

ICL Board Meeting Minutes  
Tuesday September 20, 2016, 09:00 am  
Ford Hall, Kremer Board Room

**Present:** Mark Kasoff, Peter Ronai,, Charlene Robbins, Toni Peterson, Jan Svingen, Don Gallagher, Robyn Shelby, Kasia Quillinan.

**Guests present:** Franca Hernandez, Carol Moeller, George Moeller, Dave MacMillan, David Engen.

**Absent:** Mieke Visser, Ken Panck, Ruthann Panck, Alice Sorensen

**Minutes** of the May 3, 2016 board meeting were approved. Mark recommended 3 changes to the minutes of the 2016 Annual General Meeting; the minutes were approved with those changes.

**Field Trip Report:** George and Carol Moeller presented an itinerary for the field trip planned for November 10, 2016. Don stated that this had already been reviewed and approved by the Curriculum Committee. The trip will begin at DPSST (Department of Public Safety Standards and Training) with a 2-hour tour. Lunch would be at Gilgamesh Brewing Company and would include a tour of the brewery. The afternoon would include Covanta Energy Waste Facility and Salem Recycling and Transfer Station. One bus would be available; it would accommodate 56 members. The cost per person would be approximately \$40. A motion to have ICL subsidize \$20 per person to keep the individual's cost at \$20 was put forward. Motion was seconded and approved.

**ICL Play Committee:** Franca has proposed The Mousetrap by Agatha Christie for the spring play. The performance fee is \$100 and fee for sound effects and visuals is \$75. It is planned for March 14, 2017 in Ford Hall. A budget of \$200 was requested; Charlene said that this was already included in the budget. A motion to approve this request was passed unanimously.

**Technical Support Services:** Dave MacMillan has written a job description for a new directorship position on the board. Mark has already informed Jennifer Chambers, and she is in full support of this addition to the board. According to Article 12 of the ICL Constitution this could be approved by a vote of the membership as early as Thursday, October 4. A motion was approved to present this to the membership for a vote during the Oct. 4 session.

**Treasurer's Report:** Charlene states that the report has been sent to all board members. She will be gone for 2 weeks beginning next week, which will cause a

delay in bill payments. We started this year with approximately \$3000 more than last year. This is Charlene's last year as treasurer, so we need to start working with a successor. Dave agreed to look at current members as well as the wait list to identify someone with math/accounting skills.

**Information Services:** Peter states that Willamette's Copy Center did their usual excellent job printing the new directory. Requests for changes have come in after the deadline; the printed directory cannot be changed past deadline, however the online directory will be regularly updated. Peter has updated the online Directory and the file for next year's printed Directory, as well as the ICL membership database, with the late changes. Mail Services at the Putnam Center has informed Peter that ICL's mail has not been picked up. The Secretary was not aware that the mail was being held by Mail Services, but will pick up the mail from this point forward with consistency. Mieke Visser, absent from meeting but communicating by email, states that fall schedule updates are nearly done. She plans to meet with the ICL Historians in the next month to get photos and meta-data ready for the Willamette archivist.

**Curriculum Committee:** The first 2 weeks have gone well. The fall schedule is filled. Toni reports that next month they will start populating the schedule for spring. Peter will be responsible for posting the spring schedule on the ICL website. The Curriculum Committee plans to meet monthly. Kasia has taken on responsibility for parking.

**University Relations:** Kasia is still working to have all ID cards capable of opening the side door to Ford Hall, and to have all money transferred from old cards to new. On Thursday September 22, campus security plans to bring coffee and donuts to Ford to apologize for some of the frustration caused by this issue. Kasia says that there has not been a consistent way for presenters to receive and return a release form before their presentation. Speakers should be notified at least one week prior to their presentation. This will be discussed at the next board meeting. Dave indicated that there were some issues with the new CCTV person; Alan has been notified and agrees to intervene to address these issues.

**Membership:** Alice, not present but communicating by email, states that we have 13 new members. With the passing of Adrienne Steele we can take at least 1 new member in January and probably up to 4, since some emeritus members did not attend in the fall. We have 12 on the waiting list for next fall, who need either to join or drop off the list and reapply when they are ready. We currently have 90 on the waiting list.

**Secretarial Services:** Nothing to report.

**Social Services:** A November 3rd Harvest Coffee is being considered, but more details will be available when Ruthann returns.

**Old Business:** Dave mentions that members are having difficulty obtaining WITS e-mail accounts. A form which requires a “sponsor” is now necessary. WITS has asked for a list of current ICL members complete with contact information, so that they can refer to that list for ID purposes. A suggestion was made to establish our Membership Director as the sponsor for any member wanting an account. Member accounts are more limited than student accounts; for example our members cannot check money balance on their cards, whereas regular students can. Mark said that he would discuss these issues with Jennifer Chambers. Mark suggests that we solicit feedback from members regarding how we feel about CCTV being in Ford 122 during classes. Speaker fees will be discussed at the next board meeting.

Respectfully submitted by Robyn Shelby  
Board Secretary  
Meeting adjourned at 10:30 am