

# ICL BOARD MEETING MINUTES

## November 2014

The November Board meeting was held on November 13, 2014.

**Order:** Director Ken Panck called the meeting to order at 3:15 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; **Peter Ronai** – Co-Director, Information Services; **Hardin King** – Director, University Support Services; **Jyl McCormick** – Director, Secretarial Services.

Peter Rasmussen and Don Gallagher also attended.

**Minutes:** Minutes of the October meeting were approved as written.

**Proposed off-Site meeting:** Don Gallagher reported on the progress of having an off-site meeting from 9:00 a.m. until 2:30 p.m. on January 27 at the Broadway Commons, located at 1300 NE Broadway. There will be a catered lunch and coffee provided by ICL. Karen Woods, the Chaplain at Willamette University, will be the facilitator for the meeting. The week before this meeting on January 22, there will be a one-hour presentation to the class giving the background of ICL and what this off-site meeting will entail. What are the goals and expectations for ICL and what preparation is needed to meet these goals? A time line for any goals will need to be discussed. There is a need by ICL to try to obtain more diversity for the group. Is ICL getting too large for the original education-based group meetings? Peter Rasmussen's work on the small-class forums has gone over well, with several of the classes meeting regularly. Jim Brown had mentioned to Don that the need to be open-minded with all the suggestions was important. Louise Schroeder asked who was going to be at this off-site meeting. It will be open to all members who wish to come, but there will be a sign-up sheet, as there will be the catered lunch. Charlene Robbins asked for a definition of diversity. Is it ethnic, professional or what are the criteria? Ken Panck said that Curriculum Services has been looking into providing a more diversified curriculum. Louise asked how Willamette University goes about its directive to diversify. Don stated that Karen Wood at WU has tried both to be inclusive and all encompassing in this direction. Ken will talk with her about how they set their goals. Tom Zook stated the Curriculum Committee has scheduled a lecture on Black Poets during Black History Month, and they have a program on Native Americans. Gary Beck indicated that the first hour of the off-site meeting is extremely important. A discussion should be held talking about what members like and dislike in the current format. Don said that flip charts where ideas are written are a good method of having members invest in the meeting. All ideas can then be discussed as to whether they might work in ICL. Peter Rasmussen said that breaking up into smaller group sessions would allow more people to participate. Ken indicated that we shouldn't lose the essence of our group, but rather ask what can we do better and what are the objectives. Charlene indicated that the groups should be directed to see what they really like in the program

and what changes they would like to see happen. Ken suggested that small groups could meet with the whole group at different times to bring more information to everyone.

An area of diversity might be in religion and having someone knowledgeable come and talk about areas such as the Old Believers or the Sikh Temple. These are religions that many of our members are not familiar with. The emphasis on having any meetings would be that our members would be aware that disrespecting the speaker could not be tolerated. This is part of any program that is presented. Don also said he was trying to get a clear definition of what constitutes academic study. Gary asked how ICL was going to handle conflict. There have been a few of our classes where a member of ICL has become aggressive toward the speaker and this cannot be tolerated. This recently happened in the class where a Willamette University professor was verbally attacked by one of our members. Ken will speak with that person about his behavior and suggest that he apologize directly to the professor. Charlene felt that that member came across as threatened by the speaker and then talked over the speaker. Tom stated that the schedule of classes gives a full description of the content of a class and if a member has a strong objection to the subject matter, the member can choose not to attend the class. Ken stated that if this type of behavior happens, faculty members might not be as willing to give a lecture to our class.

Peter Rasmussen suggested a small advisory board get together and work on an agenda for the day. This might include those people who are currently involved in the special projects classes. Discussion was held on whether to appoint a leader for each group, but it was decided that groups should be random such as counting off 1, 2, 3 etc. and then each group decide on a leader. This would help to create more new ideas. Louise suggested that many of the ICL members might not want to change the current programs. Don said that there was great interest when Peter Rasmussen had introduced the small group programs. Peter asked the Board for approval to continue the small group forums for next semester as the Board had approved these only for this semester. Gary moved that the Board approve these small groups forums, Meike Visser seconded. The motion was unanimously approved.

The writing group that Lois Rosen directs has been met with great enthusiasm. Bob Muir's Great Books looks like it will start next semester. The Toastmaster's group has not had the needed interest necessary to become a chapter at this time, but has a meeting scheduled for next week. Jyl McCormick suggested that these small groups could be scheduled for one of the class periods to allow members to attend. Currently, many members cannot attend classes that meet in addition to the current class times. Else Nichols said several people have told her that they cannot spend more than the two days with ICL.

#### **Treasurer's Report:**

Charlene Robbins said the last field trip did not pay for itself. When the trip was scheduled, the cost was calculated for the full 55 members attending. This amount resulted in \$630 from those members attending, however there were only 29 people who went. The trip cost \$825. Forty lunches had been ordered and this resulted in an additional cost. There was also an additional cost for the presenters at both Zena Farms and Zena Forest. The Gilberts did an excellent job in arranging the trip, but several problems arose with the transportation and low participation. Hardin King said all field trips are self-sustaining. Ken Panck will tell the membership about signing up for field trips, if we are to continue with these trips. Tom Zook said the next trip might be to the Pittock Mansion and Washington Park in the spring.

## **Director's Reports:**

### **Information Services:**

Meike Visser said she has been working with the historians and archivist to get photos and information clarified.

Peter Ronai clarified the weather advisory report for members to attend classes. Originally, ICL followed Willamette's inclement weather policy, but this was not very successful, as most Willamette students live on or close to campus, so Willamette rarely cancels or delays classes. ICL then changed to follow the Salem-Keizer schools' inclement weather policy. This week, when Salem-Keizer had a two-hour delay, some members were confused as to when ICL started. Since Salem-Keizer schools start much earlier than does ICL, a two-hour delay for the schools has them opening close to ICL's regular start time. Accordingly, ICL will start at its accustomed time when Salem-Keizer schools are on a 2-hour delay. When the schools cancel classes for an entire morning or day, ICL will follow suit. Peter will send a group email to ICL members if there are any changes due to bad weather. The above policy will also be posted on Breaking News.

### **Curriculum Services:**

Tom Zook said there are only six slots left in the Spring Semester and everything has been progressing a little more slowly than they would like to see. ICL members are providing 49 of the classes, 40 classes are from outside sources, and only 20 by Willamette faculty. Several of the professors want only a one-hour presentation, so the two-hour slots are harder to fill. Hardin King will talk to the Dean about how to encourage Willamette faculty to speak to ICL.

Tom said that scheduling has been confirmed for Ford Hall in the afternoon and for Keneko in the mornings. Ken asked if the remodeling on Keneko Hall had begun. It hasn't started and probably won't be done until next summer, but it can be used as it is now. It was indicated that ICL could still be bumped from a location if an academic need arises. Dean Moore had indicated last fall that ICL would be treated more like a department. Ken will talk with Jim Bauer regarding classroom space.

### **University Support Services:**

Hardin submitted the following report:

An ICL member, having difficulty both learning about Atkinson Lecture Ticket Information as well as having her ICL student ID number accepted, requested assistance regarding the series. I learned the following:

*(1) Willamette students, faculty and staff can reserve one free ticket each and purchase up to four additional tickets for \$5 each. All reservations and ticket sales are online. All ticket sales are final. Tickets are NOT distributed in advance of the event. All tickets reserved or purchased online (willamette.edu - Atkinson Lecture Series) are available for pickup at Smith Auditorium Box Office beginning at 5:30 p.m. on the day of the event.*

*The lecture takes place in Smith Auditorium, which seats 1250 people. Doors open at 5:30 p.m. There is one Atkinson lecture each semester. This academic year the dates are November 11 (George Takei, sold out) and March 18 (Jerry Greenfield). Lectures*

*begin at 6:30 p.m. Tickets become available near the end of the month prior to the lecture.*

*(2) We are double-checking to see that all ICL ID numbers are accepted online by the online reservation/purchase procedures.*

**Membership Services:**

Louise Schroeder has sent out invitations to people on the waiting-list to fill the five slots available for Spring Semester. There are about 72 people on the waiting list.

**Secretarial Services:**

Jyl McCormick had nothing to report.

**Social Services:**

Sharon Dearman said she had received checks from 50 people for the end-of-semester luncheon. This year, members who are vegetarians or have a special diet requirement will be allowed to start at the buffet first. After those members, the head table with guests will start, and then, the members will start by the number on the table. There are nine place settings at each table. This year, the singing group that Solveig Holmquist directs will again entertain at the luncheon. There will be extra food to allow the singers to participate.

**Old Business:**

The information on deducting the cost of membership from taxable income has caused some confusion among members. As we are not tax professionals, each member should talk with his or her tax advisor regarding this. The amount that could be considered a donation would be very small to an individual and would require Willamette administration to fill out a form to allow ICL members to claim a donation. This would probably cause more work than it would benefit any member.

Meeting adjourned at 4:40 p.m.

Respectfully submitted,

Jyl McCormick