

ICL Board Meeting Minutes

April 11, 2013 Board Meeting

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

Members Present:

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

Excused Absence: **Karen Bender**, *Social Services* and **Louise Schroeder**, *Membership Services*

Ken Panck said there was a new addition to the agenda regarding a proposal by **David Engen**. This will be taken up during New Business.

Directors Reports:

Treasurer's Report: **Charlene Robbins** handed out the Budget and Expenditures Report as of March 31, 2013. The expenditures are somewhat below what was budgeted, and the only additional large expenditure will be the cost of subsidizing the End-of-Year Luncheon.

Information Services: **Peter Ronai** said that it was good to have backup for the web site from **Mieka Visser** when he was unable to work on it during his recent illness.

Curriculum Services: **Tom Zook** said that the curriculum for next Fall Semester is almost completed and there are only 20 hours that have not been filled. He said that a meeting to clarify the honorarium amount to be paid to presenters was held. **Gary Beck**, **Ken Panck**, **Charlene Robbins** and **Peter Rasmussen** met to discuss who was to receive this and how much would be paid. The amount would be \$150 for each presenter with no more than two presenters paid for each presentation. This would cover the presentation whether it was one or two hours long. For students who present as part of their class work, there would be no amount given, however, if a student did present a program that was not connected to the class work, he or she would be given \$50. It was also decided that this was a guideline and the Board could be flexible when needed. Clarification was made regarding Department Chairs' receiving the honorarium. **Bob Olson**, the comptroller, said that Department Chairs are not administrators so they would be treated as professors and receive the honorarium. This information had not been articulated before when others have asked for a clarification.

University Support Services: **Hardin King** gave the Board his report regarding parking at Willamette Heritage center at the Mill for the 2013-2014 year. With a new incoming Director of the WHC in July, the current Director assures that the parking permits will remain the same as they have been. The only change will be that ICL members will make the checks payable to Willamette Heritage Center (WHC) directly. **Hardin** will collect the checks and give out the parking permits to ICL members. He will turn all checks in at one time to WHC on the first of October.

Hardin met with **Deborah Dancik**, the University Librarian, and also with Marlene Moore. The result is initiating a new policy for ICL effective Fall 2013. ICL members will have their Willamette IDs coded to enable them to open the Hatfield Library doors using the swipe card readers when the library is closed to the general public. ICL members will have the same status as Willamette students and faculty in the use of the library, and are considered part of the academic community of Willamette University. In addition, if an ICL member needs to reserve items for a presentation, the Library will allow the member to put up to five items on reserve. **Melissa Treichel** or **Shanel Parette** at the Library will be glad to work with members who are interested in this service. **Hardin** will make a presentation to the class to inform them of this change.

Gary Beck said there are some books left in the file cabinet from previous books purchased for ICL. Is there a process where they can be given to the Hatfield Library? It was suggested that these could be given to any members who might want a copy first. ICL has given DVDs to the Library and **Gary** will check on this.

Membership Services: **Eunice Porter** has sent out four letters to those members who have not been attending classes. Of the four, two have resigned and one member has been attending classes now. The fourth person who has not attended will be dropped from membership next year. **Peter Rasmussen** commented that many members have not been participating in any way other than attending some classes. **Eunice** said that when she and **Louise Schroeder** meet with new members, they indicate that the greatest participation is coming to class and being involved with ICL. **Eunice** said that some people want to take the first year to “get their feet wet” before volunteering for a presentation. **Tom Zook** said when he has approached some of the new members to assist in a presentation; they have refused to participate when asked. **Eunice** said that she believed that if a member is asked to take part in the programs such as the short introduction time when each member could give a little about his/her background, they should be told that if they didn’t want to participate the first year, they should plan to participate during their second year. **Peter** said that for Fall Semester, there are ICL members presenting more than 1/3 of the presentations. The 1/3 number is the desired proportion for each semester. **Eunice** said she would start collecting dues on Tuesday, April 16, but that checks would not be deposited until after June 1, to allow the new budget to take effect.

Secretarial Services: **Jyl McCormick** had no new information to report.

Social Services: **Oddny Everson** said the End-of-Year luncheon would be the same as it

was last year. The cost will be \$17 per person with an additional \$1 per person for the luncheon setup. Members will pay \$10, the remainder representing the ICL subsidy. Hence the total cost would be \$2106, for the meal to be offset by \$1,140 paid by members. There is space for 117 people with 3 spaces going to invited guests. The subsidized additional amount is paid through the budgeted amount. She is checking with Bon Appétite as to a possibly lower cost by changing a side dish, but she hasn't heard back from them.

OLD BUSINESS

Peter Ronai has approximately 200 photos on three flash drives to review for archival storage with names, the title of event, and other information. He has talked with **Marion and Sharon Dearman** for assistance. He will talk with **Grant Hagestedt** to see if he could assist with this project.

Derek Stables has requested the Board meeting agenda be posted prior to the Board meeting so that members who might be interested in a specific item could attend the meeting. **Peter Ronai** suggested a compromise that would allow any member to attend and listen, but have a limited amount of time to talk. **Charlene Robbins** suggested the agenda be posted on the bulletin board with the notation that anyone who wanted to talk at the meeting could talk with **Ken Panck** prior to the meeting (date approximately a week before the meeting) to arrange time for the ICL member to speak. **Ken** also asked **Peter** to post the agenda on Breaking News. **Ken** moved and **Peter** seconded the motion.

Ken Panck asked if any Board members had received feedback on the dues raise. Most of the comments that the Board received were positive. **Eunice Porter** said that either she or **Ken** should also announce that ICL uses its donations as part of a payback to Willamette for hosting ICL. **Charlene Robbins** said that one member who talked with her was concerned that papers presented by students might be too esoteric and hard to understand for those people who were unfamiliar with the discipline being discussed. **Ken** said that Dean Marlene Moore and Prof. Joyce Mullen would select all these student presentations prior to the presentation to ICL. **Peter Ronai** said that scientists should be able to present their information to other people and be able to explain it in non-scientific terms. **Gary Beck** said that students should be able to present before other people outside their discipline.

NEW BUSINESS

Ken Panck said that some members were unaware that ICL has been donating money to groups such as the Willamette Academy, the Music Department (for repair of instruments), and the Hudson Book Club in the past. ICL has also donated money to various memorial funds in the name of some of the members who have died. **Hardin King** said that although the Board knew about this, many of the general membership did not. **Charlene Robbins** will adjust the monthly Budget and Expenditure balance sheet to reflect these donations individually, under the line item Donations. **Ken** directed **Jyl McCormick** to record donations in the minutes.

Tom Zook said that he has checked with **Liesa Kister** for scheduling classes for the 2013-14 year. Montag Den cannot be used for the beginning of the Winter Semester on January 14. The Alumni Lounge is available for that date, so he booked it. It holds only 90 people, but that is usually large enough for the first day of Winter semester classes.

Ken Panck met with **Corinna Hawkins** regarding donations to Willamette University. Ken said that when he first became aware of donations, he believed that ICL had a lot of money and giving it to various programs at Willamette was the right thing to do. These donations do create goodwill with the University. He suggested that the Board continue with the \$1,500 to the Hudson Book Club, and the \$1,500 to Willamette Academy. However, **Corinna** suggested that the additional \$1,500 be given to the general fund, so that any department at the University that might need an additional amount of money would be able to use that money. Last year, ICL gave to the Music Department for assistance with repairing instruments. This year, the Music Department received an endowment that will fill that need. **Hardin King** said he believed that having the extra amount that could apply to the whole university was the direction to follow. He moved to accept these recommendations for donations, and **Peter Rasmussen** seconded the motion. Motion carried. **Hardin** said that when he talked to **Debra Dancik**, the University Librarian, she was aware of the donations from ICL, and that this might have been one reason she was so helpful with the increased library hours available to ICL members.

Ken Panck will talk with **Corinna Hawkins** as to the method of donating money to the various areas. He will give this information to **Charlene Robbins**.

The Board would like to honor **Phil Hanni** for all the contributions he has made to ICL over the years. **Eunice Porter** suggested that the portion of the video that was made for the 20th year celebration that interviewed **Phil and Erin** should be shown. Another suggestion was that the new Student Scholarship Program be named for **Phil**, becoming the *Phil Hanni Student Scholarship Program*. **Oddny Everson** will talk with **Erin** to make sure this would be all right with her. Discussion regarding sending cards to ICL members who had a death in the family was not resolved. Currently, cards are sent to the family of ICL members who have died.

David Engle had presented a request to the Board for money for two student scholarships to be given to the Archaeological Institute of America:

It costs \$30 for a student membership in the Archaeological Institute of America (AIA). The AIA sends lecturers to WU, but the local organization needs 50 members to qualify for these lecturers to come here. Several of us WUICL members attend these lectures and have bought memberships for WU students. I suggest that WUICL buy a couple of student memberships each year.

This was discussed. **Charlene Robbins** had a question about a precedent being set to allow other clubs or groups to request money. **Hardin King** said this was outside of the

ICL goal of giving to the University although it might be possible to have a presentation from the organization that would give them the speaker's stipend that they could use. **Gary Beck** said this type of information could be presented to the membership and each member could personally decide if he/she wanted to participate. **Ken Panck** suggested that the topic be tabled for further discussion at the next meeting.

The annual meeting will be held at the End-of-Year luncheon. **Ken Panck** will have an agenda ready prior to the meeting.

The May Board meeting will be held on May 2, following the End-of-Year Luncheon.

Meeting was adjourned at 4:25 pm.

Respectfully submitted,

Jyl McCormick
Director of Secretarial Services