

ICL Board Meeting Minutes
Tuesday November 17, 2015
9:00 am
Kremer Board Room, Ford Hall

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

Absent: **Henrietta Griffitts**

Peter Ronai asked if he may record the meeting on his phone. **Charlene Robbins** moved to allow, motion passed with 11 in favor and one against.

Minutes of October 20, 2015 were approved.

Budget/Treasurer - Charlene Robbins informed the Board ICL is doing fine. The carryover amounts have been increasing each year for at least the last four years. The Institute for Continued Learning is still able to assure a minimum financial cushion of \$10,000. The highest expense is for speakers and mileage.

Information Services –

- **Peter Ronai** informed the Board the on-line photo gallery is partially available. The slide show feature, however, does not yet function. The Willamette University web development folks say there is no limit of pictures that can be stored on-line. **Dave MacMillan** has taken a large number of pictures and stores them directly into ICL's Picasa account. **Mieke Visser** has also taken many pictures as have many ICL members. She selects the ones she can post to the Photo Gallery.
- Printing the class schedule on ICL's website can be done with some work-around methods at this time.
- Peter Ronai is posting the Spring 2016 schedule to ICL's website.

Curriculum Services – Tom Zook said the Spring schedule is almost completed. He informed the Board that of the six vacancies on the Curriculum Services committee two have been filled.

University Support Services– Hardin King

- CCTV and ICL Class Presentations: **Hardin King** says three ICL members (**Dave MacMillan, Jyl McCormack, Bob Muir**) have completed training to film class presentations. **Denis Williamson** and **Hardin King** hope to take the training soon. **Mark Hernandez**, CCTV Producer, will meet with **Hardin King** to design a plan for next semester. The options for discussion are: 1) select certain presentations for filming or 2) film on a regular basis each Tuesday or each Thursday. The Board was more in favor of a regular filming schedule. If the presentation includes PowerPoint, it would help **Mark Hernandez**, to have a flash stick copy of the presentation for easier editing. **Mark Hernandez** is still editing the presentations already filmed Fall Semester 2015. The person being filmed would, of course, need to give their permission. **Mark Kasoff** suggested it would be a good idea to see a finished product before CCTV broadcasts and before ICL makes any additional commitment. The Institute for Continued Learning will need to find a secure storage area on campus for the filming equipment CCTV will provide.
- Phil Hanni Student Scholar Award: **Hardin King** proposes to increase the award from \$300 to \$500 for the six undergraduate students who are selected. This means that an additional \$1200 per year would need to be raised. **Hardin King** proposes two scenarios in which this can happen: 1) A segregated Phil

Hanni Student Scholar award fund operating under the 501(c)3 status of Willamette University to which any interested person may donate 2) Or, raise the membership fees by \$8 to cover the additional amount needed. There was extensive discussion about this proposal. **Charlene Robbins** explained how the segregated fund operates. There was discussion about whether the current \$300 award could be considered sufficient; whether the award should be expanded to include graduate students, and whether the students considered the award more as recognition of their work rather than as just a monetary award. **Mark Kasoff** said it appears there are several things to consider and suggested the agenda item be tabled for the next meeting December 3rd.

Membership Services – Eunice Porter

- **Eunice** said only two members have not completed the on-line application and they refuse to do so for personal security reasons. **Dave MacMillan** is now able to generate several reports using the query feature of the database.
- There was discussion on ICL member participation. It appears some members, even though it is a requirement of membership, for various reasons do not participate in the operation of ICL. Participation by the newer members is working well.

Secretarial Services – Franca Hernandez

- **Franca** said she is still working on the bulletin board.
- **Mark Kasoff** is working on a summary page of ICL policies to be posted there.

Social Services –

- **Ruthann Panck** informed the Board **Henrietta Griffiths** sent a sympathy card on behalf of ICL to **Peter Rasmussen's** wife, Cindy. **Ruthann Panck** moved to donate the customary \$50 to the Willamette Valley Hospice on behalf of **Peter Rasmussen**. It was approved unanimously.
- **Ruthann Panck** and **Henrietta Griffiths** explored the idea of having a cookies-and-coffee gathering for the holidays for students who are far from home. **Ruthann Panck** said the school is closed for the holidays and no student remains on campus.
- The cost for the end-of-semester luncheon on December 3, 2015 will be \$14 per person. It was agreed ICL will pick up the \$4.00 and charge each member \$10. There was discussion about which guests from Willamette University staff to invite.
- **Ruthann Panck** proposed a social gathering during lunch break for February 11, 2016 titled Heroes and Sweetie Pies in which hero sandwiches and pies will be served. For lack of time, this discussion was tabled for the next Board meeting December 3rd.

Old Business:

- There was discussion about the effectiveness of the guest policy. It was reiterated that non- members may not ask questions nor make comments and their presence needs to be sponsored by a current ICL member. It was agreed that it is difficult to distinguish members from non-members without name tags.
- **Mark Kasoff** said he would like to see more feedback about the non-ICL presenters on ICL's website.

Respectfully submitted by Franca Hernandez

Board Secretary

Meeting adjourned at 10:25 am.

Next meeting: December 3, 2015 in Montag after the end-of-semester luncheon