

ICL BOARD MEETING MINUTES

April 2014

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

Members Present:

*Executive Director – **Ken Panck**; Financial Services – **Charlene Robbins**; Curriculum Services – **Peter Rasmussen** and **Tom Zook**; University Support Services – **Hardin King**; Membership Services – **Eunice Porter** and **Louise Schroeder**; Past Executive Director – **Gary Beck**; Information Services – **Peter Ronai**; Social Services – **Sandy Colburn**; Secretarial Services – **Jyl McCormick**; and **Jim Brown**, Chair, Nominating Committee*

Excused Absence: **Mieke Visser**

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

The minutes of the March meeting were approved.

Director's Reports:

Treasurers Report: **Charlene Robbins** handed out a copy of the Budget and Expenditures report. ICL is still on budget. The Operating budget has an additional expense that had not been budgeted which has covered replacing the items that were stolen from the file cabinet in Ford Hall. The \$300 that is paid to each student presenter did not show up on the current report. Due to an error by the University, FICA was taken out of the checks to the students. ICL members made up this missing amount that was taken out of the check, to the two students who have already presented their research. Those members will be reimbursed and the budget will reflect the additional amount that is needed to pay the students. **Charlene** has contacted the University and this will not be a problem next year.

Information Services: **Peter Ronai** reported the **Mieke Visser** said that she was working on the class schedule for next fall. He said he was working on all other Information Services functions. He would send a request for members to update their contact information for the next Membership Directory if necessary. **Ken** will announce this during class.

Curriculum Services: **Tom Zook** said the schedule for next fall is progressing well and there are only nine classes to be filled. **Peter Rasmussen** proposed that the Board look into the feasibility of having small discussion groups for special interests that would be in addition to the classes. These would also be open for those people who are on the waiting list to join ICL. For example, **Lois Rosen** suggested to **Peter** that a special discussion group on books would appeal to many members. Although many of the members buy the Great Decisions book, the information in it is more involved than time allows in class. The University Theatre has also indicated it would be available for more in-detail as to the background work such as lighting and sets for those interested. **Ken** indicated 11 ICL members attended a tutorial by Evelyn Smith on the use of Apple's presentation application, Keynote. Any of these discussion type groups need to remain academic rather than social to meet the criteria of ICL. **Charlene** suggested that only a small number of special interest groups should be considered. These groups might only meet once or

twice for a specific meeting, or be on-going if the interest was there. **Gary** suggested a sub-committee of the Curriculum Committee research this. **Eunice** asked if it would affect the budget. The Curriculum Committee will do some more checking on availability of an additional space on the campus, different interest needs, insurance, and if there might be a small additional charge to the participants. They will report on this at the May Board meeting.

Tom reported that there is a good mix of presenters for Fall Term, with about 40 ICL members and the balance of outside presenters being divided between WU professors and other academic presenters. Presenters for math and economics topics are somewhat low in the overall balance. **Ken** indicated that having the quality of the students' presentations that have been overseen by the students' faculty advisors has increased interest among the WU faculty in doing a presentation to ICL.

University Support Services: **Hardin King** reported that **Kathleen Kellay**, Director of Scheduling is meeting with **Jim Bauer**, VP for Administrative Services, regarding the matter of possible insurance for ICL. This grows out of the recent theft of ICL items from our storage file cabinet. The second item he presented was in connection to the Hanni Student Research Scholars. He would like to see if there might be a way for individual ICL members to contribute additional money to the \$1,800 that is currently budgeted for these students. Both **Jim Brown** and **Sandy Colburn** stated they would like to see if there was a way for ICL members who wanted to contribute to this specific area could do so and be able to use the donation on their taxes. **Ken Panck** said he believed that the amount given to the students had to be increased to attract more qualified students. **Tom Zook** said that the student presenters indicated that the money was appreciated. **Peter Rasmussen** asked if an ICL member gave a donation to ICL, could this be earmarked as a tax deduction. Originally, the decision of how many presenters and the amount of money for each had been set at eight presenters at the \$300 per student. This was changed to the six that were selected this year. Any changes to the original amounts will be discussed at the May meeting.

Membership Services: **Louise Schroeder** said 22 waiting list people would be interviewed during May and early June. We know of about eight to ten openings. These are because some people will be dropped or have said they aren't renewing. She and **Eunice Porter** will start taking checks for next year's dues on Thursday. These will not be deposited until July after the start of the next fiscal budget, but the checks will indicate who will continue membership. The check also indicates a willingness to come to class in addition to having the membership in ICL.

Secretarial Services: **Jyl McCormick** has made arrangements with the mailroom located at Putnum University Center to receive ICL mail there instead of at the Executive Building. She will also contact the Copy Center regarding using the copy machine there. The Scheduling Department at the Executive Building has hired a new employee and has asked if it was possible for them to use the area previously held by ICL. Because ICL does not have a need for office space, it will be possible to have a very small presence in their office. They will have any information about ICL available and be able to contact one of the Board members if needed. **Jyl** will have the telephone number forwarded to her cell phone for any direct calls. Currently, there are very few telephone calls and the answering machine gave information regarding the website and her phone number. During the last three months, there has not been a single call for this information.

Social Services: **Sandy Colburn** said she had left several messages for **Jan Miller** regarding the summer picnic. **Jan** had called her back, but left a message and **Sandy** has not been able to reach

her again. **Jan** indicated she would be willing to do the picnic, but plans have not been made. This year, we will probably have a simple meat item such as hotdogs along with the potluck. **Hardin King** said there is a very good vegetarian hotdog available at Life Source.

New Business:

Louise Schroeder said that David Cozart is out of the hospital. She did not have any additional information regarding his condition.

Jim Brown said that most of the current Board had volunteered to continue their offices. The one change is that **Else Nichols** will replace **Sharon Dearman**. In addition, the new Historians will be **Linda Vincent** and **Laura Jacobson**. The ICL members will vote on this at the End-of-Year Luncheon in May.

Phil and **Maureen Caudill** will not continue to plan field trips for next year. A replacement for them has not been found yet. There have been a few people who have shown an interest in taking that responsibility. **Ken Pack** will give a short pitch for the job during announcements. **Eli Utney** at Zena Farms contacted **Tom Zook** indicating he would be willing to host a possible field trip next fall.

Hardin King stated that the Board needed to pay those ICL members who made up the difference in the amount of money given to the student presenters. **Peter Rasmussen** moved this amount be given and **Gary Beck** seconded the motion. Motion passed.

Meeting adjourned at 3:55 pm.

Respectfully submitted,
Jyl McCormick, Director of Secretarial Services.