

ICL Board Meeting Minutes

December 2013

Order: Director **Ken Panck** called the meeting to order at 1:50 pm. The minutes of the November 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**; Membership Services – **Eunice Porter**; Past Executive Director – **Gary Beck**; Social Services – **Sharon Dearman**; and Secretarial Services – **Jyl McCormick**.*

Mieke Visser who is assisting **Peter Ronai** was present and will continue to come to all Board meetings during Peter's absence.

Excused Absence: *Information Services – **Peter Ronai**; Membership Services – **Louise Schroeder**; Social Services – **Sandy Colburn***

Irene Konopasek and **Sybil Westenhause**, who are the Historians for ICL, presented information about submitting information for the Willamette University Archives. An Archives and Special Collections Deposit Slip should be used to deposit materials or to direct Archive personnel to download items from the ICL web site. For a full report, see attachment.

After the Historians report, discussion followed regarding printing the list of standing committee members and the Board in the front of the next printed ICL Membership Directory, which will be printed in July. This was done last year, but was not in the current directory. The Board decided that this should be included next year. **Peter Rasmussen** said that all members should be listed, not just the Chair of the committee. **Ken Panck** will add this report to the job duties of the Executive Director. It was decided that the groups such as the walking group, movie group or lunch group would not be added. Those groups could post to the website the times and locations of their activities.

Directors' Reports:

Treasurer's Report: **Charlene Robbins** handed out the Budget and Expenditures Report as of November 30, 2013. She has also compared them with the expenditures at this time last year. Expenses are still within the projected budget for 2013-14.

Curriculum Services: **Peter Rasmussen** asked how to get new members to participate in the programs. Suggestions included having a mentor system and asking new members

directly to participate. **Eunice Porter** stated that part of the interview with new members included asking if they knew any of the current members. If they did, she suggested that the current member help the new member with participation in the programming. **Peter Rasmussen** stated that it is very hard to participate at first and that new members should be excused from participating in programs the first year.

Information Services: **Peter Ronai** sent a letter to the Board updating his medical situation. He hopes to be able to return to ICL in late February or early March, 2014. He proposed that the Board approve the position of Co-Director of Information Services, as the Board needs to approve this position by January, 2014. He nominated **Mieke Visser** for the position for the 2014-15 Academic Year. Because there are only two new members* starting in January and the cost of printing a new Directory is \$250, he suggested that a new directory not be printed for the Spring Semester. **Peter Rasmussen** suggested that a one-page supplement with the new members be printed. Along with the new members, the page should list the Board Members. This page could be distributed in January.

University Support Services: **Hardin King** has sent an email to our ICL technicians, Gary Beck and David MacMillan regarding the use of the Tokyo International University of America (TIUA) auditorium. There was some confusion at Willamette Heritage Center on the day of the field trip. This confusion with WHC workers regarding parking was settled and if there is some problem with parking in the future, Program Manager Cathie Hawkins can be contacted. The full report is attached to this document.

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

Membership Services: **Eunice Porter** reported that one of the three new members who were to start in January had declined.* **Ken Panck** asked why only three would start when there is such a long waiting list. **Eunice** said that the time constraints between knowing how many openings and sending out all the invitations was short and they had contacted 14 people on the list. If a person cannot join when first invited, their place can be held for a year. If they cannot join the next time, they can either go to the end of the list or drop off the list. **Hardin King** asked if it would be possible to notify the top six on the list that there is a possibility their name would come up for membership the next semester. **Eunice** said the membership is under 160 now, but emeritus members are not included in that count. **Ken** said that a special effort should be made for the Fall Semester membership.

Social Services: **Sharon Dearman** said there were 110 people at the luncheon. There were two people who could not come. She asked if they should be refunded their money. It was decided that the luncheon cost is based on the number of people committing to attend and if a person cannot attend after paying for the lunch, the cost for that person still exists. Money for activities such as the luncheon and trips cannot be refunded.

Gary Beck said that **Solveig Holmquist** had asked how the Silverton Band group would

be paid. She had told them transportation would be paid. Also, the Festival Chorale of Oregon will need to be paid. **Charlene Robbins** said **Solveig** would need to submit the form for payment to her and she would issue the check.

Old Business: **Ken Panck** said that the Student Scholarship Program will need to be pushed in January in order for the students who will be participating to prepare for their presentations. **Grant Thorsett** and **Erin Hanni** are working on this program. **Ken** asked **Gary Beck** if he would assist them in the program. **Gary** will meet with them to proceed with the program.

New Business: None

Meeting was adjourned at 2:45 pm.

Respectfully submitted,

Jyl McCormick,
Director of Secretarial Services

*After the Board meeting the third candidate for membership in January, 2014 who declined was replaced, restoring the number of new members to three. They are: Rus McCracken, Bob Muir and Denis Williamson.