

# ICL Board Meeting Minutes

## September 6, 2012 BOARD MINUTES

**Order:** Director Ken Panck called Meeting to order at 3:10 pm following the Opening Day and 20<sup>th</sup> Anniversary Celebration

### **Members Present:**

*Executive Director - Ken Panck, Curriculum Services – Peter Rasmussen and Tom Zook, Social Services – Oddny Everson and Karen Bender, Information Services – Peter Ronai, Membership Services – Eunice Porter and Louise Schroeder, Financial Services – Charlene Robbins, Past Executive Director – Gary Beck, and Secretarial Services – Jyl McCormick.*

**Excused:** *University Support Services – Hardin King*

### **Board of Directors Reports:**

#### **Financial Services:**

**Charlene Robbins** provided a copy of the financial report. She said she would like her role as treasurer to be considered a conduit for being told what to pay and having the documentation for paying bills and receiving moneys. The report submitted indicates a negative balance in the receipts because Willamette University's fiscal year end is May 31, and much of ICL's dues are deposited in May. There will be a notice to current members that although their dues checks are received in May, they will not be deposited until after June 1 to represent the yearly income. There was also a payment of \$300 which was also from last year which represented the payment to Yamhill Parks from the field trip to the Confederated Tribes of the Grand Ronde and the Fort Yamhill State Park. The tribal council chose not to receive the gratuity so the amount which had been set aside for each location was given to Yamhill State Park which was approved by the council. **Charlene** will issue the four checks for dues that will be refunded to emeritus members. General expenses so far this year have been \$441.17.

#### **Information Services:**

**Peter Ronai** has been able to transmit electronic messages directly to the copy center for the membership booklet. A new membership booklet will be completed at the start of the Winter Term to update information on members. **Mieke Visser** has been helping Peter with the website this summer. **Ken Panck** complemented Peter on the great format in the new member's handbook. Comments from other board members on the new format included liking the format to include committee members in the front of the book.

**Secretarial Services:** **Jyl McCormick** did not have anything new to report.

### **Curriculum Services:**

**Tom Zook** and **Peter Rasmussen** talked about printing the schedule for those members who do not have e-mail. It was decided that **Tom** would get the list of those members and print a copy for each of them. This would be done on a monthly basis due to possible changes to the classes. **Peter Rasmussen** will see if the classes could be projected on the screen prior to class. This would be prior to the start of classes at 10:00 a.m. and 1:00 p.m. **Eunice Porter** suggested that the printed copies be identified by member and given to each of those members. **Charlene Robbins** moved that this policy be accepted and **Karen Bender** seconded the motion. Motion passed. Currently, each month's schedule of classes is posted on the bulletin board in Ford Hall. **Oddney Everson** said that the scheduling of Montage Hall is not possible for the dates of the end of classes and the beginning of classes. **Ken** will talk to **Hardin King** to investigate how to schedule rooms with **Jim Bauer** of Willamette. **Tom** and **Peter** will also work on scheduling rooms. **Solvieg Holmquist** and **Jan Miller** will need special rooms for some of the music programs.

### **Membership Services:**

**Louise Schroeder** and **Eunice Porter** reported on the new membership this year. This year there were more openings for membership because of some members who had dropped their membership because of the letters for non-attendance was sent out. The list became shorter by 31 slots as there were 18 new members accepted. Many of the 31 people contacted either had made other arrangements or were no longer interested in joining ICL.

**Louise** said that one of our members has a new partner who is on the waiting list and she would like to quit for this year and have her name placed by his to join at a later date. When a member leaves, usually their name goes to the bottom of the list but because the partner's name is near the bottom of the list, she would like to have them together. It was agreed by the Board that this could be done.

### **Social Services:**

**Karen Bender** and **Oddny Everson** said there was a lot of cake left over from the afternoon session and they told the caterers to give it to a dorm.

### **Old Business:**

**Karen Bender** reported on the summer picnic. The attendance was similar to the attendance the year before with 92 attendees this year and 90 the previous year at Silver Creek Falls. For the barbeque, a large barbeque was rented for \$40 (returned clean for a \$10 savings). **Mary Milbrath** suggested that next year, she would be willing to cook a turkey and a ham rather than having a barbeque. It was decided to try this for next summer. There was a suggestion to move the summer picnic to Willamette Heritage Park north of Keizer. This park has a \$5 fee for parking and would not have any

advantages over the Minto-Brown Island Park. For our great chefs of the barbeque, we would ask for their assistance in carving the meat.

**Ken Panck** reported that he signed the legal document with Willamette University to allow the University to keep the documents and photos from ICL in their archivist area. This year, ICL's Historians, **Irene Konopasek** and **Sybil Westenhause** have worked to compile the information from the last twenty years of ICL. They have worked with the University Archivist, Mary McRobinson, to update all the information. **Gary Beck** asked about the videos that have been donated to the library from ICL. **Peter Ronai** stated that these were two different things and the videos were educational items and would still be at the library.

### **New Business:**

Because of questions regarding the ICL emeritus status, **Louise Schroeder** said to obtain emeritus status, a member will be 90 years old (by May 31 of the current year), been a member of ICL for 10 years, or has contributed in an extraordinary way. She will write these procedures to be included in the by-laws and bring this to the Board for approval. **Karen Bender** asked how long a person remained in the emeritus status. **Louise** said that the status remains until the member leaves ICL, and the member retains all the rights and privileges of ICL. The only thing that changes is at the time the member has emeritus status, that member no longer pays dues. Currently, emeritus members are not counted in the membership cap, but each member will be counted in the cap of 165 members in the future.

**Ken Panck** brought up the extraordinary service that **Grant Hagededt** has provided to the ICL music program. **Grant** has consistently provided wonderful guest artists and provided video lectures.

**Ken Panck** asked which Board members still have their emergency cards. Many of the Board did not have the cards. He will print more of the cards. **Peter Rasmussen** stated that some information on the cards is the campus emergency number. If there is an emergency and the campus phones are used one needs to dial 991, a 6 is needed before the 911 (6-911). **Peter Ronai** said the full information including use of the automatic deliberator is listed on Breaking News.

Regarding a memorial tribute to a member who has died, a 10-minute period of time will be allotted at the end of a class schedule to remember that person. On the first day of this Winter Semester, a short tribute was given for Don Hopkins. On September 11, a tribute for Clifton Cornwell will be presented and his daughter will be present, and on September 13, a tribute for Virginia Cozart will be presented. **Eunice Porter** said the policy of ICL has been to give \$50 to the charity of choice of the deceased.

**Ken Panck** stated that he received a letter from Anita King from the Dept. of Music thanking ICL for their donation. **Jyl McCormick** posted a "thank you" from Willamette Academy on the ICL bulletin board in Ford Hall.

**Ken Panck** had been asked by **Maureen** and **Phil Caudill** regarding any liability by Willamette for the ICL field trips. **Ken** will ask **Hardin King** to go over the Willamette policy with Jim Bauer.

**Ken Panck** and **Hardin King** will plan to meet with Dean Marlene Moore to see if there is a way that the members of ICL can give more back to the University and talk about professors from WU who might give a presentation to ICL.

**Gary Beck** noted that the lobby of Ford Hall will be busier this year as the University is utilizing the building more. There will be classrooms on the first floor and students will use the lounge area for studying or mentoring. Last year, **Ken Panck** had proposed looking into the ability to have refreshments or coffee in the lobby to allow ICL members to meet new members or have a time to visit. With the new policy of Willamette, this will not be feasible. **Charlene Robbins** said that ICL presenters need to be aware that small group discussions in the Ford auditorium are awkward and uncomfortable because of the theater-like seating. **Cy Eberhart** had mentioned to some of the Board, that it might be possible to have group discussions in Montag Den. This probably would be available for those who would like to meet in an informal setting.

Meeting Adjourned at 4:05 pm

Respectfully submitted,

**Jyl McCormick**

Secretarial Services