

ICL Board Meeting Minutes
Tuesday August 18, 2015
Parents Conference Room -- 3rd Floor University Center

Present: Eunice Porter, Peter Ronai, Tom Zook, Charlene Robbins, Hardin King, Henrietta Griffiths, Alice Sorensen, Mieke Visser, Bob Muir, Ruthann Panck, Mark Kasoff, Ken Panck, Franca Hernandez

Guest: Mako Hayashi-Mayfield, Diversity Committee

Meeting began 1:10 pm.

Minutes of April 30, 2015 and Annual General Meeting were approved.

Diversity Committee - Mako Hayashi-Mayfield presented the latest draft of the ICL brochure. The intent is to distribute the brochure to prospective members. The Board complimented the layout and pictures. There was discussion about the content and a suggestion to remove the section on how to access the on-line application process and substitute it with quotes from the members. It was felt the improvements suggested to the Board already had been integrated. Mako Hayashi-Mayfield requested the Board email her quotes and other suggestions no later than August 21st. Mako Hayashi-Mayfield said the Diversity Committee recruited two speakers: Pat Courtney and Laurie Fontayne. She said there was a need for replacements on the Diversity Committee.

Budget/Treasurer Report - Charlene Robbins confirmed the Board members received the Treasurer's report via email. She said reimbursements of expenses need to be in writing in compliance with Willamette University's accounting procedures. It was agreed to reimburse membership dues to the families of deceased members Gary Beck, and Valerie Keever. With regard to Gary Beck, Bob Muir moved, Ruthann Panck seconded to reimburse the membership dues, majority approved. With regard to Valerie Keever, Mieke Visser moved, Bob Muir seconded to reimburse the membership dues, majority approved.

There was discussion about the \$50 ICL usually donates in the name of deceased members: Fifty dollars will be donated in the name of Gary Beck to the Festival Chorale Oregon. This was previously approved via email. Fifty dollars will be donated in the name of Bill Devery to the Marion/Polk County Food Share. Charlene Robbins moved, Henrietta Griffiths, seconded, majority approved. It was uncertain at this time to which organization ICL will donate \$50 in the name of Valerie Keever.

Tom Zook informed the Board Gary Beck's wife asked him what should be done with the ICL material Gary Beck had at his home. Research will be done to see what material Gary Beck intended to donate to ICL and what material ICL should monetarily reimburse to Gary Beck's family.

Information Services Report – Peter Ronai and Mieke Visser attended classes instructing them on how to operate in the new Willamette University's web site system. Most of the roadblocks to working on the ICL web site using the new system were resolved at these classes, but they still do not have the permissions needed to add new files or folders for the 2015-2016 school year. The liaison, Brian Hoyt, said ICL has low priority and needs to wait its turn before he can provide the necessary new permissions. In the meantime, Peter Ronai said he can work around this obstacle by taking files and folders formerly used for now-deceased members, and changing the information in them for the new members. Peter Ronai and Mieke Visser both agreed important information was not being communicated to ICL timely and effectively. Mark Kasoff said he will add this item to his list of discussion points with Marlene Moore, Dean of Liberal Arts. Tom Zook said the department he and Jim Brown worked with in selecting Phil Hanni scholars has changed. They do not know at this time which new department will replace it or whom they will work with. Mark Kasoff said to email him any other concerns. A

copy of the breakout small group sessions (Great Books, Writing Group, Acting Techniques) meeting schedule was given to Mieke Visser with times and places. The membership directory is complete and printed. Mieke Visser and Paul Rice will pick up the printed copies at the Print Center and bring them to Montag Den on the first day of the fall semester.

Curriculum Services --Tom Zook said Mako Hayashi-Mayfield has consented to become a member of the Curriculum Committee. Mako Hayashi-Mayfield is the head of the Diversity Committee, and will handle the area of Diversity on the Curriculum Committee. Mike and Meredith Gilbert are the Field Trip coordinators. They have a proposed Field Trip that they have brought to the Board. There are four vacancies on the Curriculum Committee that need to be filled.

University Support -- Hardin King said two strong supporters of ICL are retiring: Deborah Dancik and Marylee Lannan. Hardin King delivered to them thank you cards and flowers on behalf of ICL. Deborah Dancik's replacement will be Jennifer Chambers. Parking costs have gone up dramatically at the Willamette Heritage Center (WHC) from \$55 to \$75 and there are fewer parking spaces available. An additional parking option is available at the 14th Street softball field parking for 21 cars at a cost of \$105 each. The new contact at WHC will be Sean O'Harra with assistant Tammy King-Headings. The retiring Cathie Hawkins received a thank you card and flowers from ICL. ICL will continue to load and unload for field trips in the WHC parking lot but Sean O'Harra needs to have dates and times far in advance. The CCTV project is proceeding but a small group of ICLers will need to be trained to film selected class presentations. Once ICL is prepared to bring CCTV on campus, Kathleen Kellay, Willamette University Director of Scheduling will need to be notified in advance of the dates and times they will be on campus.

Membership Services --Eunice Porter and Alice Sorensen informed the Board there are 17 new members and two renewing prior members. Eunice is still working with Dave MacMillan to develop electronic membership lists that can be sorted into the categories needed.

Secretarial Services -- Franca Hernandez advised everyone of the importance of making sure all matters before the Board are recorded carefully. They are, after all, charged with administering the organization and good record keeping plays a vital part in this. The secretary was asked to make sure those people who do not have Internet be kept apprised of information that is generally broadcast on-line.

Social Services --Henrietta Griffiths and Ruthann Panck: In addition to the end of semester luncheons, they propose to have for Halloween and Easter refreshment and cookie gatherings. Tricia Natte will give them an estimate for these events. Would baked goods from members be acceptable? Henrietta Griffiths and Ruthann Panck will explore options. Henrietta Griffiths mentioned that the ICL annual picnic had not been as well attended this year as last year.

Mark Kasoff reiterated that the first ICL gathering will be September 1st, the first time in a long while scheduled before the Labor Day weekend. The Board said there was flexibility on which date ICL can schedule its first day session.

New Business: Mieke Visser asked who will oversee the breakout small group sessions? Franca Hernandez will schedule the meetings but she will not be the coordinator. It was felt a person should be recruited. Should the sessions be inserted into the regular curriculum? Would the number of people who attend justify this? It was agreed that at the opening session on September 1st Mark would ask for a coordinator.

Next Meeting: September 15, 2015 after the regular session in the Parents' Conference Room, third floor, University Center.