

# ICL Board Meeting Minutes

## October 1, 2013 Board Meeting

The October Board meeting was held at 3:10 pm on October 1, 2013.

Members Present: **Ken Panck**, Executive Director; **Gary Beck**, Past Executive Director; **Tom Zook**, Co-Director, Curriculum Services; **Eunice Porter**, Co-Director, Membership Services; **Louise Schroeder**, Co-Director, Membership Services; **Charlene Robbins**, Director, Financial Services; **Hardin King**, Director, University Support Services and **Jyl McCormick**, Director, Secretarial Services.

Excused Absences: **Peter Rasmussen**, **Peter Ronai**, **Sandy Coburn** and **Sharon Dearman**.

**Ken Panck** called the meeting to order.

### Treasurer's Report:

**Charlene Robbins** had sent Board members the current treasurer's report by email. She indicated that it was not completely up-to-date as the accounting office doesn't send a current report until the 5<sup>th</sup> or 6<sup>th</sup> of the month. She has broken out each area of the report which is available on line. She will print out the one page of totals for the Board to have each meeting. **Ken Panck** asked how we are spending money and is it following the budget as regard to the projected budget. **Hardin King** indicated that another organization he belongs to has a print out with the comparisons month to month. The general discussion that followed decided to continue the current method and each area of curricula should be aware if their budget needed attention.

### Information Services:

**Peter Ronai** was not available for the meeting but had sent a report to **Ken Panck**. He said that **Meike Visser** has taken over the primary responsibility for posting the Spring semester class schedule on the ICL website.

### Curriculum Services:

- 1) **Tom Zook** said **Meike Visser** is doing very well and has posted his items for Spring semester quickly. The Spring semester programs are about 80% completed. Fall semester has had several cancellations and there are still some openings for a presentation. They are following the guidelines for programs centered on the Willamette University disciplines.
- 2) **Deanna White** has quit being responsible for the art area of programming. **Gary Beck** and **Don Gallagher** will cover more areas. **Jim Brown** has indicated he will help with obtaining some art programs.
- 3) **Eunice Porter** said that the Board should ask for volunteers to help with obtaining different programs.

- 4) **Erin Hanni** has requested a replacement be found to work on the favorite book program.

**Secretarial Services:**

**Jyl McCormick** had nothing to report.

**University Support Services:**

**Hardin King** handed out his University Support Services Report.

- 1) **ID cards** with new photos were only given out to new members this year.
- 2) **Special parking permits** for Willamette Heritage Center are paid directly to WHC rather than going through WU.
- 3) **A new policy** is in effect for ICL as of 10/1/13. The Registrar's Office will now deal only with official classes related to being awarded a degree. **Tom Zook** will work with **Liesa Kister**, Scheduling Coordinator at the Scheduling Office.
- 4) **The loading and unloading of the bus** for the November 19 field trip to Eugene 8:30 am – 4:30 pm is scheduled for the parking lot at WHC.
- 5) **Possible intermittent parking inconvenience at WHC.** There may be times that the WHC parking lot is full due to meetings that might be held there. It is a parking lot of first come, first served and we might have to find another place to park on a certain day. Thus far, no WHC meetings have been scheduled on the days ICL uses that lot.
- 6) **ICL plays** – Tom's scheduling timelines (early October for spring semester's request and early March for fall semester) will allow the play committee to request their times for the play rehearsal and play. Hardin has met with Debra Ehlers regarding this scheduling.

**Ken Panck** has met with **Dean Marlene Moore** regarding the Phil Hanni Scholarship Program. On Tuesday, October 8, he will go before the faculty with **Dean Moore** and **Grant Thorsett** to discuss the scholarship program and ICL. This scholarship program will allow faculty members to select six students who will present their research projects to ICL. These six students will receive a \$300 cash award for presenting their projects. In February students will present their one page research outline to their department chair, who will review the papers and submit them to **Joyce Miller**. The six students who are selected will present their papers to ICL during the month of April.

**Louise Schroeder** was asked by **Evelyn Smith** if a car pool could be arranged for ICL members who needed to walk from the parking lot at WHC. After discussion, it was decided that any member who needed assistance could talk with a board member who can help the member find a solution.

**Ken Panck** adjourned the meeting at 3:45 pm.

Respectfully submitted,

**Jyl McCormick**