

ICL Board Meeting Minutes
Tuesday September 15, 2015
Kremer Board Room Ford Hall

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

Guest: Mike Gilbert, Field Trip coordinator

Meeting began 9:00 am.

Minutes of August 18, 2015 were approved with the following change:

“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 Mieke Visser and Peter Ronai pointed out that a portion of the section on how to access the online application process could be removed as it was not necessary due to improvements recently made to the website. The suggestion was made to add a more personal touch in the brochure by using quotes from members reflecting their enthusiasm for ICL.

“Mako Hayashi-Mayfield and the Diversity Committee recruited two speakers: Pat Courtney Gold and Lorie Fontaine. She said there was a need for replacements on the Diversity Committee.”

Field Trip: Mike Gilbert presented an outline of the November 12, 2015 field trip with itinerary and cost. He proposes a visit to Green Island Water Treatment Plant in Stayton, OR and Freres Lumber Company in Lyons, OR. Bob Muir moved we accept the proposal. Unanimously approved.

Tom Zook will advertise the field trip to assure a good attendance. He welcomes suggestions.

Budget/Treasurer - Charlene Robbins announced the cost of the new printed ICL Membership Directory and Peter Ronai said this was a significant increase. She explained that reimbursement for expenses could take up to 2 weeks. There is, however, access to a petty cash fund for expenditures that do not exceed \$100. Once Charlene Robbins receives the receipt for these expenditures, she can assure reimbursement within the day.

Information Services – No access to online ICL photo galleries yet. Peter Ronai continues to work with the Web Development folks to assure ICL will have full access to the ICL web site soon. Mieke Visser is working with ICL historians Irene Konopasek and Sally Schriver to identify members in photographs taken during ICL activities. These photographs will be given to Willamette University assistant archivist when that position is filled.

Curriculum Services --Tom Zook said the Fall schedule is full and the committee is working to complete the Spring 2016 curriculum. Tom Zook’s time on the committee will come to an end at the conclusion of the Spring Semester 2016. There is a need to find his replacement well before the Fall Semester 2016. Tom Zook has ideas on how to improve Curriculum Services. Ken Panck asked him to write them down.

University Support – Hardin King said those members with mobility problems are having difficulty walking from the new additional parking space at the softball field. Hardin King plans to survey those who are experiencing significant difficulties and attempt to find some satisfactory options. He assured the Board the information about the new parking situation was emailed to everyone. He personally sent by mail notices to those members who do not have email. One of the options would be for a few members with no mobility

problems who have reserved parking at the Willamette Heritage Center to swap out with some of those who now park at the softball field. Hardin King said he knows of at least one person who is willing to do a carpool. Bob Muir asked what were the Willamette University's policies for handicapped students? With regards to the cost of the softball field, Hardin King also said that was the cheapest parking Willamette University has to offer. The next item of discussion was the project to have CCTV on Willamette University campus to film selected ICL presentations. He informed everyone he was able to recruit only one person this last summer to take the training. Ideally they need from six to eight volunteers to do the training. Willamette University is drafting a policy for use of CCTV on campus. Hardin King moved that the training costs be reimbursable if the trainees participate in the CCTV on-campus project. Unanimously approved.

Membership Services – Eunice Porter said one new couple will be introduced to the members when they return from their vacation. It was requested that the Board members have an additional identification on their name tags to show what position they hold on the Board. Alice Sorensen said she can make these name tags. Bob Muir asked if he could see a copy of the application to learn the skills and interests of the new members. Peter Ronai said this information was included in a Google Docs spreadsheet online. He undertook to update permissions to the spreadsheet so that it may be viewed by all current Board members.

Secretarial Services – Franca Hernandez requested someone to be the back-up minute taker in case she misses a Board meeting. Peter Ronai volunteered.

Social Services – Ruthann Panck said a card was sent to Valerie Keever's husband to advise him a \$50 donation had been made in his wife's name to Rotary International, Cypress Friendship Program. Ruthann Panck then directed her comments to ICL social gatherings. She said the cookies at the first day of the semester gathering at Montag went quickly. It was agreed people seem to prefer the cookies and the gluten free scones rather than the Danishes. She's made a commitment to learn if it is OK for the members to bring their own cookies to the Halloween gathering. The gathering will be held in Goudy Commons.

Old Business: Mark Kasoff met with Dean Moore. He expressed ICL's appreciation for being located within the School of Liberal Arts. He took the opportunity to express concerns with ICL's website. Mark Kasoff, Hardin King, and Tom Zook will soon meet with Jennifer Chambers. Mark Kasoff distributed copies of the completed ICL recruitment brochure sponsored by the Diversity Committee to all the Board members. He has about 100 copies for distribution (at a cost of about 75¢ each) and will announce them at today's morning session. He said the cost per copy is independent of the number of copies printed. The Board expressed gratitude for the excellent work done by the Diversity Committee, Mako Hayashi-Mayfield, and of course Evelyn Smith, for her exceptional photography and layout skills.

New Business: There was discussion about the quality of the members' pictures in the Membership Directory. Mark Kasoff was charged with asking Evelyn Smith if she will volunteer to be ICL's official photographer.

Meeting adjourned at 10:15 am.

Next Meeting: October 20, 2015 in the Kremer Board Room, Ford Hall at 9:00 am.