

ICL BOARD MEETING MINUTES

February 2014

Order: Director **Ken Panck** called the meeting to order at 3:15 pm.

Previous Minutes: The minutes from the January meeting were approved.

Members Present:

*Executive Director – **Ken Panck**; Financial Services – **Charlene Robbins**; Curriculum Services – **Peter Rasmussen**; University Support Services – **Hardin King**; Membership Services – **Eunice Porter**; Past Executive Director – **Gary Beck**; representing Information Services – **Mieke Visser**; and Secretarial Services – **Jyl McCormick**.*

Excused Absence: **Peter Ronai** - *Information Services*; **Tom Zook** - *Curriculum Services*; **Louise Schroeder** – *Membership Services*; **Sandy Colburn** and **Sharon Dearman**; *Social Services*.

Director's Reports:

Charlene Robbins reported that she had contacted Willamette University for the current update on the budget, but had not received it. She said she would forward the information to the board as soon as she had reconciled it. She said there were no unexpected charges for the last month, so the actual billings were within the projected budget.

Peter Rasmussen said the Curriculum Committee had suggested a way to encourage new members to participate in ICL. It was suggested to have a Great Books Discussion group. This group would meet outside of the regular classes for ICL. He said that this could also be offered to people on the waiting list to give them some introduction to ICL. There are two members of ICL who have training in the curriculum of the Great Books Discussion program. These sessions would be approximately two hours each.

Sally Schriver will present another session on using Power Point. There are 11 ICL members who have volunteered to be a personal mentor to help other students master the program.

Charlene Robbins commented that she had heard many other ICL members comment on the quality of the programming this year.

Hardin King has had two meetings and one email conversation with the Director at Willamette Heritage Center. The issue of parking cars there for the field trips has been settled and there should be no problems when ICL has their next field trip. In addition, he said that although ICL members have parking permits at WHC, it is a first come, first served parking lot. He will try to get a schedule from them as to special events that will be coming up at WHC so ICL students will know they need to come early to get a parking spot. He is also checking on the Willamette Student Scholarship presentations that will be given after Spring break. **Peter Rasmussen** commented that the ICL program that was given today contained a lot of statistics and that many of our members would not enjoy student presentations that were heavy on statistics. **Hardin** said that a faculty member and the Dean would select all the students who will be presenting their research projects to ICL. There presentations would not have excessive statistics.

Eunice Porter has spoken to one member of ICL about not attending classes. She has heard this member is working full-time and cannot attend. This will be discussed again if the student continues to miss classes. There should also be another reminder for those who are going to be gone for several weeks to let **Eunice** of **Louise Schroeder** know of their plans.

Ken Panck moved that the *Information Services* have co-directors. Peter Rasmussen seconded the motion. **Mieke Visser**, who has been assisting **Peter Ronai**, is willing to continue in that capacity. The motion was approved.

New Business:

Ken Panck said that **Jim Brown** has agreed to Chair the Nominating Committee to select a Board for next year. The current Board members, with the exception of **Sandy Colburn**, have agreed to serve for an additional year if elected. **Ken** also asked the current Board members to read over their job descriptions and make any changes that are necessary.

Eunice Porter suggested that our first meeting of the semester be changed from 9:00 am to 10:00 am with the full two hours used for introducing new members, a speaker from the University (the President of WU has spoken at that time) or ICL members who can talk about ICL or the University. After lunch, the group would start the regular classes. **Jyl McCormick** suggested that a sponsor should be assigned to each new member to help the new person to navigate the first couple of days. **Eunice** said giving an ICL volunteer the name of a new member and having that person contact the new person prior to the first day would be especially beneficial to new members who did not know anyone currently in ICL. It was also suggested that the Social Services could assist the Membership Committee in this task. Another suggestion was to have an ICL member at the WHC parking lot, or outside the door at Ford Hall.

Ken Panck talked about the lunch box idea for the meeting on March 6 that will be held at the Tokyo University. He will check on the cost and see if it is feasible for members to eat their lunch in the auditorium. He will also check to see if those members who have difficulty walking might be able to eat at the University cafeteria with the students. The cafeteria at Tokyo University is not large enough to handle our class in addition to their students.

Ken Panck usually meets with **Kathleen Kellay** every other week. She was not available today but he talked with **Liesa Kister** who asked him to tell people who are trying to schedule rooms to contact her through the "University Submit an Event" rather than her personal email. Meeting adjourned at 3:50 pm.

Respectfully submitted,
Jyl McCormick, Director of Secretarial Service.