

**ICL Board Meeting Minutes**  
**Thursday December 3, 2015**  
**2:30 pm**  
**Ford Hall Room 122**

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, Henrietta Griffiths**

**Guests: Deborah Ehlers, Dave MacMillan**

**Minutes** of the November 17, 2015 Board meeting were approved unanimously.

**Play Committee: Deborah Ehlers** requested a budget of up to \$200 for the March 17, 2016 production. She said that productions incur expenditures such as copying costs for scripts and acquisition of certain props or costume pieces. While every effort is made to find items in thrift shops, from cast members and through Willamette University's costume shop, other items often need to be purchased. It was agreed that printing and copying can be done on campus under the ICL account with such costs included in any \$200 allocation. Charlene Robbins noted that receipts are required for reimbursement. Alice Sorensen moved to approve up to \$200 for Play Committee production costs. Approved by the Board unanimously."

**On-line ICL Records Tracking: Dave MacMillan** said over the last seven months he has been working on developing a method of tracking membership records. He is still fine tuning the customized reports for access by the ICL Board and for specific ICL members. **Dave MacMillan** brought up on the big screen in Room 122, the database and demonstrated how it can be used. He is open to hearing suggestions for improvements, additions, or if there are problems with the links. He said there are to date 159 members and 59 on the waiting list. There was extensive discussion about its use and compliments on how detailed and informative the information was presented.

**Budget/Treasurer - Charlene Robbins** said there were no updates since last report November 17, 2015.

**Information Services – Peter Ronai and Mieke Visser** said they had nothing new to report.

**Curriculum Services – Tom Zook** said he had nothing new to report.

**University Support Services --**

- **Hardin King** reminded everyone about the visit to the CCTV studio after the Board meeting to meet producer **Mark Hernandez**. The Board can then offer comments and suggestions that could help to move this project forward. The four sampler DVDs distributed among the Board were prototypes of lectures which could be broadcasted to the general public. There was input from those Board members who saw the DVD presentations.
- The Associate Vice President of Academic Affairs, **Jennifer Chambers**, announced the hiring of **Karen Howard**, new administrative assistant. **Karen Howard** will support the administration of critical management activities related to finance, operations and personnel. She will also be the new contact for ICL scheduling requests. Her first day was November 30, 2015. [klhoward@willamette.edu](mailto:klhoward@willamette.edu).
- **Hardin King** informed the Board that ICL member **Winston Dudley** was in ill health and had not been able to attend presentations lately. **Winston Dudley** would welcome cards or calls from ICL's members.

**Membership Services – Eunice Porter** informed the Board no new members will be joining ICL for Spring Semester.

**Secretarial Services – Franca Hernandez** had nothing new to report.

**Social Services –** The Board complimented **Ruthann Panck** and **Henrietta Griffiths** for the successful Halloween coffee and pastry gathering and the end-of-semester holiday lunch. There was discussion on whether to follow up on the idea of a lunch February 11, 2016 titled *Heroes and Sweetie Pies* in which hero sandwiches and pies would be served. There was discussion about whether there was time given the day's full presentation schedule. There was discussion about another day or even to have it earlier in the day before the classes start. No decision was made at this time.

**Old Business –**

- **Mark Kasoff** asked the Board to consider **Hardin King's** proposal to increase the Phil Hanni Scholars Award from \$300 to \$500. There was discussion on the merits. **Tom Zook** said most of the people involved in the award expressed the opinion it was not necessary to increase it. **Charlene Robbins** informed the Board the students receive monies in excess of the \$300 to cover taxes plus Willamette University students are eligible for other awards. It was agreed to keep the award at the current amount.
- **Eunice Porter** asked the Board if anyone was receiving scam emails with the subject line "ICL-Inquiries" which was intended to only sell cosmetics. One or two said they had received similar emails and were careful to not open them.

Respectfully submitted by Franca Hernandez

Board Secretary

Meeting adjourned at 3:30 pm.

Next meeting: January 19, 2016 in Ford Hall, Kremer Board Room at 9 am.