

**ICL Board Meeting Minutes**  
**Tuesday April 19, 2016, 09:00 am**  
**Ford Hall Kremer Meeting Room**

Present: Peter Ronai, Charlene Robbins, Mark Kasoff, Ken Panck, Ruthann Panck, Eunice Porter, Alice Sorensen, Don Gallagher, Toni Peterson, Tom Zook, Hardin King, Robyn Shelby, Bob Muir, Mieke Visser

**Minutes** of March meeting were approved

**Treasurer:**

1. Charlene reports that we are within budget but expenses coming up soon (such as the end of the year lunch and \$4,500 donations to various groups) could tap reserves.
2. We have a deficit only in social services.
3. We've had 6 members or former members pass away this year.
4. The current fee structure should be comfortable for next year.

**Curriculum Committee:**

1. Tom reported an emergency alert drill scheduled for this morning and asked everyone to turn off cell phones from 11:30 to 12:30.
2. Tom also reports that everything for the remainder of this term is complete.
3. Don Gallagher presented a series of recommendations to delegate some of the responsibilities of the of the curriculum director. The board agrees that the curriculum director's job description changes be addressed by a committee by the end of the year.
4. Peter was concerned at the proposal to reduce the honorarium for a one hour presentation from \$150 to \$100. Charlene was also concerned at the one hour decrease from \$150 to \$100, but agreed that a two hour presentation should be deserving of a larger honorarium than a one hour presentation. Mark felt that an increase for 2-hours to \$200 would **require** a decrease for 1-hour to \$100. Since next fall's schedule has been done with the current fee schedule we will visit this issue again to possibly make a change for spring. The director currently has the discretion to increase to a maximum of \$300 regardless of number of presenters. Charlene added that faculty

always get \$15 extra for “fringe benefits”. This is a university “requirement”.

5. It was suggested that Dave’s position should be on the board as Technical Services Director. This would require a constitutional amendment and therefore would require approval at the Annual General Meeting. Dave will also need an assistant, though there is no current member with suitable qualifications. There was discussion about who would handle microphones, which is not a function of the Technical Services person, but of the session moderators. Microphones for Montag functions can be handled by the Social Services Director(s), as this can be done currently with table arrangements. Ken recommended that a committee write a job description for the the new position of Technical Services Director (Bob asked this be done before the end of the year). Peter reminded the meeting that a new Board position needs approval at the AGM, and the nominee(s) need to be posted on the notice board a month before the ABM.

#### **Information Services:**

1. Peter said that more presenter evaluations have been received, but not very many more. A spreadsheet showing all evaluations will be made available to all board members at the end of this semester.
2. Peter will solicit updates of contact information from members for the 2016-17 Membership Directory. Until Dave MacMillan’s new database is fully integrated into ICL’s record system, contact information must be entered into 4 different databases.
3. Mieke said the Fall Schedule is proceeding slowly.

#### **University Relations:**

1. University Support Services has updated the job description, which has been uploaded to the ICL web site. The nominee for USS Director (Kasia Quillinan) was provided a copy of the revised job description and other critical information; Hardin will continue to work while nominee transitions into the role.
2. Hardin will also work with Kasia on the CCTV project to smooth the transition.
3. A legal agreement between CCTV and Willamette Univ. is pending; this will make it possible to store CCTV’s equipment at Ford Hall. Hopefully by next fall regular scheduling/ showing schedule will be established.

Both the USS Director and CCTV recorder have permission forms for the presenters; the goal is that on the first communication this permission can be established whenever possible. Mark has reservations about potential presenters being informed about the need for CCTV permission before committing to a presentation, particularly (according to Tom) if the initial contact is made by e-mail.

4. With new CCTV equipment ICL members should not be needed to operate the equipment.

### **Membership Report:**

1. Eunice will be collecting dues starting today. Checks won't be cashed until June.
2. The waiting list is about 76; about 15 new members will be added.

**Secretarial Services:** No report.

### **Social Services:**

1. Invitations to the end-of-year luncheon have been sent out to selected Willamette staff.
2. Menu for the end-of-year luncheon is now available.
3. The date for the summer picnic has been set for Wednesday, August 24th. Jan Miller will again make the arrangements.

### **Old Business:**

1. Bob Muir will be meeting next week with Marlene Moore to discuss the status of Willamette Academy. The future of the academy is uncertain but the university is said to be committed to the program. It is agreed that we make the same donation this year of \$1,500.00 with the understanding that the University remains committed to the program.
2. Future possible contributions to be considered are to the theatre program (advocated by Bob) and Hudson Book Fund (traditionally supported by ICL). Mark will request information to evaluate their needs.
3. Field trips fill very quickly; we might need to consider some changes in the future. The need for a new field trip coordinator will be announced.
4. An awards ceremony on campus honored all students who received scholarships. Listed first in the program were the Hanni Scholars with Erin Hanni.

5. President Thorsett will give the address at next year's opening session.

Respectfully submitted by Robyn Shelby

Board Secretary

Meeting adjourned at 10:25 am