

**ICL Board Meeting Minutes**  
**Thursday April 27, 2017, 2:45 pm**  
**Montag Den**

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

**Guests present:** Lester Reed, Ingrid Brandt, Franca Hernandez, Deborah Ehlers, Vernelle Judy, Irene Konopasek, Carol Moeller, Lee Coyne, Evelyn Smith

**Minutes** of March 2017 Board meeting were unanimously approved.

**Announcements:**

- Irene and Evelyn shared some of their plans for the ICL 25<sup>th</sup> anniversary celebration. They are planning an event for the first day of fall semester, Sept. 5, 2017; it will include slide shows, visions for the future, and much more.
- Members of the Play Committee were present to discuss some confusion with the Play Committee decision-making process. In recent years, there has not been a permanent, dedicated committee. It was suggested that a core group of permanent committee members be assembled. This group would make play decisions and create a budget. A motion was put forth to have Deborah be the Committee Chair, motion was seconded and passed.

**Treasurer's Report:**

- As of April 26<sup>th</sup>, 2017 we have paid out \$16,649.70. There are about \$7865 outstanding bills. That will leave us approximately \$1724 under budget.
- Jim Hanson, Great Decisions presenter on February 28<sup>th</sup>, requested that his honorarium be used for a scholarship. The Board decided to add that amount to the annual donation to the Hudson Book Fund, bringing the donation to the Hudson book Fund this year to \$1,650 (see Other Business below).
- Toni is still working to allocate the honorarium of Nick Card. She is working with Scott Pike, co-presenter, to make this determination.

**Field Trip Report:**

- There were 98 responses to the field trip survey. Field trips are still important to members.

- The field trip for fall term is scheduled for October 12<sup>th</sup> at Fort Vancouver. The morning will be at Pearson Air Museum, the afternoon at Fort Vancouver. A motion to approve this trip was seconded and approved by the Board.

#### **Information Services:**

- Danny Schaffer has submitted a second article to the Collegian. It has not yet been published in the Collegian.
- Peter is making a change to the announcements. The instruction: “do not hit reply button” will be added to each announcement. Instead, an instruction to reply to the originator of the announcement will be added. An email will be going out soon about verifying current contact information for the next Membership Directory.
- Mieke will be responsible for posting the schedule to the website for the fall semester.

#### **Technical Services (notes from Dave MacMillan):**

- From Bill Nelson (April 17, 2017): A service request has been placed for the sound in the auditorium to see if the audio tech can identify the buzzing sound.
- Technical Services Update: I think things have been going smoothly lately. The sound system continues to be an issue at times, depending a lot on how the person is holding the mic. I try to adjust the levels on the fly, sometimes making adjustments almost constantly. I find that easier than trying to train everyone using the mic. You can explain how best to hold it, but when you're up there in front of a crowd, trying to remember everything you want to get across to the audience, you're not concentrating on how you hold the microphone. They tend to start out doing it right but quickly forget about it.
- Over the summer: I will work with Mieke on using the Google Sheets reports to help her populate the online version of the fall schedule.
- I might revisit an automated method of creating the ICL Membership Directory. I've attempted this in the past, but it was taking up too much time and was difficult, so I put it on hold. The main problem is integrating the photos when exporting the other information (name, address, phone, etc.) from a spreadsheet.
- Currently, it is quicker and pretty easy the way Peter does it, because most of it (renewing members) is already formatted and only the changes and additions need to be manually added to the program.

- The *disadvantage* of this method is maintaining a separate set of contact information. This is not a real high priority since Peter has his methodology working pretty well and it's needed only once a year.
- As a compromise, I could easily provide formatted text that only needs the photo added manually.
- I've also been thinking of creating a Guest Suggestion Google Form so anyone can make suggestions to the Curriculum Committee, and the data is stored in one place in an orderly spreadsheet: searchable, sorted by categories. Someday I could possibly link that sheet to the schedule database to show if and when a potential speaker has presented before.

### **Curriculum Committee:**

- The fall schedule is full. The Curriculum Committee is working to get all information to be ready to post onto the website.
- Mako is not returning next semester. Kay Gerard and Karen Trucke have volunteered to coordinate the Diversity Committee, but are not willing to chair that committee.
- Don pointed out that the Diversity Committee reports directly to the Board, not to the Curriculum Committee.
- Lee Coyne volunteered to join the Diversity Committee.
- The Curriculum Committee expressed its thanks to Ken Panck, who has agreed to organize and take care of the role of master of ceremonies before each daily session as part of the role of the Past President.

### **University Relations:**

- Kasia said that parking permits for the Willamette Mission Mill parking lot are sold out.
- Ken mentioned that we (ICL Board members) have not worked sufficiently hard to establish or maintain relationships with WU staff. This could be partially why no staff person came to our luncheon when 11 invitations were sent out. We will continue to discuss this issue at future Board meetings.

### **Membership:**

- There are 109 people on the wait list. Eighteen people elected to defer this year and will need to join next year or be dropped off. Ken emphasized that e-mail is an absolute requirement to join ICL. Alice will be more aggressive with invitations this year.

- No decision has been made yet regarding our campus ID cards for next year. Right now we are on a totally different system, but it is very likely that our new cards will be like regular student cards. However nothing is definite at this point. Our new cards will be made up in June.

**Secretary Report:**

Robyn will check the ICL campus mailbox regularly over the summer. Mail that is specifically addressed will be forwarded to the appropriate individual. All other mail will be opened and then distributed as necessary.

**Social Services:**

- Jan would like to know from members when we hear of someone's illness or death. Peter will circulate the membership when a member dies.
- The luncheon went very well. The music was wonderful, and we would like to include music in future events.
- The fall coffee events have been well attended. We will discuss at our next meeting a date for the next fall term coffee event.

**Other Business:**

- ICL's annual gifts this year will be \$1,650 to Hudson Book Fund, and \$1,500 each to Willamette Academy and the Music Department. Motion made, seconded and carried.
- Books will be donated, or sold to ICL members, by Jan (at her discretion) after the "Contemporary Literature Discussion."
- Presenters' sale of books and CDs: Presenters should be told not to treat their presentation as a book/CD promotion, but should be allowed to bring books/CDs for purchase by ICL members.
- Pins: The topic of pins recognizing ICL volunteers will be revisited at the next meeting.
- Carol Moeller proposes a small group called "Dinners Around the World." The Board supports the idea and gives Carol permission to explore the idea.
- The use of Skype for future presentations was suggested and will be considered at a future Board meeting

Meeting adjourned at approximately 5:00 pm

Respectfully submitted by Robyn Shelby (and Peter Ronai after Robyn had to leave).