

ICL BOARD MEETING MINUTES

May 2012

Order: Meeting was called to order by Director Ken Panck at 2:00 pm following the End-of-Year Banquet.

Members Present:

Executive Director–Ken Panck, *Curriculum Services*–Gary Beck and Bill Griffiths (both retiring) and Peter Rasmussen and Tom Zook (newly elected), *Social Services* – Oddny Everson and Karen Bender, *Information Services* – Peter Ronai, *Membership Services* – Eunice Porter and Louise Schroeder, *University Support Services* – Hardin King (newly elected), *Treasurer* – Nancy Robinson (retiring) and Charlene Robbins (newly elected) and *Secretarial Services* – Jyl McCormick.

Board of Directors Reports:

Financial Services:

Nancy Robinson handed out the current Treasurer's Report and explained the differences between the projected budget and the activity thus far this year. The April report is not complete and the Report is based on moneys spent through March. Each line item on the budget is within the acceptable range, with the totals for each area slightly below the proposed budget. Ken Panck stated that ICL should keep a contingency amount of \$10,000 - \$15,000 to be held in reserve if ICL needed to update the sound system or some other large expenditure. Bill Griffiths asked if the ICL honorarium was current with other groups who had speakers. After some discussion, Ken stated that he believed it was appropriate. It was suggested that the 2012-13 Budget reflect the amounts that were spent this year as a beginning point. Hardin

King said that having the flexibility in donations to Willamette allowed the Board to apply moneys to various programs.

Information Services:

Peter Ronai summarized that the CMS (content management system) is working well. He asked how long the Board want to keep things on the web site. It was decided that keeping two major programs (photos of field trips or the plays) should be kept, but when a third program was posted, the older of the two previously published programs would be dropped. These programs serve to educate people both on the Willamette campus and elsewhere as to what ICL has done. This two-item proposal would also apply to the curriculum. There would be the two previous semesters and the developing year curriculum. Breaking News information is deleted once the event has happened.

The speaker evaluation form on-line was used quite a bit when it first went up, but is not used very often currently. There is no identifying information as to who posts comments so it is not known how many (or which) individuals actually post to the site. Bill Griffiths said when he was handing out paper evaluations; there were only two members who regularly handed in the forms. Gary Beck asked what is archived and when. The University Archivist, Mary, waits until the end of the year to archive each semester's curriculum to ensure that all changes have been incorporated.

It was stated that having the membership information on line allows the more up-to-date information on each of the members as Peter Ronai can update information as soon as he receives it. The site also allows people to apply on-line and receive more information regarding the program. The total cost for the hard copy directory is approximately \$150. It was discussed whether or not it would be feasible to have a new directory each semester as new members can start in January. Nancy Robinson said she believed that was an excellent idea. Eunice Porter said that the cost should not be a factor as ICL has the money for that type of

expenditure. Ken Panck moved and Bill Griffiths seconded the motion that this should be done next year. Motion passed.

University Services:

Hardin King reported he would meet with the President and with the Dean of Liberal Arts regarding what ICL members could do for and with the University.

Membership Services:

Louise Schroeder and Eunice Porter reported that members started giving the tuition checks to them earlier this year. This has resulted in receiving 112 checks before today. This made the check-in at the banquet much easier. Those members who have been notified regarding their lack of attendance and who have not responded to the earlier letter will be notified by a letter from Ken Panck that their membership has been terminated. There will be 11 or 12 openings for the 2012-13 year. Five of these positions are filled and they were meeting with two new members later today. Solveig Holmquist who will be assisting Grant Hagedstedt, and Meike Visser who will be assisting Peter Ronai will be two of the new members. Other new members include people who were asked to join last year but had previous commitments and were given one more chance to join this year and Grant Thorsett. Jyl McCormick asked if there had been a note sent to those people who are on the waiting list asking them if they are still interested. Louise said that would be done by the end of May. Discussion was held regarding the amount of attendances that would be considered appropriate for members in classes. Currently, the information given to new members states that regular attendance of classes is required. Last month, Derek Stables proposed a change to 50% attendance is required. Discussion followed and it was decided that without taking roll, it would be impossible to make this determination. Hardin King said he believed it should read “attend most classes.” Ken Panck said the letters that were sent out earlier this year had highlighted awareness for attending

classes. It was moved by Ken and seconded by Peter Rasmussen that the wording will be “most of the time”. Motion passed.

Curriculum Services:

The first session of Fall Semester will have both the President of Willamette University, Stephen Thorsett, and the Dean of Liberal Arts, Marlene Moore speaking to the class. This program also includes the Twentieth Anniversary of ICL program. The program on September 11 will have members speak on their memories of that day. There is a half-hour video that will be played, leaving a half hour of time for personal reflections. Any comments during this program should not be political.

Social Services:

Karen Bender said a member of ICL had approached her and said Minto-Brown Island Park did not have enough parking. Members attending the picnic should park in the THIRD parking area. (The second parking area is at the dog park.) Discussion was held regarding the type of burgers (meat or meatless) and the Board decided on both. Ken Panck brought up the possibility of having refreshments in the lobby of Ford Hall prior to the morning session. This cost will come from the Social Service budget. Discussion was held regarding how many times this could be held, i.e. once a week, once a month, etc. Karen and Oddny Everson will check into the cost and discussion will be held at the next meeting. Oddny said it costs approximately a dollar for a cup of coffee for the service. Gary Beck said it would have to take consideration of the starting time for classes so they could start on time.

Old Business

Last month, Gene Fletcher approached the Board with a request to add Capital Manor as part of ICL, or have ICL approve of classes that would be held at that location. Gene talked with the University, and they didn't believe it would be possible to support

such a program.

New Business

Ken Panck asked to extend emeritus status to the Fletchers and to Wes Robinson as founding members. It was moved by Peter Rasmussen and seconded by Hardin King that the emeritus status will be given to all founders at the 20th Year Ceremony on September 6, 2012. Motion passed.

The information from the members of ICL who have been interviewed by Peter Rasmussen and Tom Zook will be edited for the DVD presentation. Discussion was held regarding all the footage that would not be included. This footage will be stored on a hard drive that will be purchased so the information gathered would not be lost.

Meeting adjourned at 3:30 pm.

Respectfully submitted,
Jyl McCormick
Secretarial Services