

# ICL BOARD MEETING MINUTES

## December 2014

The December Board meeting was held on December 4, 2014.

**Order:** Director Ken Panck called the meeting to order at 1:45 p.m.

### **Members Present:**

**Ken Panck** – Executive Director; **Gary Beck** – Past Executive Director; **Tom Zook** – Co-Director, Curriculum Services; **Bob Muir** – Co-Director, Curriculum Services; **Louise Schroeder** – Co-Director, Membership Services; **Charlene Robbins** – Director, Financial Services; **Sharon Dearman** – Co-Director, Social Services; **Mieke Visser** – Co-Director, Information Services; **Peter Ronai** – Co-Director, Information Services; **Jyl McCormick** – Director, Secretarial Services and **Jim Brown** – Coordinator for Special Classes

**Excused absence:** Hardin King, Director University Support Services; Eunice Porter – Co-Director, Membership Services; Else Nichols – Co-Director, Social Services.

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

### **Treasurers Report:**

**Charlene Robbins** clarified the information regarding the field trip that cost almost ten times what had been budgeted, from a proposed total of \$8.75 from budget to the actual \$824.91. Of this \$300 for honorariums had not been planned in the trip. This amount would have been used for speakers if we had met in class. The largest discrepancy was in the box lunches. The estimate had been for 55 lunches at \$9.25 each. Because there were only 31 members who attended the field trip, and the cost of the box lunches were actually \$11.50 and 40 were ordered, the cost was less, from \$508.75 to \$460, with an additional \$19.41 that covered the coffee and tea served. The bus rental was \$480.50 rather than \$400 that was budgeted. Rental of the Hall stayed the same at \$185, and the use of the sound system was reduced from \$15 to \$10. **Jim Brown** said we would need to be assured that the box lunches for the next trip stay at the quoted price. **Peter Ronai** suggested that some of the problems on this trip were that we didn't have the sign-ups for the trip as several members had already been to Zena Farms and Zena Forest Products. **Louise Schroeder** said there was also an issue about being able to walk on uneven ground that may have prevented some members from attending. **Ken Panck** suggested that for the Spring Field Trip, there should be more information regarding the trip presented earlier to encourage attendance. In the past, there have always been more members wanting to attend than spaces available. **Ken Panck** will talk to **Mike and Meredith Gilbert** regarding the next trip.

### **Information Services:**

**Mieke** said she has been updating all the information for Spring Semester with the information about the beginning time and location shown. **Peter Ronai** said that there would be no need to print a Membership Directory for Spring Semester, since there would be only one new member.

### **Small Group Report:**

**Jim Brown** said the small groups are doing quite well. **Lois Rosen's** writing group of eight people has been meeting regularly. The Toastmaster's group headed by **Joel and Carolyn Woodman** has not worked out as well as it was hoped, but part of that might be the cost and the time commitment, as Toastmaster's requires a minimum number of people and a yearlong commitment. The Lighting Classes that **Deborah Ehlers** had set up had a time conflict and would require members to go into a Willamette class after it had started. She indicated that the costuming class would be set up for Spring Semester. **Bob Muir** said his Great Books class has eight members and will meet on January 13, the first day of classes to distribute books and he has scheduled every other week starting on the 20<sup>th</sup> of January for the meetings to start. Both **Sally Schriver's** PowerPoint instruction classes and **Franca Hernandez's** acting class were well attended. The Keynote class that **Evelynn Smith** for the Macintosh has not been filled.

### **Curriculum Report:**

**Tom Zook** stated that he needed more help with the daily meetings of the classes as he is building a new home and may have to be away during some of the class periods. This includes handing out the microphones, working as MC for announcements, etc. Currently several people are helping with this such as **Gary Beck, Dave MacMillan, Mark Kasoff and Hardin King**. He has almost all the slots filled for Spring Semester. Of the 120 hours, the original design was to be divided equally among ICL members, Willamette University professors, and off-campus presenters. For Spring semester, there are 50 presentations by ICL members, 40 off campus presenters, but only 29 from Willamette, and the ones from Willamette include the six Phil Hanni Student Scholars. It was suggested that meeting with **Dean Moore** might help in the communication with professors. **Mark Kasoff** had suggested to **Ken Panck** that someone from the Board might want to attend faculty meetings. **Tom Zook** said many of the professors didn't want to do a two-hour presentation. **Bob Muir** suggested it might be presented as a one-hour presentation with a one-hour Q&A session. The amount given to the presenter would still be \$150. Tom would like to mentor a replacement for next year. **Bob Muir** said he would take on more responsibility on the curriculum.

### **Membership Services:**

**Louise Schroeder** said we are only going to have one new member coming in January. They sent out 11 invitations and heard back from 9. Several of these declined or asked to be moved to the end of the list. The waiting list is now to the point where the wait is only two years. We currently have 157 members and do not count the emeritus members, as most of those emeritus members do not attend regularly.

**Secretarial Services:**

**Jyl McCormick** said she has added a calendar to be posted on the bulletin board that shows the scheduled special classes. **Tom Zook** asked about putting this in the on-line schedule of classes. To schedule rooms for these meetings, there hasn't been a consistent manner of scheduling them. This has resulted in meetings happening at the same time and members having to choose which one to attend. If there was a calendar on the bulletin board, the person who wanted to schedule a class would know if the premier times (just after class on Tuesday and Thursday) were scheduled. **Tom** also stated that **Liesa Kister** would prefer to have only one person do the scheduling. **Tom** will send out an email to the chairs of each special class. This is turn will have them send their request to **Jyl** for scheduling and then **Tom** will talk to **Lisa**, and give **Jyl** and **Mieke Visser** the room schedules.

**Social Services:**

**Ken Panck** complimented **Sharon Dearman** on the great banquet. **Sharon** said she had ordered the coffee and rolls for the first meeting on January 13, 2015. The meeting will start at 10:30 a.m., but Sharon will be setting up for it at 10:00 a.m.

**New Business:**

**Gary Beck** said Willamette University will change our student body cards so we will be able to enter Kaneko. There will still need to be someone at the auditorium to make certain it is open for classes. There are two parking spaces at Willamette Heritage Center for guest speakers. Each speaker will go to the office and get a pass for the day. **Gary Beck** will follow up with security. **Cathy Olcott** has asked **Ken Panck** if some arrangements can be made for those students who are unable to walk between the two buildings. At the luncheon, there were five members who indicated there was a need for transportation. **Gary** or **Hardin King** will investigate on how this need might be addressed.

**Jim Brown** talked about the upcoming meeting to be held off-campus on January 27. The diversity group consisting of **Mako Hayashi-Mayfield, Evelyn Smith and Jim** met at lunch to discuss how ICL could add some diversity to our group. He suggested some type of data questionnaire to be sent to members prior to that meeting.

**Ken Panck** said he would be resigning from being the Executive Director next year. He asked everyone on the Board to complete a new job description and forward that to him. The Board will need to nominate a nominating committee for the next year in January.

Meeting adjourned at 2:45 p.m.

Respectfully submitted,

Jyl McCormick