

## ICL BOARD MEETING MINUTES

**March 2015**

**Ken Panck** called the meeting to order at 3:50 p.m., March 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 Services; **Meike Visser**–Co-Director, Information Services; **Peter Ronai**–Co-Director, Information Services; **Elsa Nichols**–Co-Director, Social Services; **Eunice Porter**–Co-Director Membership Services; **Jyl McCormick**–Secretarial Services.

**Excused Absence:** **Louise Schroeder** and **Bob Muir**

**Guests:** **Phil** and **Maureen Caudill**, **Derek Stables**, **Mark Kasoff**

**Minutes:** The minutes from the February meeting were approved.

**Derek Stables** asked if ICL could meet at Montag Center rather than Kaneko, if ICL was not able to have Ford Hall for classes. There are many members of ICL who have expressed concerns regarding Kaneko. Although the temperature at the beginning of class is all right, the cold air blowing into the room makes some members uncomfortable, despite temperature measurements of 72-74°F. In addition, several members have tripped on the stairs. The sound system and the use of videos is also a problem in Kaneko. Another problem is that the tables are too close to allow members to pass behind the chairs. The chairs don't move easily, so members cannot easily get in and out of the rows. If ICL were to make use of Montag it would facilitate small group discussions. When we have used Montag in the past, WITS has delivered the computer to that location. **Charlene Robbins** said if Montag were used, it would be nice to have a riser for the presentations. **Tom Zook** said Montag is in use a lot, and ICL would not be able to use it on a permanent basis even if it were used instead of Kaneko. **Ken Panck** stated that improvements are going to be made to Kaneko and both the sound and the cool air problems are being addressed. **Hardin King** suggested lights be placed at the ends of the steps to help if the lighting was lowered. **Ken Panck** also said that some of the special classes might be scheduled for Montag if a small group session was desired. **Ken** asked what could we do to make Kaneko better. Discussion followed and **Ken** will bring our concerns to **Dean Dancik**.

**Phil and Maureen Caudill** who served on the nominating committee this year have talked with members and brought a list of nominees. They will post the list, and they suggest that anyone who is interested in serving on the board contact them to be added to the list. **Sharon Dearman** moved that the Board accept the nominees. **Hardin King** seconded the motion. The motion passed.

**Treasurers Report:** **Charlene** said she had shifted some funds from an account that was not being used. This account was set up to handle donations in memory of **George Dionesotes**. The \$125 from this fund was transferred to the General fund. **Ken Panck** asked how much money would be left at the end of the year. **Charlene** didn't have the exact amount but said we were well within the budget. **Ken** would like to estimate what we would be able to donate to the University projects.

**Information Services:** **Mieke Visser** said there haven't been any scheduling updates. **Peter Ronai** said he had heard from members that they prefer to have Breaking News sent by email rather than being posted on the web site. E-mail is more efficient for all members than putting the information on the Breaking News page of the web site, which few members read regularly. Also, sending announcements out by e-mail would decrease the number of announcements at the beginning of class (which target only those members present that day anyway). Peter moved that the Breaking News part of the website be eliminated and that announcements be sent out by e-mail. **Hardin King** seconded the motion. The motion passed. The practice of making announcements at the beginning of class was discussed. These should only pertain to items directly affecting ICL members, for example announcing the field trip, or changes in class subjects or venue. Items that are from other areas of the University and general information should be sent to Peter for distribution via email. This avoids the problem of announcements' cutting into a speaker's presentation time.

**Curriculum Services:** **Tom Zook** Tom said that he needs four more presentations from outside presenters, and seven more presentations from Willamette presenters. **Ken Panck** said that the Board should set objectives for diversity. He had heard from ICL members after the off-Site meeting that many members believed that ICL was diverse in its membership from the various backgrounds of members. He believed that we should set more sessions on diversity and make some kind of effort to increase diversity.

**Charlene Robbins** said the field trip would cost \$30 per person. The trip will go to the Pittock Mansion in the morning, and then to the Red Mill for lunch and a tour.

There will be room for 55 people. When **Mike and Meredith Gilbert** return, **Mike** will make the announcement.

**University Support Services:** CCTV will be filming the presentation on Thursday by Steven Wax on International Law. CCTV plans to continue to film some of our presentations next year. They will work with **Tom Zook** as this will be part of our community outreach.

The Hanni scholars have been identified and will be presenting next month. We have six students who are presenting, and six ICL members will introduce them. There were 20 applicants this year.

**Membership Services:** **Eunice** said she was concerned if the new nominee for Co-Director of Membership Services was aware of the time commitment during May, June and July to interview all the new members. **Ken** suggested that she and **Louise** meet with the nominee to explain all the details of the job to her. He told the other board members who are leaving to meet with the nominees for their position to let them know all the details of their job.

Membership Services is impressed with the job that **David MacMillan** did on creating the new application form. The new form (created with the help of **Eunice** and **Louise**) will help ICL be aware of the different talents of the members for potential presentations.

**Secretarial Services:** **Jyl** had nothing new to report, except for the fact that ICL does have a new bulletin board inside the auditorium at Kaneko. **Ken** asked **Jyl** to write in the job description that the college events should be included in the schedule that is posted on the bulletin boards.

**Social Services:** **Sharon Dearman** and **Else Nichols** have met with **Ruthann Panck** and **Henrietta Griffiths** (nominees for Social Service Co-Directors) to have them help plan the End-of-Semester luncheon. Because neither **Sharon** nor **Else** will be available to collect money for the luncheon, they have asked **Sandy Coburn** and **Florence Bajaj** to collect the money. However, it was suggested **Ruthann** and **Henrietta** be asked to do this. **Sharon** asked whom to invite to the luncheon. It was decided to ask **Deborah Dancik**, **Marylee Lannan** and **Gretchen Flesher Moon**, who is the new Associate Dean of Curriculum.

**Gary Beck** reported on Special Projects. He had tried to meet with **Jackie Balzer**, but five weeks later he found that she would not be available. He has been meeting with **Maiko Hayashi-Mayfield**'s committee. Willamette University does not have a

strategic plan yet. **Ken Panck** said that members of ICL should try to meet with key people who are already involved with some of the cultural activities in Salem and get those key people to speak to our class. **Peter Ronai** said that, for additional diversity information, the database could ask about where people were born, or if they had lived in foreign countries.

Although the board had previously approved term limits by an e-mail vote of 9 in favor with 3 abstentions, there was a formal vote on term limits. This was moved by **Charlene Robbins** and seconded by **Peter Ronai**. The motion was passed.

**Ken** had passed around “Thank You” notes from the students who have benefitted from the donations to the University. The students were very appreciative of the help with textbooks.

Although the two Historians from this year had resigned after getting a lot done to clean up the archives, Historian **Irene Konopasek** has consented to serve as a Historian again. **Sally Schriver** has agreed to assist her. They are also upgrading the Historians’ job descriptions. **Ken** said that if they needed money for a project, they could draw it out of the general fund.

The question of how to use the money that comes to ICL from the donation to WU by **Peter Rasmussen** was discussed. It will not be used as part of ICL’s annual donations to the University. **Ken** will meet with **Beth Norris**, Director of Donor Relations, to discuss where the third part of our gift should be given. We will continue with the Hudson Book Fund and Willamette Academy, but ICL gives the third donation to a program that needs some assistance. **Charlene** asked how much of a cushion should be kept in the account. We have had a \$10,000 cushion that might be available if ICL needs to help with upgrading Kaneko for our use. **Charlene** asked, “What does **Peter Rasmussen’s** fund mean to ICL?” **Ken** said it could be used for offsite meetings or something extraordinary for classes.

The next meeting will be Tuesday, April 14 and the final meeting for this year will be on April 30<sup>th</sup> directly after the luncheon. The AGM will be held at the final ICL meeting, when the new Board will be elected and installed.

Respectfully submitted,

**Jyl McCormick**

**Secretarial Services**