

ICL BOARD MEETING MINUTES

September 2014

The September Board meeting was held on September 9, 2014.

Order: Director **Ken Panck** called the meeting to order at 3:10 p.m.

Members Present:

Ken Panck – *Executive Director*; **Gary Beck** – *Past Executive Director*; **Tom Zook** – *Co-Director, Curriculum Services*; **Louise Schroeder** – *Co-Director, Membership Services*; **Eunice Porter** – *Co-Director, Membership Services*; **Charlene Robbins** – *Director, Financial Services*, **Sharon Dearman** – *Co-Director, Social Services*, **Else Nichols** – *Co-Director, Social Services*; **Mieke Visser** – *Co-Director, Information Services*; **Jyl McCormick** – *Director, Secretarial Services*.

Bob Muir who is acting as *Co-Director of Curriculum Services*, **Jim Brown** and **Peter Rasmussen** were also present.

Excused Absence: **Hardin King** – *Director, University Support Services*; **Peter Ronai** – *Co-Director, Information Services*

The minutes of the August meeting were approved.

Director's Reports:

Treasurers Report: **Charlene Robbins** stated that ICL had received two thank-you letters, one from Hospice for the donation of \$50 in memory of Jo Johnson, and one from West Salem High School for the donation of \$150 for the *Students for Change* group who spoke to ICL last spring. These letters will be given to the ICL Historians for their files.

The budget report indicated that there was \$14,067 left over from last year's budget and there is \$39,400 in the current budget.

Peter Rasmussen reported on the trial small groups for ICL. Two of those groups have already been filled. The Toastmasters Club will cost \$150 for the Charter and then \$35 for each member each term. This Club will include members of the faculty and students from Willamette who are interested. Toastmasters require 20 members to maintain the club. Willamette previously has had a Toastmaster Club and the faculty member who had started it has expressed interest in joining the ICL Club. Toastmasters provide materials for the club and will have members of other Clubs available to assist in the setup of the Club. A meeting requires at least 10 members present, one for the presentation and nine to critique the presentation. **Ken Panck** suggested that ICL pay the membership for students from the Willamette Student Body to belong to the Club. **Bob Muir** said that this should be for a period of one year for each student, and then to be given additional membership yearly depending on funding. **Peter** said there is no limit on membership in a given Club, but if the Club becomes too large, it can be split into two Clubs. **Jyl McCormick** moved

that ICL pay for the Charter for a Toastmasters Club and pay the \$35 membership fee for any of the Willamette students who wish to join. Tom Zook seconded this motion.

Information Services Report: **Mieke Visser** said that **Peter Ronai** did all the updates for the Membership Directory. **Peter** just returned from a visit to St. Petersburg, but due to a medical problem was unable to attend the meeting. **Ken Panck** asked the Social Committee to send **Peter** a get-well card.

Ken Panck stated that the ICL Historians Standing Committee needs to be placed under the direction of one of the Directors of ICL. He referred to Article V of the By-Laws dealing with Administrative Working Groups. "Those administrative services provided for WU/ICL by its own membership shall be performed by standing/ongoing working groups, each operating under the direction of one of the Directors. Staffing of these groups shall be accomplished by an organization and procedures specified by the Board." It was decided that the Historians would be listed under the Executive Director's job description. **Gary Beck** so moved this addition, **Mieke Visser** seconded. Motion passed.

University Support Services Report: **Hardin King** was excused from attending this meeting, so **Ken Panck** went over the report. The arrangements for parking at Willamette Heritage Center remain the same as last year. The permits cost \$55 and are available beginning September 4. The checks are to be made payable to WHC (not ICL). **Hardin** will collect checks, issue permits and turn all checks in at the end of September. There are 60 permits available. (At the last board meeting, it was decided that ICL would purchase two of these permits for use by speakers). **Sheri Martin** at the Campus Safety Office in Doney Hall remains the campus card coordinator. New members will need to go to Doney Hall to have their pictures taken for their student body card.

Regarding the use of Ford Hall, **Liesa Kister**, Scheduling Coordinator, has not received any changes from our anticipated use of Ford 122 for Fall Semester. September 15 will be the date when anticipated classroom usage for the entire campus will be finalized, with no changes after that date.

Ken talked with **Liesa** and she thought there were some scheduling problems associated with using Ford Hall. Marlene Moore had indicated that by using Kaneko for morning sessions and changing the times for classes to start one-half hour later in the day, there should be no problems with using Ford Hall. If we chose to only go to Kaneko, we might lose the ability to use Ford Hall in the future. Kaneko is renovating the auditorium and are leveling the floor and having chairs that have wheels for easier mobility. This information will be available for members' input.

Bob Muir stated that the University has problems with room availability for the Art Department and this has necessitated a change in location for morning ICL classes during Spring Semester.

Jim Brown said the audio-visual facilities are much better at Ford, but that issue is being addressed in the renovation of Kaneko. There was discussion regarding the pros and cons of Kaneko and Ford Hall. Ken said ICL would evaluate Kaneko after the renovation is finished. Ken will be away from ICL from October 14 until November 5. He asked Gary to pro-tem for that period.

Membership Services Report: **Louise Schroeder** said that the ID cards had some problems this year. One issue was that if the card had not been used for entry into a building during last year, a new one had not been made. It was also difficult to get all the new members to Doney Hall for their pictures. There is an error on the printed Membership Directory as the Fowlers are not members for the upcoming year (they have resigned). This has been corrected in the on-line

Directory. There were 18 new members this semester and there are three additional openings that can be filled for January. Although **Louise** and **Eunice Porter** give each new member a packet of information, many of the new members are having some problems with the first week of the programs. **Eunice** said that she was impressed with the new group of ICL members, but there were still some problems for them. **Ken Panck** asked if Membership Services could send out a reminder email a week or so before classes start. **Louise** said they would do this.

Secretarial Services Report: **Jyl McCormick** had nothing to report.

Social Services: **Sharon Dearman** said that the coffee had run out during the opening meeting, and there was none available during the break. It was decided to request more coffee for the meeting at the beginning of next semester. **Mieke Visser** asked if these meeting always meet at Montag Center. ICL will always have Montag Center for the beginning of semester morning meeting if the room is available.

Old Business:

At the May meeting, **Jyl McCormick** suggested that additional information be added to each member's picture, phone number and email address. She suggested this be only added on the on-line Membership Directory. This would be a very short informational bio similar to the one given for new members during their introductions. Discussion followed and it was decided that this would be too much additional work as the Membership Directory already has four entries for each member, and it was believed that many members would either not want to participate or believed it was too intrusive for them to participate.

Ken Panck returned to the questions that have been brought up regarding a tax benefit for members when ICL donated to the University. **Jim Brown** stated that membership tuition could already be taken off taxes by each member. If a member had a question regarding this tuition amount, they could consult their accountant.

New Business:

The Field Trip will be on October 14 and will be to Zena Farms and Zena Forest Products. Mike and Meredith Gilbert are the new trip coordinators. ICL will leave the Willamette Heritage Center at 9:00 a.m. and use a Willamette University bus that seats 55 people. It is 12 miles to the Zena. We will tour the farm from 9:30 – 11:30 and then have a box lunch at the 4-H center catered by Bon Appétit. At 1:15 p.m. we will tour Zena Forest Products and return to WHC at 3:30 p.m. Costs for the trip will be \$400 for the bus rental, \$185 for the rental of the 4-H center, \$15 for rental of an amplifier. This comes to \$600, to which \$9.25 per person needs to be added for the lunch. The cost for each member attending will be \$20.

Several members talked to Board members regarding the use of a laptop computer in class. The light from these electronic devices disturbs other members in class. Ken will make an announcement in class that these devices should not be used. Cell phones that are smaller will still be allowed for taking notes.

Meeting adjourned at 4:25 pm

Respectfully submitted,
Jyl McCormick