

ICL Board Meeting Minutes
Tuesday March 21, 2017, 09:00 am
Kaneko Room 121

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

Guests: Lester Reed, Ingrid Brandt, and David Engen

Minutes of February meeting were approved unanimously

Announcements: A suggestion was made to make a donation in formal recognition of the passing of Roger Gillette. Charlene will contact Rick Davis, pastor of the Unitarian Universalist Church, for advice.

Treasurer's Report:

- ICL received a donation in the amount of \$60 from friends of the daughters of Gene Fletcher. The Board agreed that it would be appropriate to use this as part of our anniversary celebration. This idea was approved; Mark will consult with the Planning Committee.
- The budget is in good shape.
- Toni explained that there is an unusual situation regarding the payment of the honorarium to one of our recent presenters. Nick Card, presenter of "Archaeology—A Life in Ruins" on February 21st, is not a US citizen. Nick is aware of the challenge that this poses. Charlene has made an attempt at payment that was rejected by WU owing to insufficient information. A motion was made for the Treasurer and the Curriculum Co-Director to pursue this task with the help of WU Professor Scott Pike; the motion passed unanimously.
- Charlene would like projections for next year's budget from Directors and committee chairpersons. Mark will send a memo to these members with indications of which committees have gone over budget this year.
- The St. Patrick's Day cookies were much enjoyed; this expense had received prior approval by the Board via email.
- There have been 50 or 60 responses to the field trip survey. The Board will discuss this at next meeting.
- Lester Reed and Ingrid Brandt will take over as Treasurer Co-Directors after the next Board meeting.

Information Services:

Peter states that he has been busy with routine activities such as forwarding information to members, and completing the Spring Schedule.

Technical Services:

Dave reports the following:

- Turned over the 2 speakers to use on field trips to Carol and George Moeller
- Created an online form to poll members about field trips, also made a 1 page questionnaire for printing. Currently there have been 59 responses; more have opened it but didn't fill it out.
- We had some technical difficulties in Kaneko recently:
 1. Someone turned off the projector. Kevin came in and turned it back on. He has a remote control for it and showed me where there is another one in the cabinet by the microphones.
 2. At the same time the AMX panel wasn't working. Kevin swapped out batteries and got it to work.
 3. Apparently, they ordered new batteries and put them in but they weren't fully charged for some reason (even though they'd been in all night in the docking station). I'm hoping everything is good now.
- Unfortunately, the SD card with the video recording of the STEM play by Gloria Holland failed and CCTV was not able to get the recording from it. [Peter said there is software that can read corrupted SD cards, and committed to finding information on such software.]

Curriculum:

- Jim McDonald will be taking Don's place as Curriculum Co-Director. He has been a Curriculum Committee member, and is familiar with the process. Don will continue to contribute.
- Jim will be involved with the schedule for next fall.
- The first ICL class in the fall semester will be on September 5.
- We already have 35 potential presentations for the fall schedule.
- There are 15 applicants for the Hanni Scholar Program. The six finalists have been selected. We will be looking for sponsors for them.
- A proposal has been presented by George and Carol Moeller to establish a group called "Meals Around the World." It would be a small group (no more than 6) of members who would meet to share a meal from different countries.

The Board will ask George and Carol to make a presentation at our next Board meeting, and details can be discussed at that time.

- The Field Trip sign-up is full with a small waiting list.
- The Operations Document is completed. This document explains the steps to find speakers, vetting them, getting information to post on the web site, paying them, etc. Peter will post this document on our website.
- Ken stated that it important for all board members to review their job description, send revised job descriptions to the Board, and have Peter post them on the web site.
- A suggestion has been made that there be a team of members that will serve as Master of Ceremonies. This would facilitate getting each day's schedule started on time. Ken has agreed to be a member of this team. Don said that the Master of Ceremonies needs to report to the Board.

University Relations:

- Kasia states that she will continue to use the current CCTV release form as no need for change has been mentioned. All forms have been signed so far.
- A limited number of parking permits at the Willamette Heritage Center will be available for next year. They will be offered to all members. Peter will send out an announcement.

Membership Services:

- There are currently 106 on the waiting list. We won't know until the end of May how many openings we will have for next year.
- There are approximately 18 members who must drop off or re-commit. They will be contacted by June 1st.
- Orientation for new members will be in June. Campus Safety can make their cards during the summer break.
- Discussion about member ID card privileges is ongoing.

Secretarial Services:

Nothing to report

Social Services:

- An obituary was brought in for former member Betty Wiley. A card will be sent.

- Ruthann met with Tricia Matte to determine the menu for our spring luncheon. A wonderful selection has been planned.
- The cost to members for the luncheon has been \$10 in the past, but this does not cover the expenses. A motion was put forward to increase the member cost to \$12. This motion was approved by the Board.
- Ruthann has contacted the music professor to see if the student quartet that was scheduled to perform at our fall luncheon might be available for our spring luncheon. The cost that has been agreed upon was \$50 per student. We have not gotten a response yet.

Old Business:

- Ken brought examples of the volunteer appreciation pin. They look very good.
- The pins will replace the previously used certificates starting this year.
- Board members and Curriculum Committee members should get one as a start.
- Mark is willing to decide whom to give them to, and the best venue for the awards.

Next Board Meeting:

Should be after the Annual Meeting, not before.

Respectfully submitted by Robyn Shelby

Director of Secretarial Services

Meeting adjourned at 10:20 am