these to **Eunice Porter**, who will check on these two members. This brought up the discussion of members who did not attend regularly.

Membership Services: **Eunice** and **Louise Schroeder** have written a letter under the direction of **Ken Panck** to those members who have not been attending. The first page of the membership requirements indicates that part of the requirements is attending class and some type of participation. The requirements are given to each new member when they are interviewed by **Eunice** and **Louise**. **Don Gallagher** said that sending the letter to those members who did not attend was a good idea, however to be careful to have screen out members who have been ill or are on trips. **Eunice** said they took these things into consideration before they decided on which members would receive the letters. The members who will receive the letters will have a chance to respond and are not "kicked out" of the program. All members have paid membership for the year that will end in May. The summer picnic will be held in August this summer at Minto-Brown Park. This will allow current students to meet with the new members prior to the start of the school year.



Copy of letter sent to those members who have not been attending.

(It has come to the attention of the ICL Board of Directors that you have not been attending or participating in meetings during the last term. As you may know, we have a waiting list of about 100 people eager to participate in our program. At our present rate, this list represents a 10-year wait for these folks. ICL's Membership Policy requires that members "have the time and desire to attend classes." The policies on attendance and non-participation are listed below for your reference.

QUALIFICATIONS FOR MEMBERSHIP

ICL membership is available to retired and semi-retired individuals over 50, who:

- (1) have an interest in life-long learning with the Willamette University environment,
- (2) **have the time and desire to attend classes.**
- (3) Are willing to contribute to the academic programs and/or administration of ICL,
- (4) Agree to provide support to Willamette University, its faculty and students, in achieving the mission and goals of the University.

NON-PARTICIPATION

A member, after one written warning by the *Executive Director*, may be asked to resign if it is determined that the member is not regularly participating. Awareness of non-participation should be brought to the Board of Directors. Any decision regarding membership will be made by the Board on a case-by-case basis. If the Board confirms the member's continued non-participation despite the written warning, the *Executive Director* will send a written notice of termination to the member.

Please indicate your desire to maintain your membership in ICL by responding to Eunice Porter or Louise Schroeder of the membership committee. If there are extenuating circumstances we will be happy to work with you. However, if we do not hear from you, or you do not maintain your participation, ICL policy requires the board to terminate your membership. – *Signed by Ken Panck, Executive Director*)

Ken Panck stated that when ICL was started, 75% of the presentations were given by the members. He also stated that it was not feasible to increase the size of the class or to have a new similar program, as that would require double the work and it would be difficult to have the same speakers willing to do more than one class.

Jyl McCormick asked if letters or calls had been made to those people who are on the waiting list to confirm their interest and let them know approximately when they might get into the class. **Louise Schroeder** said that it hadn't been done for some time and it might be a good idea to check with those people.

Social Services: **Karen Bender** and **Oddny Everson** reported they had send cards to Don Hopkins and Virginia Corrie-Cozart.

Old Business

Peter Rasmussen updated the Board on the 20th Anniversary booklet. It will be a booklet with information about the founding of ICL and current curriculum information. There will also be a DVD made. He would like to put a Board Meeting on the DVD. He will plan to shoot that video at the next Board meeting.

Job Descriptions for Director: Each of the Directors gave a brief summary of their job descriptions that were sent to **Ken Panck** for review. These descriptions will be reviewed for continuity and an addition will be added to each one of: (oversee budget with treasurer.) *These job descriptions can be added to the minutes when completed.* At the next board meeting there will be a hard copy for each new job description. **Eunice Porter** will check the submitted job descriptions for clarity and standardized format, and **Peter Ronai** will be able to check them for conformity.

Update on Nomination Process: **Don Gallagher** stated there are three openings for the 2012-13 Board. These jobs are University Relations, Curriculum co-chairman, and Treasurer. **Peter Rasmussen** will leave the position of University Relations to become a nominee for the Curriculum co-chairman.

Ken Panck stated that the position of University Relations has an expanded need to work in support of the University and the faculty and students. Currently, Phil and Erin Hanni are announcing to the class up-coming activities at the University.

New Business

Peter Rasmussen stated that ICL will need to buy doorstops for the doors going into Ford Hall auditorium. Currently, a tree stump has been used to prop open the door but it can be dangerous for members as it sticks out into the doorway. He will purchase doorstops for ICL.

Discussion was held regarding ICL donations. We will continue the Hudson Book Fund and would like to contribute to other Willamette University programs. Suggestions include the Willamette Academy and a musical instrument replacement fund. **Ken Panck** suggested that when the Board considers the amount of donation, the Board should keep \$10000 as a contingency fund. The draft of the 2012-13 Budget will be available by the 15th of this month as it will have to be voted upon and set before the end of the year.

The meeting adjourned at 4:35 pm

Respectfully submitted

Jyl McCormick
Secretarial Services