

ICL Board Meeting Minutes
January 19, 2016 Tuesday
8:30
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, Henrietta Griffiths**

Minutes of the December 3, 2015 Board meeting were approved as amended.

Budget/Treasurer - Charlene Robbins submitted the Treasurer's report via email. **Ken Panck** asked why in the balance sheet did the Liability and Equity not equal the Assets. **Charlene Robbins** says she will review it.

Information Services – Peter Ronai said that he has been working with Tom Zook on the 2016 Spring schedule, And communicating announcements to the ICL membership. Mark Kasoff explained about the specific links for ICL members who want their one free ticket to the Atkinson Lecture Series presentation by Reza Aslan.

Curriculum Services – Tom Zook said he will continue through Spring semester 2016 as Director of the Curriculum Committee because unable to find someone at this time to take over his duties. **Don Gallagher** has stepped up to assist him while seeking a replacement. **Don Gallagher** will make a presentation to the membership at the opening semester coffee gathering to advise ICL is recruiting for a new Curriculum Committee director. **Tom Zook** proposes changes to the position. For example, have one committee director and an assistant to whom to delegate some of the duties of the director. **Tom Zook** said it was a big job to recruit presenters and also do follow up. The director's term is four years. Good news is he was able to recruit more volunteers to the committee. **Tom Zook** also informed the Board he has had two presentation cancellations so far.

University Support Services – Hardin King

- **Spring Semester 2016 Filming for CCTV** – With new portable cameras and better lighting, filming and editing of the ICL presentations for broadcasting to the local community has been greatly enhanced. CCTV producer, Mark Hernandez, is excited about the quality of ICL presentations.
- **Storage of the Filming Equipment** – **Hardin King** and **Dave MacMillan** met with Trina Morgan, personnel responsible for Ford Hall, to see if she can allocate a safe storage place for CCTV equipment. She said she first needed a valuation of the equipment for liability issues.
- **Parking for Members** – **Hardin King** says this past Fall ICL Board agreed to cover for the 2015-2016 additional \$30 charges for those ICL members who had been willing to give up parking in the Willamette Historical Center to those with mobility concerns and instead park at the more expensive and farther parking lot at JIUA softball lot. Only \$60 has been expended so far he said. His understanding was that the Board had this past Fall agreed to cover up to \$200 for the extra expense of the parking exchanges. **Franca Hernandez** said she will check the minutes.

Membership Services – Eunice Porter informed the Board that nothing has changed and there will still be no new members joining ICL for Spring Semester. There are about 75 people on the waiting list. **Eunice Porter** will contact via letter those members who have not come to ICL presentations in a long while. **Mark Kasoff** asked to be consulted when drafting this letter. It was agreed to print the letter on Willamette University letterhead that one can obtain from the campus copy center or, as **Mieke Visser**, suggested, obtain a template.

Secretarial Services – Franca Hernandez informed the Board the drafting and finalization of the ICL Board minutes is everyone's responsibility. She said ideally from first draft to final it should take between five to seven days.

Mark Kasoff asked to review the room reservation process. After an exchange of ideas, it was agreed **Tom Zook**, Curriculum Director, will continue to make reservations for Ford Hall and Montag Den and **Franca Hernandez** will make all other reservations. It was agreed **Tom Zook** and **Franca Hernandez** will collaborate.

Social Services – Henrietta Griffitts had nothing to report. **Ruthann Panck** advised the Board **Bill Griffitts** had been hospitalized a few times since end of Fall semester 2015. Ruthann Panck will send a get well card from ICL, but Bill would also greatly welcome cards from fellow ICL members. It was reiterated that the Valentine early morning gathering will take place February 11, 2016.

Old Business –

- **ICL Rasmussen Excellence Fund – Charlene Robbins** said the balance is around \$48,000. **Mark Kasoff** asked the ICL Board if it had any ideas how to best use this money. Some suggestions proffered were: having more off-site retreats, funding the Diversity initiative, looking for ways for ICL to improve. It was agreed to table the discussion for the next meeting.
- **Changes to how an ICL membership can be used: Bob Muir** suggested asking members to select either a Tuesday or Thursday as their preferred day for attendance with the scope of allowing more people to join. Currently the membership is around 160 people. In the discussion that followed the Board members were reminded the ICL rules stipulates at least 50% participation. Attendance varies each class with no particular pattern.

Excerpts from ICL Policies and Procedures:

REMINDER OF REQUIREMENTS At the time of each applicant's acceptance of the invitation to join ICL, the *Membership (Co-)Director* will remind the applicant of the need to:

- (a) commit to attendance at a minimum of 50% of the classroom sessions
- (b) contribute to the curriculum periodically by presenting a program, or serve on a committee or on the Board
- (c) provide support to the University, its faculty, and its students, in achieving the mission and goals of the University

Respectfully submitted by Franca Hernandez

Board Secretary

Meeting adjourned at 10:00 am.

Next meeting: February 16, 2016 in Ford Hall, Kremer Board Room at 9 am.