

ICL BOARD MEETING MINUTES

January 2015

The January Board meeting was held on January 13, 2015.

Order: Director **Ken Panck** called the meeting to order at 3:40 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, **Hardin King**, Director University Services; **Eunice Porter** – Co-Director, Membership 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

Guest: Don Gallagher–Off-site Special project co-ordinator

Excused absence: **Else Nichols** – Co-Director, Social Services and Minutes of the December meeting were approved as written. **Ken Panck** said that two Board members had turned in their job descriptions. Please send all job descriptions to **Peter Ronai** or **Mieke Visser** to be added to the website.

Treasurers Report: **Charlene Robbins** reported the budget was sent to all Board members. A synopsis of this is that we have spent \$7,587.26 leaving \$16,212.74 in the budgeted amount for this semester. A check for \$50 has been sent to the Unitarian Church in memory of **David Cozart**. She asked if anyone knew if there had been an obituary in the newspaper for **Wayne Seely**. **Sharon Dearman** will contact his wife and see if she has a preferred agency for contributions.

Information Services: **Peter Ronai** stated that **Mieke Visser** has been doing all the updates for the Spring schedule. [She will be away on vacation for two weeks soon, and **Peter Ronai** will cover during her absence.] **Mieke** said everything is updated and the information on the “break-out classes” has been posted. **Mieke** asked if the date for the next meeting could be included at the end of the minutes. **Jyl McCormick** will add this to the minutes.

Curriculum Services: **Tom Zook** said this semester is filled and there has been only one cancellation. He will meet with **Dean Moore** and ask for resources from Willamette University. The balance among ICL members, off-campus speakers and Willamette shows that those from Willamette University are a much lesser percentage. Don **Gallagher** said this would be one thing that he will discuss with **Dean Moore**. **Hardin King** also asked what might be helpful with the presentations for the classes.

University Support Services: **Hardin King** said ICL has arranged parking spaces for speakers. He has sent each speaker a parking pass for the day needed. If they do not have the pass, they can park at Willamette Heritage. It would be necessary to go to the office there, and get a day pass at the desk.

Ken Panck asked if there was handicapped parking at Kaneko. **Barbara Dressler** said there is limited handicapped parking there, but Willamette Heritage has several handicapped parking spots.

Membership Services: **Eunice Porter** said she and Louise haven't done anything toward next year. They sent out ten invitations in December. Only two new members were gained at the beginning of the semester. **Louise Schroeder** said the waiting list is about 70, and the time on the waiting list is approximately two years. **Ken Panck** suggested that the list might be increased. There are currently 163 people in ICL and that includes six emeritus members. **Don Gallagher** said some members have told him they believe ICL has gotten too large and the group has been fragmenting. **Louise** said that when she joined, the membership was at 150. Many of the educators who were in the class believed that more than 150 members were too many to meet the needs for an academic class. **Eunice** said there were some members who have not been attending. One of the new members was there only on the first day and hasn't been back. **Eunice** told **Ken** that it might be time to send out the attendance letters next month. **Mieke Visser** asked how many members were needed for the budget amount. **Louise** said we had budgeted for 160, but of those, this year there have been 156 who were required to pay. She also said that all the invitations needed to go out in May after it was known how many members would be returning. This will allow **Eunice** and her to get the information to **Peter Ronai** in time to have the new membership directory printed. **Ken** asked how difficult it would be to have a database with information on members as to their background. This would allow us to know who could help with finding speakers. It would also allow easier access by the University for the accreditation process, as we are also considered when they apply for accreditation. It would also let us know more about diversity of the group. **Jim Brown** said this would help to profile ICL for diversity. **Don Gallagher** said the facilitator for our retreat wanted to know more about the diversity of the group. **Gary Beck** asked if this could be part of the application form. **Peter Ronai** said it might be hard to put this in a database, as ethnic background can legally be asked **only** if answering is voluntary. However, a form could be designed where a check could be made for different occupations and interests. **Louise** asked how we would get the information for members who joined ICL before such information was on the application form. **Peter** said it would be helpful to know what information we would want before we asked for more information. **Ken** will set up a task force to address this. The task force will include **Peter, Louise, Eunice, Mieke and Gary**.

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

Social Services: **Sharon Dearman** said that **Ron and Else Nichols** are still moving into their new condo. She said the cost for the beginning of semester meeting was high. A carafe of coffee or tea water is \$24. In regard to **Roger Gillette** who was in the Manor

nursing home, she and her husband **Marion** were going to visit him on Wednesday. **Roger** will be 98 in May.

Sharon asked if the program that will be held on February 3 regarding the end of life would be recorded. **Hardin King** said they could probably record it. This program will be held in Montag Center as the other classrooms will not be available that week. It should be easier to tape it in Montag.

Jim Brown said he would be meeting with Professor **Joyce Mullin** regarding the students who will be presenting in the Phil Hanni scholars program. The name that had been given to special classes in addition to the regular schedule has been "break-out classes." It was suggested those classes should be called "seminars" as "break-out" indicates it would be dependent on a class, rather than being a stand-alone special class. There will be a meeting on Thursday, January 22 with **Mary Lee Lannon**, Administrative Assistant to **Deborah Dancik**, Academic V.P and **Liesa Kister** to discuss the scheduling of these classes.

New Business:

Don Gallagher has not been able to meet with the facilitator for the meeting on January 27, so he does not have a full schedule of the day's events. He envisions that there will be two presentations during the first hour, one on diversity and one regarding learning styles. There will be several tables which seat eight people and each of these tables will be led by a facilitator and a person who will take notes on a large paper to share with all attendees. It will be up to the facilitator to make certain that the discussion does not get too bogged down on the subject of diversity but goes on to topics regarding growth in ICL. This should be a time to discuss academic discourse and what it means. The direction should be on positive contributions and not be defensive in nature. **Charlene Robbins** asked about how one should respond to conflict. **Ken Panck** indicated that all should focus on listening to others and be open to what is said. **Don** said several members of ICL have talked about having term limits for the Board. This will also be a discussion topic. **Ken** said it has been his experience that the first year he was Director was an overwhelming year, the second year, he saw many ideas implemented and by the third year, he was really enjoying the job. By the fourth year, he felt as if he had accomplished what he saw was needed and was not adding anything to the position. This is why he has decided not to remain Executive Director. **Don** also talked about how we might incorporate these seminars into the curriculum as many members do not believe they can spend the additional time to attend any extra classes.

Ken Panck will appoint a Chair to the Nominating Committee by next month. Discussion was held regarding those members of the Board who would be retiring. At this point, those who are on the Board other than Ken plan to remain if they are elected.

Ken Panck said that **Jim and Judy Heltzel** have donated a golf cart to be used to transport members between buildings. ICL will probably have them donate directly to Willamette University with the understanding that ICL will be able to use the cart during

the school year for transporting our members who are unable to walk the distance between the two buildings. **Sharon Dearman** asked if the carts had room for walkers. **Gary Beck** will look into the use of the carts.

Ken Panck will be meeting with **Deborah Dancik** to discuss the donation given to ICL from **Peter Rasmussen** in the amount of \$50,000. Currently this is as a cash donation, but he will see if it can be put in the endowment fund and we will have earnings used for ICL. Currently the Hudson Book Fund is treated as an endowment. **Hardin King** asked how the University invests the money and is it distributed twice a year. **Ken** will get more information from **Deborah**. The Board voted to put the money in the Willamette University general fund with the endowment earnings to go to ICL.

Ken Panck said the Kaneko remodeling is almost done, but will be available on January 20 for our use. ICL student body cards should open the outside door for Kaneko, but **Ken** will check to make certain there is a way to get into the auditorium.

There was discussion as to changing the time of the Board meeting to 9:00 in the morning, as with the later starting time it is more difficult to have the meeting at 3:30. No action was taken.

Meeting adjourned at 4:40 p.m. The next meeting is scheduled for February 10 at 3:30 p.m. in the Parents Conference Room in Putnam University Center.

Respectfully submitted,

Jyl McCormick
Secretary