

# ICL Board Meeting Minutes

## March 7, 2013 Board Meeting

**Order:** Director **Ken Panck** called the meeting to order at 3:10 pm on March 7, 2013. The minutes of the February meeting were approved.

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

**Excused Absence:** **Peter Rasmussen**–*Curriculum Services*

**Mark Kasoff**, Chair of the Nominating Committee, submitted the names of **Sharon Dearman** and **Sandy Coburn** for the Social Services Co-chairs. **Oddney Everson** and **Karen Bender** have resigned from the Board for the year of 2013-14. The remaining Board of Directors will return on the slate for that year. Voting will take place on the last day of this semester at the End-of-Year Luncheon. As always, anyone in ICL can contact either **Mark** or any director if the member wishes to run for any office or nominate another candidate. If a member chooses to run for an office, the person needs to submit the information a week prior to the election. A notice about the Annual General Meeting will be posted on the Bulletin Board a month prior to the election. This information is also forwarded to the University.

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

**Financial Services:** **Charlene Robbins** passed out the current Budget and Expenditure printout. In addition, she handed out a three-year analysis of ICL finances. It was noted that each of the three years, the balance has been reduced by approximately \$4,000. This amount is reflected in ICL's donation program. For the last two years, ICL has donated a total of \$4,500 per year to three different areas of Willamette University. Discussion was held regarding the donations. These donations are made in furtherance of ICL's Constitution under Article II, Purpose, (b) to provide support to the University, its faculty, and its students, in achieving the mission and goals of the University.

**Information Services:** **Peter Ronai** said that he has been receiving class schedules for next Fall Semester and posting them on the ICL web site. **Charlene Robbins** asked him about "Breaking News" on the website. He said he adds the

word “New” to the link in the web site’s left “Navigation column” when there is a new posting, and removes it after about a week. Otherwise information stays on the board as long as it is relevant.

**Curriculum Services:** **Tom Zook** said they have been busy on the Fall schedule and have 64 to 66 classes covered of the 104 classes needed. The classes are divided into three areas to balance the curriculum. The 1/3 that are ICL presentations are covered but the other 2/3 need to be completed.

**University Support Services:** **Hardin King** presented four items.

(1) The information regarding the coat rack that was suggested for ICL has not worked out, as the University does not want to purchase one or have ICL purchase one. The University is looking at another solution for hanging wet coats in Ford Hall.

(2) **Tom Zook** and **Peter Rasmussen** have sent a letter to the Liberal Arts faculty from Dean Moore’s office to solicit professors to speak to our classes. Thus far, they have received two volunteers to speak in the Fall Term. Four other professors are also a possibility.

(3) **Hardin** said he had been informed by an ICL member that the University Library is not open for ICL members other than during the public admittance times. The ID cards that ICL members have do not unlock the doors during the time for students and faculty outside public hours. He will meet with the Library staff to see if ICL can also go to the Library at the same time as students and staff.

(4) Parking – if a presentation at Ford Hall requires the presenter to bring items, it is possible to drive to the side door to unload those items. If the posts are blocking the drive, Campus Safety can be contacted and they will remove those posts usually within 15 – 20 minutes. If a person knows ahead of time, it would be good to notify Campus Safety before access is needed.

**Membership Services:** **Louise Schroeder** said there are 104 people on the waiting list. **Eunice Porter** said there are two members who are not attending classes. **Ken Panck** said he would send them a letter. **Louise** and **Eunice** will start collecting next year’s dues starting on the first of April; however the checks will not be deposited until June 1 at the start of the new fiscal year.

**Secretarial Services:** **Jyl McCormick** said there were no changes to the duties required of the secretary. **Ken Panck** asked how many people were receiving hard copies of schedule and minutes. **Jyl** stated that that she sent out 13 copies, but many of these were not mailed as they were given directly to people in class. **Charlene Robbins** said she had received \$10 from a member who has been mailed the copies.

**Social Services:** **Oddny Everson** suggested that ICL plan to go to Tokyo University one time next year to have lunch with the students there. This could also be a meet-greet time with a presentation from their students. This has been done in the past but not recently. Both **Oddny** and **Karen Bender** are retiring from the Board this year; they will pass along this information to the new Social Services Board members. **Oddny** said they have information written to pass on to the new people who will be on Social Services. Two ICL members, **Sharon Dearman** and **Sandy Colburn**, have expressed a desire to take these positions. An addition for the job description will include inviting special guests for the sessions beginning and ending each semester.

**New Business:** A request has been received from Derek Stables for Board meeting agendas to be published in advance of Board meetings, so as to allow ICL members to attend meetings where topics that are of particular interest to them will be discussed. The request was tabled for discussion at the April Board meeting.

Meeting was adjourned at 4:00 pm.

Respectfully submitted,  
**Jyl McCormick**  
Secretarial Services