

ICL Board Meeting Minutes  
Monday December 12, 2017, 1:00 pm  
Ford Hall Kremer Board Room

**Present:** Mark Kasoff, Ken Panck, Ruthann Panck,  
Jan Svingen, Don Gallagher, Alice Sorensen, Mieke Visser, Dave  
MacMillan, Robyn Shelby

**Absent:** Peter Ronai, Toni Peterson, Charlene Robbins, Kasia Quillinan

Minutes of November Board meeting were approved unanimously.

**Treasure's Report:**

Charlene was absent but had submitted her budget report via e-mail to all Board members. No questions or comments were voiced.

**ICL Appreciation Pin:**

Ken has been working on a suggestion that we replace the recognition certificate with a 1-inch round pin that could be worn on a campus badge. The cost would be \$1.59 per pin with a one-time set-up fee of \$130. The pin is very attractive with a Willamette logo and the words "ICL Volunteer." These would be given as recognition to those who have made a contribution. Discussion will continue at the next Board meeting.

**Information Services:**

- Peter was absent but submitted his report via email.
- Peter is entering Spring presentations on the Spring 2017 ICL Class Schedule, as the information becomes available.
- Peter will not be publishing the Spring 2017 program to the ICL web site until it is more complete. This means that the Spring 2017 Class Schedule will not be visible on the web site until shortly before the beginning of the Spring Semester [most likely at the beginning of the

New Year]. However, the Curriculum Committee has access to the information it needs on one of Dave MacMillan's spreadsheets.

- Peter is continuing to forward announcements and other communications of relevance to the membership by group e-mail, as he receives them.
- He will forward contact information on the new members joining ICL in January, to the current membership by group e-mail, as well as adding the new members to the online Membership Directory. [They will be added to the printed Membership Directory when it is next published in summer.]
- Mieke reported that she has been working on the photo galleries. All photo galleries are now pointing to the new location, which is Google Photos. She has spent time with the historians to identify the members in the photos so that they can go to the processing archivist.
- Our policy for weather closings should be on the ICL website; Dave will add a link and Mieke will create a document that can be available.

### **Technical Services:**

- Working with Carol and George Moeller, Field Trip Coordinators, on a new form called "Field Trip Suggestion Form" and reports. Anyone will be able to submit ideas for field trips, which go into 1 file and sorted report(s) (spreadsheets). This is a work-in-progress. When it is ready, we'll submit it to Peter to post along with the other reports online.
- Added a new tool (sheet) to create a filtered email list - for IT/IS. Makes it easier to create an email list for a subset of members with special interests or experience in a particular subject: e.g. writing, snowshoeing, birding, etc. - Possibly used to create email list for ICL clubs or the like.
- Continuing to work with the Curriculum Committee: Training with Toni and Don in November on using reports/sheets.

- Added new tools (reports/tabs) to "CURRICULUM FORM: SPRING 2017": "Empty Slots" (shows available time slots), "COMPLETED", "Post to Web" (formatted schedule info), "Contact Info" (Presenters w phone and/or email info).
- Working with Peter on a formatted report that fits the info, order, and format used on webpage schedule posted. Fixed problem and made changes to "Post to Web" tools that make more sense.
- Now have 3 sign-off columns for use by Curriculum, IS, and IT.
- Up-to-date on posting finalized presenters to the schedule reports.
- Bob Muir and I got together to "finalize" Liberal Arts Subjects for all 870+/- presentations in the schedule database, made sure there was only 1 per entry.
- Next thing to do is writing up documentation and guidelines for the Curriculum Committee to follow when scheduling.
- I was tasked with looking into some kind of sound system for field trips. Individual devices for 60 people would be too expensive for just 2 days a year; could be rented, but still very expensive (\$2200-\$2300)
- Alternative: Microphone/headset and small speaker box carried by tour leader (or other?) wired or wireless with costs from \$25 to \$125
- Two types of the microphone/ headset were presented. The Board approved a motion to order both options for a trial and keep the one that works best for us.

### **Curriculum Committee:**

- We are tentatively planning our next field trip, which will be to Monrovia Nursery. We will be there in the morning, have lunch in Dayton, and visit another site of interest on the return trip.
- Only 4 slots remain open for spring semester.
- Over the past year presentations by Willamette professors have constituted a larger percentage of total presentations than usual.
- In January the Curriculum Committee will discuss the process for inviting, confirming and paying presenters, and for requesting

reimbursement. They will work to complete documents that will accurately describe these processes.

- We are still looking for a member to take the role of Curriculum Co-Director next year. A job description for this position is challenging because the responsibilities are continuously evolving.

### **University Relations:**

- Kasia was absent and submitted her report via email:
- A few more parking permits are available for new members in January; the cost is pro-rated to \$57. See Kasia for details.
- CCTV is going along reasonably well. A couple of additional volunteers are needed to help set up and operate the cameras when Shahrom is not available. Shahrom will do “on the job training” for a couple of days in January.
- No broadcast schedule is available yet.
- It would be very helpful to have names and contact information of presenters at least 2 weeks in advance so that there could be adequate time to arrange parking permits and CCTV.

### **Membership:**

5 new members will start in January. There will be 2 different orientations. Photos will be given to Peter for addition to the Membership Directories, and then to campus safety (campus safety can now use our photos so that new members do not need to have an additional photo taken). The importance of participation will be emphasized.

### **Secretarial Services:**

Venues have been confirmed for next semester for most events; a few of the groups are still awaiting confirmation for a request.

### **Social Services:**

- Ruthann informed us that the food that was unused due to the snow closure of ICL, was put to good use. The food went to the Salem Men's Mission, and the desserts were taken to the dorms for the students. The cost of the drinks was deducted from our bill.
- For the Valentine's Day *Heroes and Sweetie Pies* luncheon, the cost would be \$9.95 per person to have Bon Apétit provide the food (sandwich fixings, potato salad, potato chips or approved salad and pie) as opposed to our bringing the food, as we have done in the past. The consensus of the Board was to have Bon Apétit provide the food as above, and have members make their own sandwiches from the fixings provided by Bon Apétit.
- Eunice has 13 table centerpieces that she made for the luncheon; the Board voted unanimously to have them donated to the Center 50 Plus.

### **Old Business:**

- Honorarium structure was discussed. Mark said that the honorarium for 2-hour speakers could be raised to \$200 and that for the 1-hour presenters lowered to \$100. This should result in little impact to the budget. Charlene will examine in more detail what impact this would have. We will discuss this again next meeting.
- There was discussion about using the Rasmussen Fund to have a special event next fall to celebrate the 25<sup>th</sup> anniversary of ICL. We will discuss this again at next meeting.
- Dave put forth a motion to establish a group of members who would submit articles to *The Collegian*. The motion was passed; Peter will send an email to see which members might be interested.

Respectfully submitted by Robyn Shelby

Board Secretary

Meeting adjourned at 2:35 pm