

ICL Board Meeting Minutes  
Tuesday April 30, 2015  
Parents Conference Room -- 3<sup>rd</sup> Floor University Center

**Present:** Eunice Porter, Peter Ronai, Tom Zook, Charlene Robins, Hardin King, Henrietta Griffiths, Alice Sorenson, Mieke Visser, Ruthann Panck, Mark Kasoff, Ken Panck, Franca Hernandez

**Absent:** Bob Muir

**Meeting began:** 2:45 pm.

**Minutes approved:** Minutes of April 14, 2015 meeting were approved.

**Additions/changes** to the agenda were accepted.

**Guest: Mike Gilbert** – Suggestions for improving the Field Trip: He suggested that communications be improved between trip coordinators and the bus company. For example, obtain prior to the field trip an after-hour telephone number of someone who can help resolve problems. Know the name and telephone number of the driver prior to the field trip. Request that the bus company communicate better with the driver in case there are unexpected situations on the route. **Ken** advised **Mike** as the Field Trip coordinator he may include these changes to his job description without board approval. **Ken** requested that **Mike** write up a job description. **Mieke Visser** said the driver needed a street address of the destination from the bus company not just the name of the location. The GPS system on the bus was not giving the information the driver needed.

**Budget/Treasurer Report: Charlene Robbins:** Obtained approval from Board to make a commemorative donation in the name of deceased member, **Fred Ratzeburg** (dod 04-20-15). The usual amount is \$50.00.

**Charlene** said ICL is in a good financial position. **Ken** said that it was the responsibility of ICL to be good stewards of **Peter Rasmussen's** generous donation of \$50,000. ICL could have further discussions on how best to use the funds. It was suggested that for Fall 2015 semester a couple of hours of class time could be set aside for this.

**Directors Reports:**

**Information Services -- Peter Ronai/Mieke Visser:** **Peter Ronai** said there are still 60 members who have not completed the on-line membership forms. Some (for those without Internet access) will need to be completed verbally and on paper and to be inputted by **Peter**. **Peter** asked whether the on-line evaluation form should remain on the website. He received only 8 evaluations this past academic year. It was discussed and determined that it should be continued for at least another year. **Peter Rasmussen** had suggested an actual suggestion box, but it does not seem it was implemented. **Peter Ronai** suggested that the guest attendance limit of four half-day sessions per semester be extended to four full-day sessions per semester, because occasionally family and/or friends will accompany members to ICL lectures. It was unanimous to increase the limit of guest attendance to

four full-day sessions per semester. **Peter** suggested **Evelynn Smith** create the diversity committee's brochure. It was unanimous to ask **Evelynn Smith** to produce it.

**Mieke** is updating the Fall 2015 Class Schedules and the Picture Gallery. **Peter** expressed appreciation for **David MacMillan's** and **Mieke's** help with the Information Services work

**Curriculum Services -- Tom Zook:** There was discussion about continuing the break-out seminars implemented during the 2014-2015 school year. **Franca** said that, if they were to be continued, ~~that~~ **Marylee Lannan** had suggested that conference room space be reserved as soon as possible. Unknown at this time if **Peter Rasmussen** will continue to co-ordinate this project. **Mieke** said that no one has been giving her updates about the seminars for the website. It was suggested that **Jyl McCormick** be asked to be the new coordinator. It was suggested that **Franca, Tom,** and **Jyl** have a meeting about the seminars in the Fall so that reservation for meeting space can be made timely. **Mark Kasoff** will also discuss the seminars at the first ICL meeting in the Fall. **Tom** discussed College Colloquium faculty participation in ICL. Says received four responses so far.

**University Support -- Hardin King:** It was agreed that, if the Willamette Heritage Center knows that the parking lot will be full to overflowing because of other events occurring at the Center, the ICL membership be advised in advance. ICL was advised that the Fall 2015 classes will all take place in Ford 122, but will continue to begin at 10:30 am at least through the end of the semester.

**Kathleen Kellay**, Willamette University Director of Scheduling, Events and Conferences, assures ICL that it may continue with its plan to collaborate with CCTV to video some of the lectures for public consumption. **Hardin** said CCTV will train ICL volunteers to operate the equipment. **Kathleen Kellay** informed him that she must be notified in advance of the dates and times CCTV will be on campus. He said that the formal procedures for handling CCTV and ICL collaboration will be created and are expected to be ready by August 2015. **Hardin** advised the Board that ICL owns the rights to the videos as long as there is no copyrighted material involved.

**Deborah Dancik**, Associate VP for Academic Affairs, will retire. A nation-wide search will begin for her replacement. **Marylee Lannan** who came out of retirement to be her assistant may decide to re-retire also. They have been very supportive of ICL's endeavors. **Mark Kasoff** wanted to know if the Board may give input on the candidates. **Hardin** said that it was important that, whoever was hired, ICL make an effort to work collaboratively with them.

**Membership Services --Eunice Porter:** ICL members have begun the process of submitting the \$165 tuition fee which is due by the end of May 2015. It is difficult to know at this time an approximate number of members who will re-register. There was discussion about those members who have low attendance. The procedure is to send a letter of inquiry. What does one do for those who attend as guests but are not on the waiting list? Agreed to monitor. There will be a new member orientation in Fall 2015.

**Secretarial Services -- Franca Hernandez:** This is **Franca's** first day as the new Board secretary and she has no report to submit. She did, however, express gratitude on behalf of **Jyl** and herself for being part of a wonderful organization such as ICL.

**Social Services --Henrietta Griffitts and Ruthann Panck:** **Ruthann** suggested writing a thank-you note to the people who provided an exceptional end-of-semester luncheon.

**Special Projects -- Ken Panck:** **Ken** asked the Board whether a Special Projects team leader is considered to be still necessary. There was discussion on what constitutes a special project. The Diversity Committee was one example and the diversity retreat held in Jan 2015 was another. Is **Mako Hayashi-Mayfield** the coordinator for the Diversity Committee? Other people involved are **Karen Trucke** and **Kay Gerard**. **Mark Kasoff** said it was best to wait for the Diversity Committee's report. **Ken** suggested that the Special Projects team leader position be abolished at this time. The Board agreed unanimously.

The Phil Hanni Scholarship project is still being co-ordinated by **Jim Brown**. An idea was suggested that a committee could be formed to help Jim.

**Alice Sorensen** asked: how do people who are interested in coordinating a project make this known? Should a list be created of people who have expressed interest? It was suggested that this could be a question on the on-line new member application form. Mark Kasoff will discuss all opportunities with the membership at the first ICL meeting in September 2015.

**Additional comments:**

- **Eunice** said **Peter Ronai** did a great job on updating Policies and Procedures.
- **Hardin** thinks the Board members need to be listed according to their term in office. **Dave MacMillan** has noted the terms of each Board member on one of his spreadsheets.
- **Ken** asked **Peter Ronai** to update the newly approved term-limit update to ICL's Constitution.

**Paragraph to be added to ARTICLE IV - OFFICERS & BOARD:** This paragraph will be the wording presented to the ICL membership for a vote at the Annual Meeting.

*ICL Directors shall serve a maximum of four years with 2 exceptions. (1) The board by a vote of 2/3 or more of the members may choose to extend the term of a board member if that member's technical skill or ability is critical to the functioning of ICL, e.g., Information Director. (2) In the event that both co-directors of a service would be scheduled to exit the board at the same time, the term of the board member with the lesser seniority should be extended one additional year.*

- Summer Picnic will be held August 12, 2015 and will be co-ordinated by **Jan Miller**.

**Next Meeting:** August 18, 2015 12:00 pm Cat Cavern for lunch and then meeting at 1:00 pm. in the Parents' Conference Room.

Respectfully submitted,

Franca Hernandez, Director, Secretarial Services