

ICL Board Meeting Minutes

November, 2013 Board Meeting

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

Members Present:

Executive Director – **Ken Panck**; *Financial Services* – **Charlene Robbins**; *Curriculum Services* – **Tom Zook**; *University Support Services* – **Hardin King**; *Membership Services* – **Eunice Porter** and **Louise Schroeder**; *Past Executive Director* – **Gary Beck**; *Social Services* – **Sharon Dearman** and **Sandy Colburn**; and *Secretarial Services* – **Jyl McCormick**.

Mieke Visser who is assisting **Peter Ronai** (*Information Services*) was present and will continue to come to all Board meetings while Peter Ronai is absent.

Excused Absence: *Information Services* – **Peter Ronai**, and *Curriculum Services* – **Peter Rasmussen**

Directors Reports:

Treasurer's Report: **Charlene Robbins** handed out the Budget and Expenditures Report as of October 31, 2013. She has also compared expenditures with the expenditures at this time from last year. The speaker fees are up from last year, but still low for the projected budget. The Social Service expenditures are low from last year's exceptionally high figure that was due to the 20-year anniversary expenses. Expenses are still within the projected budget for 2013-14.

Information Services: **Mieke Visser** has been working on the Spring Semester updates. She said **Mako Hayashi-Mayfield** had given her photos from the State Hospital Museum field trip, which she has posted to the site. **Ken Panck** thanked **Mieke Visser** for coming to the Board meeting and taking over the website during **Peter Ronai's** absence.

Curriculum Services: **Tom Zook** said that the curriculum for Spring Semester is almost completed with 59 presentations scheduled, leaving only 13 presentations to be filled. All six of the disciplines are represented, but the Physical Sciences are somewhat low. The curriculum board will be working on that.

University Support Services: **Hardin King** gave the Board his report, which is attached to this document.

Discussion was held regarding the use of the auditorium at Tokyo University. This location would allow the ICL meetings to be held there when Ford Hall is not available. **Hardin, Ken Panck, Gary Beck, and Tom Zook** will be talking to ~~the~~ **Barby Dressler**, (*Director University Relations and Special Programs from TIUA*) regarding using the facility. Because the area does require a key code to enter, ICL members' identification cards may be able to be coded to allow entry. A recommendation to use the TIUA auditorium at least

one day during the semester was considered. This will be determined for Spring Semester classes. **Peter Ronai** had sent a note regarding a video presentation on Leonardo DaVinci that had been purchased and been misplaced. This was found in the filing cabinet. The recommendation from **Hardin** regarding keeping a video presentation available for the possibility of a no-show presenter was approved. The video presentation *Skywatching: Seeing and Understanding Cosmic Wonders*, by Alex Filippenko of UC Berkeley will be available.

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

Membership Services: **Eunice Porter** reported that she and **Louise Schroeder** issued 14 invitations for membership for the six openings for Spring semester. Two new members will be starting in January. A third deferred at the last minute. One person resigned from the Waiting List. The remaining 10 chose the deferment option. Current waiting time is four years.

Social Services: **Sharon Dearman** gave out the menu for the Christmas luncheon. The cost is similar to the cost from last year's luncheon. Again the cost per member is \$10, with the balance picked up by ICL. She will announce it next Tuesday at the field trip and start taking reservations and money then.

Old Business: None

New Business:

Sharon Dearman asked about members who didn't attend classes. **Eunice Porter** said she and **Louise Schroeder** contacted those members and sent letters to them. If they didn't respond or start attending, the following year, they will be dropped.

Sharon said that **Solveig Holmquist** had talked with her about lunches for the 12 choir members who will be singing at the end-of-semester luncheon. There is always more food available and **Sharon** will be sure there are the additional plates and silverware for those choir members.

Ken Panck asked **Mieke Visser** to have the Board Agenda available on the website for all members to read. Discussion was held regarding the minutes of the meeting being made available. Currently the minutes are posted on the bulletin board (in addition to being posted on the web site). **Ken** said he believed this was adequate, but if anyone wanted a copy, it could be made available.

Ken asked all Board members to read over their job description and make any additions or corrections.

Meeting was adjourned at 3:55.

Respectfully submitted,

Jyl McCormick, *Director of Secretarial Services.*