

# ICL BOARD MEETING MINUTES

**February 2015**

**Ken Panck** called the meeting to order at 3:35 p.m., February 10, 2015

Present: **Ken Panck** – Executive Director; **Gary Beck** – Past Executive Director; **Tom Zook** – Co-Director, Curriculum Services; **Charlene Robbins** – Director, Financial Services; **Hardin King** – Director, University Support; **Meike Visser** – Co-Director, Information Services; **Peter Ronai** – Co-Director, Information Services; **Elsa Nichols** – Co-Director, Social Services; **Eunice Porter** – Co-Director Membership Services; **Louise Schroeder** – Co-Director Membership Services; **Jim Brown** – Special Projects; **Jyl McCormick** – Secretarial Services.

Excused Absence: **Sharon Dearman, Bob Muir**

Guests: **Alice Sorenson, Don Gallagher** – Special Projects: Retreat

**Don Gallagher** said that ICL was not charged for rental of the Retreat location on January 20. The facility which is owned by the Salam Alliance Church also has a Free Medical Clinic in the building. **Don** suggested that ICL donate the money that we would have spent to rent the facility to the Salem Alliance Church's Free Medical Clinic. **Gary Beck** moved that ICL donate the \$300 to the Free Medical Clinic. It was seconded by **Hardin King**. Motion passed. **Ken Panck** presented a letter to **Don** in recognition of the work he did to arrange for the January Retreat.

**Alice Sorenson** said that two ICL members had talked with her regarding the policy for membership. Because of the relationship of ICL with Willamette University, any person who has retired from Willamette is automatically given preference on the waiting list. In January, **Valerie Vollmar**, a law professor at Willamette who recently presented the class on estate planning, joined ICL under this membership requirement. (The other method for early membership is when ICL needs a special skill that is not found in the general membership.) It was suggested that **Ken Panck** talk with **Dean Marlene Moore** to let professors and staff know of this option when they retire. **Eunice Porter** said it was open to all employees, not just the professors. Ken said that he will work with **Debra Dancik** to ensure that those people at Willamette are made aware that they are welcome. **Louise Schroeder** said that they do need to fill out the application. **Louise** is redoing the application into the form of a database sheet rather than the current application where the questions require essay type answers. This is being done from the suggestion at the January meeting asking for more knowledge on the skills of our current membership. The form will be sent out to all current members along with being available for new members applications.

**Treasurer's Report:** **Charlene Robbins** gave an update on the monthly report that she had sent to all Board members. She reported on the "red" items that needed to be addressed. This year, our membership dues were five members short, leaving the income at less than the budget projected. All the money for the Great Decision books has not been included. The special social event, the January retreat, was an additional amount not budgeted. **Ken Panck** said the money

for the retreat would be outside the general budget. The cost for the retreat was a total of \$1,891.75 including the \$300 that will be given for the Free Medical Clinic.

**Ken Panck** said that the University Newspaper, *The Collegian*, ran an article regarding the “red light, green light” bid for a Guinness Record. It has been broken by another college. They will probably be doing a repeat next fall and will ask for help in monitoring the challenge.

There was also a request to increase diversity on the campus with the deadline for suggestions of April 3. This follows the January retreat when ICL had hopes of increasing diversity within our membership. **Jim Brown** is a member of a group assigned to investigate ways to increase diversity, the group being chaired by **Mako Hayashi-Mayfield**. He said they are working on programs that might achieve the desired diversity. **Ken Panck** said she might ask for more members to serve on her committee.

**Information Services:** **Meike Visser** said Curriculum updates are coming in at a steady rate and they are able to get them posted quickly. While she was away, **Peter Ronai** continued to keep the site updated. **Ken Panck** thanked **Jim Brown** for the photos he took at the January retreat. These were updated to the site quickly for ICL members to view.

**Curriculum Services:** **Tom Zook** reported that he is working on the Fall Term schedule. During the Fall Term, there are 27 days of classes, or 108 hours of classes. Since 1/3 of the classes are ICL presentations, that would equal 36 hours of ICL presentations. Currently, there are 44 hours of ICL presentations scheduled. Our biggest problem is getting 36 hours of Willamette presentations. Tom met with Associate Dean Deborah Dancik this morning and she suggested several ways to improve ICL’s scheduling of Willamette presentations.

**University Services:** **Hardin King** said the parking problem at Willamette Heritage Center is cleared up and they will let him know the times of their special meetings and workshops so he will be able to make the ICL members who park there aware of any problems. CCTV wanted to film the "Living with Dying" presentation, but that did not eventuate. CCTV is interested in videoing other class presentations in the future (perhaps the WWII series?) and using that as WU-ICL outreach to the community.

The Statesman Journal showed up only to record **Peter Rasmussen’s** participation for a follow-up article to the 12/21/2014 one in the Statesman Journal.

**Eunice Porter** said her key card did not work at Kaneko this morning. **Hardin** will follow up with security to make certain the key cards work. He also said that the locks did not make any noise when they activated.

**Hardin** said that letters of appreciation for the off-campus retreat were given to **Don Gallagher** and **Deborah Dancik** (on behalf of **Karen Wood**).

**Membership Services:** **Eunice Porter** has sent out a letter to an ICL member who joined ICL last fall, but has not been attending classes. The member apologized for not coming as she didn’t realize the time commitment, and has resigned her membership. **Ken Panck** asked **Gary Beck** if he, **Eunice, Louise, Meike** had been able to meet regarding the database with members’ profiles. **Gary** said they had not been able to arrange a time for a meeting. Louise said she was working on a membership application form to accomplish this.

**Don Gallagher** said as a result of comments at the January retreat, he believed there was a need for an expanded orientation. **Louise Schroeder** and **Eunice Porter** have added a section to the orientation that would have new members meet after six weeks of classes to ask questions or state concerns regarding ICL.

**Secretarial Services:** **Jyl McCormick** has talked with **Barbie Dressler** at Kaneko regarding a bulletin board for ICL information. She had sent an email to **Jyl** allowing ICL to place a bulletin board inside the Kaneko auditorium. She met with **Barbie** earlier today to determine the location of the board. ICL can either purchase a board and have the physical plant personnel put it up, or can have the physical plant order the board and put it up. **Jyl** will talk with **Marylee Lannan** to arrange to have this done.

**Social Services:** **Else Nichols** didn't know if **Sharon Dearman** had sent a new job description to **Peter Ronai** for inclusion on the website. She was asked if there were any people from ICL who would need a card sent to them. She said she had not received any information from ICL members regarding a need this month. **Charlene Robbins** said she had sent a check to the Woodland Chapel in memory of **Wayne Seeley**.

**Special Projects Report:** **Jim Brown** presented his compiled paper on results from the January retreat. He divided it into four areas, the first being *Diversification*. The consensus from the report was a need for more diverse speakers and topics, and the need for an outreach to underrepresented communities. The largest suggestions for this were meeting with organizers from the Worldbeat Festival and the Salem Multicultural Institute.

The second item was *Curriculum*. A flexible schedule was advocated with the possibility of being able to reschedule a class if a current event (academic) were to arise. Other ideas were more organized small groups such as our current seminar classes, team presentations and perhaps a meeting to address the issue of respectful discourse (how to disagree). Small group or weekend field trips were also suggested, along with demonstrations.

The third item was *Membership*. Issues that came up were to reexamine the current membership process and the possibility of giving priority to underrepresented groups. A "guest pass" might be given to people on the waiting list to attend during the times that members were on trips.

Under *Miscellaneous Ideas* was the need for goals and benchmarks to measure success. It was suggested that Willamette may not be aware of the resources that might be available from our membership

**Jim Brown** commented on the perceived lack of communication of events to members. He suggested that it might be possible to have a special time of 15 minutes either weekly or biweekly when ICL started at 10:15 rather than 10:30 to allow members to ask questions or be informed of things going on rather than our current method of announcements prior to a presentation. This may be pursued next fall. **Don Gallagher** said that he thought it was the individual members responsibility to access the minutes that are posted, or consult with the Willamette events in order to know what else is happening around the campus. There was

discussion regarding Breaking News. **Peter Ronai** stated that very few people looked at it and he was currently sending direct e-mails to the membership on special events. The Board agreed that this is the best method for informing the membership of events. It would be possible for any member to send the information to **Peter** for him to forward it to the general membership. **Jim Brown** said there were many ICL members who had said they were very happy with the programs.

**Charlene Robbins** asked if there was a definition on what is meant by diversity. This was a problem that she noted at the retreat. The definition needs to be clarified before ICL can work to have suggestions prior to the April 3 deadline. **Gary Beck** noted that currently there is one person who is responsible for the scheduling of classes and the challenge of rescheduling for a special current academic event. **Jim Brown** stated there seemed to be a number of people who wanted more small groups scheduled. This would require that more members indicate a desire to chair a small group. There are currently two small groups that are not academic in nature, the walking group and the theatre group. The theatre group could become a group to discuss the movie that they had seen if there was a member who would organize this.

**Louise Schroeder** said that she believed that many of the membership did not realize both the time commitment needed and what has done by the Board members. She said that perhaps there should be more communication into what is actually done.

**Ken Panck** asked, "Where do we go from here?" **Meike Visser** said she thought the website should be marketed more. Although there are many things on the website, some people do not use it. There was talk about a newsletter program. **Peter Ronai** said there had been a newsletter in the past, but it was very labor-intensive to maintain. Discussion followed about ways to increase communication to the membership. **Ken Panck** asked how we could communicate without putting too much work on one person. **Louise Schroeder** asked how much work it was to do e-mail communication. **Peter** said it didn't take much time to repost e-mails that he received.

**Ken Panck** asked if all the Board had turned in their updated job description. Regarding the job descriptions, **Hardin King** said that each of the job descriptions needs to have a revision date on the bottom. **Jim Brown** said the name of his position is the Project Leader. **Ken** said that **Phil** and **Maureen Caudill** would be the nominating committee co-chairs.

**Ken Panck** talked about the generous donation given to ICL by **Peter Rasmussen**. **Peter** has indicated that he prefers to have it used to help with current needs rather than putting it in an endowment. This money might be used for additional off-site meetings or to bring in a daylong diversity session.

**Ken Panck** reported on the use of a cart for transporting members from Kaneko to Ford Hall. There was only one person who asked for the use of a cart, and she had declined to use it. It will still be available for those in need and a person from security can respond in 15 minutes if there is a need. ICL has two members who will still be available for driving if needed.

**Louise Schroeder** stated that several members were unhappy with Kaneko, especially the sound system. **Gary Beck** said that the sound keyboard needed a new battery, as the one in it would not last for a full session. **Ken Panck** said we should buy a new one. PowerPoint can be enlarged to the full screen, but the person who is making a PowerPoint presentation needs to create it in a full screen format. The other complaint was it was too cool in the room. **Ken** will e-mail **Deborah Dancik** regarding this issue. Today, two members fell on the stairs in the auditorium in Kaneko, which makes the total to at least five members who have tripped or fallen on the steps. **Ken** will also discuss this with **Deborah**.

**Ken Panck** has received the proposal for the Springfield trip from **Mike and Meredith Gilbert**. It will include a self-guided tour of the Pittock Mansion from 10:00 – 12:15. Lunch and a tour of Bob's Red Mill in Milwaukie would follow. The bus would leave at 9:00 a.m. and return at 4:00 p.m. The cost was based on 40 people. The bus would hold 52 people so the cost will change. The estimate for cost would be \$38.75 based on 40 people going. Discussion followed and the consensus would suggest the need for more advertising before the trip. **Tom Zook** said he would talk with **Mike** regarding this, and it was suggested that if **Mike** needed assistance with a PowerPoint presentation outlining the trip, **Sally Schriver** might be able to help.

**Ken Panck** brought up a proposal regarding term limits for Board members. He said he had originally dismissed the idea, but after thinking about it for a while, believed it would be the direction that the Board should take. He first suggested that each Board member should serve for five years with the Executive Director serving for four years and as a Past Executive Director for an additional year to assist the new Executive Director. **Eunice Porter** said that it would be difficult to get people to volunteer to serve on the Board. **Ken** said he believed that it required personal interaction with a person before the person would consider a position. **Charlene Robbins** said it took her a couple of years to feel comfortable in her position due to the high learning curve required. Most of the Board's officers have some time learning what is expected in their position. In the case of co-directors, it was suggested that only one would retire to allow a new co-director time to understand the position. **Hardin King** suggested that any changes should be a "rolling" Board so the continuity of the Board not is compromised. The new, revised position descriptions will assist new Board members to learn what is needed for each position. It was decided that a four-year term be proposed for the current Board. This would not apply to those positions that require a specific knowledge such as the Information Services that require computer expertise.

Meeting adjourned at 5:10 p.m.

Respectfully submitted,

Jyl McCormick