

ICL Board Meeting Minutes

Apr 2012

Order: Meeting was called to order by Executive Director **Ken Panck** at 3:00 pm on April 5, 2012.

Members Present:

*Executive Director – **Ken Panck**, Curriculum Services – **Gary Beck**, Social Services – **Oddny Everson & Karen Bender**, Information Services – **Peter Ronai**, Membership Services – **Eunice Porter & Louise Schroeder**, University Support Services – **Peter Rasmussen**, Treasurer – **Nancy Robinson**, Secretarial Services – **Jyl McCormick**.*

Excused Absence:

*Curriculum Services – **Bill Griffitts***

Guests

Dorothy Dobson, Gene Fletcher, Derek Stables, Charlene Robbins, Don Gallagher

Dorothy Dobson had suggestions for ICL to become more interactive with Willamette University. In the past ICL members have read aloud for taping of books for students that needed that service. There is also garden upkeep for the Oregon plants garden. Students interested in the various vocations of the members have also interviewed ICL members. ICL members have participated in welcoming visiting student groups with cookies and punch and talking with various individuals on a more informal basis. We have had several students talk to our class, but have not had the informal talks lately. Another proposed idea was to work with the Japanese

students for their English classes and inviting them to members' homes for dessert or a dinner. Volunteering to serve refreshments at the WU theatre or other WU performances, in addition to attending these performances, was another positive way to interact with WU.

Ken Panck indicated that the Board is now in the process of redefining our connection to WU.

Gene Fletcher brought a suggestion to help develop an official relationship among ICL and WU and Capital Manor. Capital Manor has a weekly program featuring an educational DVD and an occasional guest speaker. Gene would like to expand their program as an outreach program from WU. He wants official recognition for their program and would like ICL to support Capital Manor's request to WU. Neither WU nor ICL would incur any additional expense or work from the arrangement. **Ken Panck** said it would be WU's decision, rather than ICL's. **Gary Beck** stated that the educational rigor of such a program would be difficult to supervise. He also stated that it was a concern that similar relationships would have to be extended to other retirement communities. The curriculum committee strives to meet the mandate of ICL to obtain a learning environment of educational integrity. More discussion will be held at the May Board meeting.

Derek Stables had sent a draft proposal to the Board members regarding the requirements for ICL membership. He proposed to change Article 11 of the current ICL Membership Policies and Procedures to read "a) commit to attendance at *approximately 50% of classes or more*" rather than the current "to attendance at class on a reasonably frequent basis." Second, he proposed that current language used in Article 13 be changed to read "Current members should notify the (Co) Director of Membership Services *in writing*, if they cannot attend the

academic program for more than six consecutive weeks. After that period of time, the Board may review membership status. *Excused absence cannot be granted on an annual or other recurrent basis, unless the member renders exceptional service to ICL, such as membership in an ICL Committee or service on the Board.*”

Discussion followed regarding the current waiting list. The approximately nine-year current wait is a disservice to people on the waiting list. **Eunice Porter** and **Louise Schroeder** said they have changed the membership application to inform potential members of the expectations of ICL membership. Although a formal attendance list is not kept, they both are aware of members who do not attend on a regular basis. After the letters were sent out last month to those members who rarely attend, most of those members responded. Some of those members have been coming to class since that time and others have chosen to drop their membership for next year. **Eunice** also stated that they are sending emails to people on the list to ascertain if they are still interested. Last year when they contacted the people on the list, some had already made previous commitments for this year. Those people will be given priority this year, but if they cannot make a commitment to ICL, they will not be given the same priority again. The Board will discuss this further at the May meeting.

Don Gallagher presented the slate of officer nominees for the 2012-13 ICL Board.

Executive Director: **Ken Panck** (incumbent)

Co-Directors of Curriculum Services: **Peter Rasmussen** and **Tom Zook**

Director of University Support Services: **Hardin King**

Director of Financial Services: **Charlene Robbins**

Director of Secretarial Services: **Jyl McCormick** (incumbent)

Director of Information Services: **Peter Ronai** (incumbent)
Co-Directors of Membership Services: **Eunice Porter** and
Louise Schroeder (incumbents)
Co-Directors of Social Services: **Karen Bender** and **Oddny
Everson** (incumbents)

Gary Beck moved the slate of officer nominees be accepted.
Peter Rasmussen seconded the motion. The Board accepted
the Slate.

Directors Reports:

- Financial Services:

Nancy Robinson is awaiting some information to finish
the report, however she reported that nobody is over
budget. She will distribute the budget to the Board as
soon as the information is available.

- Information Services:

Peter Ronai said there is a person on the waiting list,
who is an experienced web designer. He would like
consideration of this person to be allowed to join ICL as
he has not found anyone who is currently a member who
is interested or qualified to assist him. He will circulate
her résumé to the Board and the Board will vote on her
acceptance at the next meeting. She would be able to join
and assist **Peter** during the summer with the web site.

- Curriculum Services:

Gary Beck stated that **Solveig Holmquist** is willing to
take over the music curriculum from **Grant Hagedstedt**
and will be the chair of that committee. **Jan Miller** will
assist her in scheduling music performances for ICL.

Gary has talked with the advisor for the Film Studies students and we will have a presentation of a documentary by one of the students this spring. ICL will have another six presentations by these students during next year. **Ken Panck** asked how the curriculum is forming for next year. **Gary** indicated the schedule still has more slots to be filled and that is an ongoing process during the summer. He has the on-going programs scheduled and needs fill-in in several places.

- University Support:

Peter Rasmussen said the 20th Anniversary is moving along well. The program will be presented during the first day of classes next Fall Term. This will be an all day program to be held in Montag Hall. There will be refreshments both in the morning and the afternoon, but lunch will be the responsibility of each member.

- Membership Services:

Eunice Porter and **Louise Schroeder** had already talked about the changes to the current membership application. **Peter Ronai** stated that a friend of his had applied approximately three years ago but was not on the waiting list. **Louise** said she would check back through all the applications for his name. **Eunice** and **Louise** are sending out an email to all those on the waiting list and hopefully this will clean up the list and tell those waiting they are not forgotten. **Peter Rasmussen** said that the application form should be explicit that requiring new members to give presentations was not expected in the first year.

- Secretarial Services:

Jyl McCormick: No report.

- Social Services:

Oddny Everson reported on the End of Semester Luncheon. The Luncheon will cost \$10 for each ICL member and the remaining \$6 or \$7 will be paid from the ICL budget. Guests to be invited to the Luncheon will be Liesa Kister who is the WU room scheduler, Kyle House who is the IT person who helps ICL so much with audio-visual equipment troubleshooting, and CLA Dean Marlene Moore. A sign-up for the luncheon will start on Tuesday, April 10 and **Oddny** will announce it to the ICL class at that time. As always, checks will be collected at the luncheon for next year's tuition for ICL. The deadline for tuition fee payment is May 31. **Peter Ronai** will post this information on Breaking News.

Old Business

Eunice Porter has received the job descriptions for all positions. **Ken Panck** told Board Members that an addendum can be added to the description describing the practical details of how the job is done. This will provide information to new Board members. The basic job descriptions without attachments will go to the University Archivist, the job descriptions plus attachments to the ICL Historians. All will be posted online for quick access (**Eunice** will send the descriptions to **Peter Ronai** to be posted on the ICL site).

Ken Panck has met with Corrina Hawkins, WU's Director of Donor Relations, and proposed that ICL's donations be to the Hudson Book Fund, the Music Department for the repair or purchase of instruments, and Willamette Academy. Each of the donations would be in the amount of \$1,500. **Gary Beck**

moved that ICL donate to these three funds. The motion was seconded by **Peter Rasmussen**. Motion carried.

Ken Panck had slated a “radical proposal” for an agenda item. This proposal was to screen applicants for the best and brightest as one would do for a corporate job applicant. Discussion followed. Currently there is a provision to accelerate to membership a waiting list applicant if that applicant has a skill that ICL needs, and there is no current ICL member with that skill. This is not a feasible method for routine acceptance of new members.

The May Board meeting will be held on May 8, following the End of Semester Luncheon.

Meeting was adjourned at 4:45 pm.

Respectfully submitted,

Jyl McCormick
Director of Secretarial Services