

## ICL Board Meeting Minutes

**January 16, 2014**  
**The Loft at Montag Center**

The meeting was **called to order** at 3:15 pm.

**Present:** Gary Beck (*Past Executive Director*), Sandy Colburn (*Social Services*), Hardin King (*University Support Services*), Ken Panck (*Executive Director*), Eunice Porter (*Membership Services*), Charlene Robbins (*Financial Services*), Mieke Visser (*representing Information Services*), Tom Zook (*Curriculum Services*).

**Excused absences:** Sharon Dearman (*Social Services*), Jyl McCormick (*Secretarial Services*), Peter Rasmussen (*Curriculum Services*), Peter Ronai (*Information Services*), Louise Schroeder (*Membership Services*).

Minutes of the previous December meeting were approved as amended and then distributed.

### **Directors' Reports:**

**Treasurer's report** was distributed and presented by Charlene, noting ICL is in sound financial condition. The report was approved. She reported receipt of a letter of thanks to ICL from the Oregon State Hospital Museum for our \$150 donation following our recent field trip there.

**Information Services** report was given by Mieke, who noted all updates for spring have been completed along with needed photos. It was decided not to list any informal interest groups (e.g., movie, walking, etc.) on the website but rather to continue that communication through class announcements as needed.

**Curriculum Services** report was given by Tom. He noted, happily, that the spring semester class schedule was complete!

**Support Services** report was distributed and presented by Hardin. Two actions were taken: **(1)** Tom plans to schedule one already-scheduled spring class day at the TIUA Auditorium (Barby Dressler, 373-3330); and, **(2)** He also plans to schedule a fall class day there with TIUA presentations (faculty, staff, students?) informing ICL of how TIUA functions in concert with WU.

Ken reported that the ICL Hanni Scholarship Awards project is now moving forward under his watchful eye. Grant Thorsett is in process of coordinating with faculty member Joyce Millen, and the hopes are to soon have cover letter, procedural sheet, and signup available to all the various CLA faculty and departments.

The updated University Support Services job description was distributed.

**Membership Services** report was given by Eunice. Against the background of a 90-person waitlist and 3 positions now available, discussion ensued about our policies and procedures for accepting members. Action taken: Any member not regularly attending a majority of classes is, owing to that fact, to receive a communication indicating that a person not attending a majority of the classes need to return to the end of the waitlist; thus making available that position to one who would like to attend the majority of classes.

**Social Services** report was given by Sandy (found the water fountain!) who received commendations for both the end-of -semester banquet as well as the beginning-of-semester coffee hour.

**Old Business** **(1)** Board members were reminded to turn in updated job descriptions prior to the end of January. **(2)** Ken will soon appoint a Nominating Committee Chair. That task may be easy, as no present Board members have indicated they choose not to serve another year. **(3)** There was discussion of rearranging the Opening Session of Fall 2014, as to both times and subject matter.

**New Business** **(1)** Discussion of the Historian Job Description led to the following action: The non-Board historian position(s) will be appointed by the Executive Director. Therefore, the historian job description will be subsumed under the Executive Director's job description. **(2)** The regular monthly **meeting time** for Board is hereby **changed** from the second Thursday to the **second Tuesday** of the month. The sole **exception** will be February 2014. That meeting will be on the first Tuesday, **February 4<sup>th</sup>**.

**Adjournment** was at 4:20 pm.

Respectfully submitted,  
Hardin King, *Secretary Pro-Tem*