

**ICL Board Meeting Minutes**  
**Tuesday October 18, 2016, 9:00 am**  
**Ford Hall, Kremer Board Room**

**Present:** Mark Kasoff, Peter Ronai, Jan Svingen, Alice Sorensen, Charlene Robbins, Don Gallagher, David MacMillan, Kasia Quillinan, Mieke Visser, Robyn Shelby

**Guests:** David Engen

**Absent:** Toni Peterson, Ken Panck, Ruthann Panck

Minutes of September Board meeting were approved.

**Announcements:**

- On October 4 the membership unanimously passed two motions: first a motion to include the Director of Technical Services as a Board position, and second to approve Dave MacMillan as Director of Technical Services.
- Welcome new Board member Dave MacMillan.
- Mark has met with the new Dean of Liberal Arts, Ruth Feingold; she is interested in presenting to us. He has also met with Shelby Radcliff, Vice President of Development; she has also requested to meet with us. Ed Whipple is new Vice President for Community Services; he would like to discuss opportunities for members to be involved in campus activities.
- Mark has spoken with Carol Long about including additional capabilities on our ID cards. Carol doesn't want our guest cards to be equal to student cards, but will look into enhancing the use of our cards.
- Mark recently received a call from a NYT reporter who was researching university adult education programs for retirees; we might be included in her article. She said that, compared to the other programs that she has investigated, ours is one of the best.

**Treasurer report:**

- The mail that accumulated since last spring included several thank-you notes; it was suggested that these notes be mentioned during announcements and then kept in an archive. Suggested also to post them on the Bulletin Board.
- There has been a response to the request for someone who would be willing to succeed Charlene at the end of her term as treasurer. Lester Reed and Ingrid Brandt have volunteered to take the reins.
- Charlene states that the balance in our operating budget is \$26,319 as of October 10. Kasia would like to see the balances broken out to show operating budget, savings and gift accounts separately. Last year we did not spend our entire operating budget; we might discuss increasing the honoraria for speakers, or increasing gifts within the university.

**Information Services:**

- Peter is forwarding announcements to members by group e-mail.
- Mieke is working on fall schedule, and it is going well.

**Curriculum:**

- No one has come forward yet to take Don's place as Curriculum Co-Director.
- Several duties of the Curriculum Director have been delegated to other Directors. Each member of the Curriculum Committee will be asked to take a bit more responsibility. The member who is sponsoring a presenter could be asked to take some control of the session.
- Dave's database is very helpful to Toni and Don in coordinating programs for the next semester, as one of them can make additions or corrections which are then immediately available to the other.
- Robyn has taken over all the room reservations.
- For spring schedule there are many suggestions; we want to focus on the solar eclipse since we are in a unique position and we will be coordinating with the university. We are trying to get presentations that represent all of the academic areas included at Willamette. Dave's software is very helpful.
- We should discuss the future of field trips; possibilities suggested include a day trip to Fort Vancouver, Monrovia Nursery, or perhaps an overnight trip to Astoria.

**University Relations:**

- Kasia states that ID card problems are slowly being resolved and visitor parking is working well.
- Willamette requires that someone from ICL be present when CCTV goes into the equipment storage area.
- Kasia would like to have contact information for the presenters as soon as possible; it would help to be able to give CCTV plenty of advance notice. We will return to this issue next meeting.
- It is suggested that members get a list of the discounts and perks that are included with membership.

**Membership:**

- Alice states that there are currently 159 members, and 95 on the waiting list. We can expect to add 4 new members in January. Alice will begin to invite people during the holiday season.
- Members who are inactive will be contacted.
- Alice will schedule a follow-up meeting for new members.
- We might want to put out a general email asking if we can help in any way to make it possible for members to participate regularly. Alice can draw up a letter to express the importance of attendance, and will run it by the Board before it is sent out.

**Secretary:** No update

**Social Services:** Jan reminds us of the Harvest Coffee on Nov. 3 at 9:00 am in the Wilson-Hines Room (Goudy). Members will be asked to bring treats. Peter said it should be on the schedule, as it requires coming in at a different time.

**Technical Services:** Dave submits this activity report:

- Been working with Curriculum Committee chairs mostly on ways to make their huge job easier. Created spreadsheet tools.
- Working with Bob [Muir] on the WU Liberal Arts Categories. The intent for me is to put those categories into the schedule reports. Should be a good tool for Curriculum Committee and ICL Executive Director when creating reports for Willamette U.
- Ready to share a list of members with WITS when the board decides what information to provide them.
- I have done some research on a better pointer, but haven't found 1 that I like yet. Most are either red or green and I think those are the 2 colors that some people can't see. Looking for blue.
- Haven't taken the time to test the "around the ear" microphone yet.
- Problem with Ford PC: Windows 10 apparently wants to default to the sound card it detects when it should be using the HDMI connection through the sound system. I'll keep on them to fix it. They have plans to put a new computer in there soon.
- I would like the Board to vote by e-mail on many questions I would like to bring up.

**Old Business:**

- There was discussion on the amount of information to give WITS for members wanting to open a Willamette e-mail account. The Willamette ID card should be enough to confirm ICL membership. If they want to know a sponsor, Alice could be cited as sponsor. Dave can develop a dynamic list for WITS, the library etc. Mark suggested Dave send this list to Casey Feskens of WITS.
- Honoraria structure for presenters remains unchanged until next academic year.

Respectfully submitted by Robyn Shelby

Board Secretary

Meeting adjourned at 10:22