

# ICL Board Meeting Minutes

## Tuesday May 3, 2016, 2:25 pm

### Montag Conference Room

Present (Directors): Charlene Robbins, Mark Kasoff, Don Gallagher, Alice Sorensen, Mieke Visser, Robyn Shelby, Toni Peterson, Peter Ronai, Ruthann Panck, Ken Panck

Guests (Retiring Directors): Eunice Porter, Bob Muir, Hardin King, Tom Zook

Absent: (Directors) Kasia Quillinan, Jan Svingen

**Minutes** of April meeting were approved.

The board discussed ICL donations for next year. Bob Muir spoke with Dean Moore and agreed that a \$1500 donation to Willamette Academy would be appropriate. A donation of \$1500 to the Hudson Book Fund was suggested. Mark contacted the theater department about a donation. He is waiting for them to respond with details of how the money would be used. We have given to the music department before; next year we will consider donating to a different department each year. Ken moved to approve these three \$1500 donations; motion is seconded. Mark will send letter to donor relations. Ken suggests sending a copy of the letter to the dean.

Solveig purchased some new Greenberg videos for \$154.95. A decision to reimburse that amount was postponed until it was determined that none was a duplicate of what we already have. The board approved a motion to reimburse those videos that are not duplicates.

Eunice purchased supplies for the end-of-year luncheon table centerpieces for \$41.20. She has submitted receipts to Charlene.

#### **Treasurer:**

Two reports will be going out to the board soon, the second should include the final transactions. End of the year budget status looks fine. Derek Stables has requested reimbursement in the amount of \$92.45 for videos purchased that were used in his presentations. There was discussion about the mechanics of approving reimbursement of expenditure requests. Don asked for a clarification whether the Curriculum (Co-)Director should have discretion to approve such requests. The Board decided that Mark should send Derek an e-mail to the effect that: unless they [the DVDs] are donated to ICL, they can not be reimbursed. Reimbursement requests should be pre-approved by the curriculum director with subsequent support from the board.

#### **Information Services:**

- 1) Peter said that a spreadsheet of member evaluations has gone out to Board members, mainly so that the curriculum committee can decide whom to have back. Only outside speakers are evaluated. The scores were very high; curriculum committee has done a great job. Peter will resend to a few who did not receive the spreadsheet.
- 2) Peter is working with Dave MacMillan to integrate Dave's spreadsheets into the ICL record system, but this is proving to be very challenging. Peter has solicited updates for the

Membership Directory, and will forward updates for the Directory to Dave to implement in his database.

- 3) Dave will be a temporary active assistant until he can be voted onto the Board. Bob suggested that the one-month posting rule can be suspended; we will revisit this in the fall.
- 4) Mieke is working on the photos for the directory. Previously used software, Picassa, has been replaced by Google Photos. All photos have been transferred to Google Photos, but Google Photos does not provide the RSS feed we used to link photos to our Photo Galleries. Mieke is working with the Web Dev (Web Development) staff on this.

#### **Curriculum Committee:**

Fall curriculum is posted with a few empty spots but all will come together shortly. A list for spring is in progress.

#### **University Relations:**

Kasia and Hardin have met to give to Kasia the critical contact information that she will need. Hardin will visit the faculty and staff on campus to thank those who have helped us this past year; Kasia will accompany him to meet those contacts.

#### **Membership:**

- 1) As of last Thursday there are 87 on waiting list; there are currently about 8 openings, but current members have until May 31 to pay next year's dues. Don suggests that if anyone on the list has technical expertise they should put at the top of the list, or we might consider recruiting from outside. This is a "critical need" situation.
- 2) Alice will start doing interviews this month.
- 3) Evelyn is considering doing the photography for the interviewees, however this is not confirmed. Ruthann asked if the university requires any periodic update to ID photos; Hardin responds that this is up to the safety office. For our directory there is no requirement to update photo.

**Secretary:** No report

#### **Social Services:**

- 1) Cards were sent to Roz Shirack and Fran Witteman.
- 2) We are confirmed for August 24th for the summer picnic. Ruthann will contact Jan Miller to see what to bring. A reminder will be sent.
- 3) Ruthann will contact Patricia Matte, Director of Bon Appétit Catering, in August to coordinate the beginning of the year fall coffee.

#### **Old Business:**

- 1) The Moellers have agreed to be field trip coordinators.
- 2) Don raised the issue of ensuring access to the field trips in a way that is fair to everyone. When attendance is limited, the first-come-first-served process should be reconsidered. We might consider a lottery system. Defining the field trip as beginning "on site" could negate the university's liability concern.
- 3) Ken suggests a pin be given (in place of certificate) to board members, committee members and anyone making a contribution. Ken will find out the price and we will revisit this issue. There was discussion about who should be responsible to decide the qualifying criteria; a

committee might be necessary to decide what qualifiers we adapt. Peter has gotten lists of secondary volunteers. They appear in the printed directory.

- 4) The printed directory should include lists of all committees; Don and Peter can work on this to implement by July (Bob Muir will help).

Respectfully submitted by Robyn Shelby  
Board Secretary  
Meeting adjourned at 3:33 pm