

ICL Board Meeting Minutes
February 20, 2018, 09:00 am
Kaneko 121

Present: Mark Kasoff, Ken Panck, Ruthann Panck, Ingrid Brandt, Lester Reed, Mieke Visser, Peter Ronai, Alice Sorensen, Kasia Quillinan, Toni Peterson, Jim McDonald, Vernelle Judy, Dave MacMillan, Robyn Shelby

Absent: Jan Svingen

Guests: David Engen

Minutes of January meeting were approved unanimously.

Treasurer's Report:

- January changes to the budget are almost all posted.
- The budget is sound at least through next year.
- Determining the speaker's honorarium is a challenge when more than one person is involved in the presentation; most notably with a group of musicians. How do we increase the honorarium to include all performers? We need a standard process for this, and all members should be aware of what we can offer.
- A motion is put forward to pay an honorarium of \$150, with a maximum of \$300 for groups. Amounts in excess of that will require Board approval. The motion is seconded and approved unanimously.

Information Services:

- Mieke is finishing her term as Co-Director of Information Services at the end of this semester. A successor has been nominated from the waiting list.
- Peter is getting more adventurous in adding images to the Class Schedules, and he has even added a video clip to the description of one presentation.
- Favorable comments have been received concerning the website.

Technical Services:

- The new microphone at the lectern is working very well.
- Dave has put in a request for sound dampening in the Kaneko Auditorium. WITS has already had someone come to take measurements.
- Replacing the handheld microphones will be very expensive. This should be considered after the sound dampening is completed. The Board might consider this to be covered by the Rasmussen Fund. This will be discussed further after an estimate is received.
- The Hanni Scholarship has been announced and there are at least 3 applicants so far.

Curriculum Committee Report:

- The schedule is full for this semester. The Committee will aggressively begin scheduling for next fall semester at their next meeting.
- Documents including job description and procedures have been updated. Instructions to sponsors will be sent to the Committee soon. These updates should help to make the transition of Co-Director as smooth as possible.
- We are still in need of a volunteer to succeed Toni as Co-Director of Curriculum Services.
- Sharon Wright will be leaving her position on the Curriculum Committee and a successor will be needed.

University Relations:

Nothing to report

Membership Report:

- It is suggested that members could volunteer to mentor new members.
- Dave will look into a way to send a letter to people on the waiting list to keep them informed of their position on the list.

- A motion is put forward to require membership dues to be paid no later than the last day of spring semester (April 26th this year). The motion is seconded and approved. Mark will draft an announcement.

Secretarial Services:

Nothing to report.

Social Services:

- Ruthann has contacted the Director of Music about having musicians at our end of the year spring luncheon. We are waiting for his response.
- We look forward to cookies on St. Patrick's Day.

Other Business:

- Members should be reminded to keep questions and comments brief.
- The Valentine's Day coffee was wonderful.
- A proposal to do more small group learning has been made. Past experience tells us that the 2 hour presentation window is not the ideal time for this. We will try instead to encourage small groups to gather during lunch, or outside of the regular presentation. We have a presentation later in the semester on small groups and can get feedback at that time.
- Presenters in the regular Class Schedule should be prepared to present for a minimum of 45 to 50 minutes.

Respectfully submitted by Robyn Shelby

Director of Secretarial Services

Meeting adjourned at 10:16 am

