

ICL Board Meeting Minutes

October 4, 2012 Board Meeting

Order: Director **Ken Panck** called the meeting to order at 3:05 pm. The minutes of the September meeting were approved. The Emergency Cards were handled out to Board members.

Members Present:

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

Excused Absence: *Curriculum Services - Peter Rasmussen*

Board of Directors Reports:

Financial Services: **Charlene Robbins** handed out the current month's budget ending September 30, 2012. Final entries for the month indicated that the actual expenses since June 1, 2012 are \$6,735.51 leaving a balance of \$13,139.49 within the budget for the year ending May 31, 2013. Social Services budget is higher than normal due to the costs for the 20th Anniversary programs. She has also returned the dues checks to those members who had paid and are being reimbursed due to their emeritus status and to the one member who quit before the term began.

Information Services: **Peter Ronai** has received many photos from ICL members and has posted them to the photo gallery on the website. Several members have asked to have the Winter Term classes posted on the website. **Tom Zook** said there were some of the programs that still did not have a description of the program, only the title. **Peter** said he didn't want to have two spots for developing curriculum and until the fall term is finished, he did not want to start posting the winter term. **Gary Beck** said it was difficult to get presenters to provide a description of their program. **Ken Panck** will announce at classes that any presenters need to finish the descriptions and give them to **Tom, Peter, or Peter Rasmussen**. **Peter Ronai** will want until December to put up the winter schedule.

Curriculum Services: **Tom Zook** said there is only one class this term that is still empty. **Peter Rasmussen** and **Deborah Ehlers** had met with **Andrew Toney** (Theatre Manager) and **Rachel Stack** (Assistant Director of Theatre and Academic Co-Chair) and they are willing to have one of their students be an assistant director for the play that will be presented next spring. They indicated the possibility of teaching a two-hour session

each term of lecture and questions and answers. The focus would be academic rather than entertainment. The Theatre Department will also promote WU plays with announcements to ICL regarding upcoming productions.

University Support Services: **Hardin King** gave each member a handout which follows:

1. Willamette Heritage Center at the Mill
Multiple meetings – **Shara Manzano**, Event Coordinator
Result: ICL parking permits completed and all checks (\$2,750) given to Financial Services Treasurer **Charlene Robbins**; and field trip bus transport date cleared on WHC calendar prior to receiving detailed letter about trip. (Discussion of the possibility of checks being made out to WHC next year instead of sending through the University was held. This will be revisited later).
2. Theatre Department (see above discussion)
3. ICL and WU Meeting with VP for Administrative Services **Jim Bauer**, and **Kathleen Kellay**, Events and Conferences.
 - 1) Better relationship between ICL and Director of Scheduling **Kathleen**. She is our official contact at Willamette and is our “go to person” on all things.
 - 2) Scheduling Classes: Class schedules for the next semester need to be submitted to the Registrar between May-July for fall term and the first of December for the winter term. The Registrar looks at all classes campus-wide, approves and then forwards them to Scheduling where the various rooms are assigned. By getting our schedules to the Registrar at the designated times, we should avoid the confusion we experiences this September.
 - 3) All briefer matters (less than a semester) go to **Kathleen** such as use of Montag, Hudson Hall, Cone Chapel, lengthening the day’s schedule, securing a table or two for Ford 122, etc. The more advanced notice the better.
 - 4) Field trip liability is covered by Willamette, and we follow the procedures they regularly use for other campus groups (written pre-trip plans, actual bus roster with signatures to be turned in upon return, etc.)
 - 5) Sidewalk safety – Following WU being unable to solve the sidewalk hazard, **Jim Bauer** indicated he had requested the city take a look and see what could be done on State and 12th with the uneven sidewalk. He also indicated that the various city rail crossings were being updated and mentioned that some walkways might be changed.
4. ICL ID cards – On October 2, the ten (10) remaining unclaimed ID cards were turned over to Membership Services Co-Director **Louise Schroeder**.

Regarding the field trip, **Charlene Robbins** will have the same cost as those who ride the bus. Field trips start at the location and the bus is separate.

Membership Services: **Louise Schroeder** handed out a sheet with the proposed addition to Membership Policies and Procedures. The addition which should be listed as #16 following Emergency Membership (#15) and pertains to the Emerita/us Status Addition clarifies that procedure. It includes:

- a) Status is given to any member who turns 90 and has been a member for at least 10 years, and has made a significant contribution to ICL.
- b) The Board can grant status to other members who have served in an extraordinary way, i.e. ICL founders,
- c) Emerita/us status members have all the rights and privileges of active membership but are no longer required to pay annual dues, and
- d) The final decision on granting Emerita/us status remains with the Board.

Louise said there are currently 92 people on the waiting list. **Eunice Porter** said that some of the members who had not picked up their ID cards are either on vacation or are ill and cannot attend currently. These members have told either **Eunice** or **Louise** ahead of time.

Social Services: **Karen Bender** has been asked when the summer picnic will be held. It is either the second or third Wednesday in August. **Oddny Everson** asked how much ICL will pay for the End of Term Luncheon. The cost to members will be \$10, and ICL will pay the difference. She and **Karen** have checked out several menus and believe that an additional \$6 or \$7 will be necessary. Last year, the cost was \$16. Discussion regarding special dietary restrictions was held. **Peter Ronai** will post a form for those who need a special diet can list their restrictions. The Luncheon is restricted to 116 members and guests due to spacing constraints.

NEW BUSINESS

On October 23, classes will start at 10:30 and go to 11:30 with a lecture on “How to Listen to and Understand Great Music – Lecture 11: Baroque Opera Part I)” in Ford Hall, and at 11:30 – 12:30 attend a WOU Student Vocalist presentation “Baroque Arias” at Hudson Hall. The lunch hour will then be from 12:30 – 1:30 with “Immigrant Justice and Justice Reform in an Era of Inalienable Rights,” John M. Haroldson, Linn-Benton County D.A. in Ford Hall.

Ken Panck informed **Charlene Robbins** to check on the Fusser Guide for WU to know whether or not to pay a professor for giving a presentation. There has been confusion on the payment amount when there is more than one presenter. Usually, if there are two presenters who are equal, each is given \$150, but when it is group the amount is to be divided among the group. **Charlene** asked **Ken** about permission to clean up the office in the Executive Building. He said if the material in that area belongs to ICL, she could rearrange or dispose of things, but to be sure to check with **Kathleen Kellay** to make certain it all is ICL material.

Ken Panck asked **Tom Zook** and **Hardin King** to check with the Registrar regarding the dates to submit requests for rooms as he believed it was the first week of November, and the first of May. They will check into those times.

Meeting was adjourned at 3:55pm.

Respectfully submitted,

Jyl McCormick
Secretarial Services