

ICL Board Meeting Minutes
Tuesday November 15, 2016, 9:00 am
Ford Hall, Kremer Board Room

Present: Mark Kasoff, Peter Ronai, Alice Sorensen, Ken Panck, Ruthann Panck, Don Gallagher, Toni Peterson, Jan Svingen, Charlene Robbins, Dave MacMillan, Mieke Visser, Robyn Shelby

Guests: Mako Hayashi-Mayfield

Absent: Kasia Quillinan

Minutes of October 18 Board meeting were approved.

Treasurer Report:

- Board members have received a copy of the current budget. The budget does not show about \$2,000 worth of bills submitted to, but not yet paid by, the WU Accounting Dept.
- Lester Reed and Ingrid Brandt will be shadowing Charlene next semester and will be ready to take over the Treasurer's duties next year.
- 20 copies of the book selected for discussion by ICL have been ordered, it might be helpful to implement a sign out system in the future. These copies might be offered to members for a nominal fee afterward, or we could look into donating the books to local organizations.

Diversity Committee:

- Mako reported that the Diversity Committee has been working very hard to bring interesting and diverse speakers to our group. However she will be taking a leave of absence from ICL. She will return to ICL but will not return to her role as Diversity Director.
- Possible successors have been suggested, Mark will contact them. It could become a co-directorship.

- Mako reported that the Diversity Committee members need a clear description of the procedures that they are to follow. Don said that they are working on that.
- There was discussion regarding the need for increased diversity among members. We could consider giving an accelerated path to membership to minorities on the waiting list. After considerable discussion there was no Board consensus on this proposal. All agreed that we should also actively recruit minority members of the Salem community to consider ICL.

Information Services:

- Peter continues to send announcements. For those without email we might maintain a buddy system. We can survey members to see if this works for them.
- The end of the semester is close; Peter is ready to receive topics for next semester. Don said that they are working hard on descriptions. Peter will be able to get this information from Dave's database. January is mostly complete.

Technical Services:

- Peter found and purchased a blue laser pointer that is working very well.
- Still working with Bob on the WU Liberal Arts Categories. We've got the categories nailed down. After automating assigning them to all of the records, some have more than one and need to be edited manually. Really close to finalizing this. I hope the Curriculum Committee can make good use of this tool.
- Sound system seems pretty well lately. Even the lapel mic is working well.
- ICL Network Accounts: From WITS: "I want to make you aware that the issues your members have expressed in relation to some of Willamette's systems is causing us to do a review of our current guest account process, which has remained fairly static for the last

20 years, despite many changes in our administrative systems, and hopefully will result in making affiliated guests more full-fledged members of the Willamette community."

- More on Network Accounts: From WITS: "We've settled on a procedure that will hopefully be easiest for everybody. ICL members seeking network accounts will need to visit the Help Desk in Smullin Hall (or Law 227) and present their campus ID card issued by Campus Safety. They will not be able to get an account without the ID card. The Help Desk staff will collect the necessary information and create the account immediately, then provide the ICL member with the printed output our system produces. This output has their username, a temporary password, and instructions for changing the password to one of the account holder's choosing."
- We will work toward greater transparency of Board meetings. Peter will send an announcement when the minutes are posted on the website. Mark is available for requests for items to add to the agenda. A motion was put forth to add Board meeting dates/times to the class schedule. This motion was approved.

Curriculum:

- Toni and Don are wrapping up fall semester; spring semester is potentially over-booked. They are working to get personal information so that it can be posted.
- Don has committed to serve as Curriculum Co-Director until the end of this year. [For a new Co-Director] the learning curve is intense. The Board is responsible for recruiting successors. So far no potential candidates have been proposed.
- The programs have been excellent; we continue to seek feedback.
- The field trip went extremely well. We might make sure that future tour guides understand that we ask a lot of questions, and that hearing issues might need to be considered.
- Dave will look into microphone options that we might be able to provide.

- It was suggested that the tour guides might come and give a presentation before the field trip so that we can be better informed.
- Field trip options being considered for next term are: Monrovia nursery, Fort Vancouver, or an overnight to Astoria.

Membership:

- Alice has sent a letter to all members emphasizing the importance of attendance. At least 2 members are reconsidering their membership as they feel they cannot meet that commitment at this time.
- Mark will send letters to members who are not attending regularly.
- Board members will all help to identify those whose attendance has not met the 50% required.
- New members will possibly meet with Alice in February to discuss the importance of attendance and contribution.
- There are 97 on the waiting list including 18 who have deferred for one year.
- 4 new members will join us for the spring 2017 semester.

Social Service:

- Ruthann and Jan will meet soon with [Bon Appétit] to finalize the menu for our end-of-the-year social.
- Solveig is working to arrange for a student instrumental group to perform for us.
- Eunice will be doing the center pieces.
- A motion is put forth to have the “Heroes and Sweetie Pies” event on Valentine’s Day from 11:30 to 1:30. The motion is approved.
- There will be a \$10 per member fee for the fall end-of-semester luncheon.

Old Business:

- The Board will continue to discuss possible ways to use the Peter Rasmussen fund.

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