

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

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

Absent: Kasia Quillinan, Vernelle Judy

Guests: Sally Schriver, Roz Shirack

Minutes of February 20th Board meeting were unanimously approved.

Announcements:

- Thank you to the Nominating Committee, Roz Shirack, for the good work. A list of the nominees for the 2018-19 Board of Directors will be posted on the bulletin board no less than 30 days before the Annual General Meeting.
- Mieke Visser has reached her term limit as Co-Director of Information Services. An experienced person on the Waiting List has been identified and will be elevated to ICL membership in September. She will be trained by Mieke during the Fall Semester. In the meantime, there will be no Co-Director (Peter will become Director).
- Mark will forward a list of the new nominees to Carol Long.

Treasurer's Report:

- February's charges have been posted. The current year overall budget expenditure is projected to be within allocated amounts with a small carryover of funds.
- A job description for Co-Director of Financial Services was submitted to the Board. A motion was put forth to approve this description. The motion was seconded and approved.

Information Services:

- Peter sent a spreadsheet to the Board that includes the speaker evaluations that have been submitted. The Curriculum Committee also distributed an evaluation form and got too few responses to be helpful. We might improve our data collection, or we might abandon the whole thing. This will be brought up for discussion during this afternoon's member feedback session.

Technical Services:

- At last month's meeting, the Board approved the purchase of a Mail-Merge add-on for Google Docs. Dave was able to put that to use right away.
 - An email was sent to 108 people on the waiting list, letting them know where they were in the queue. This could be repeated again in August or September after new members have been taken off the waiting list.

- Emails were sent to the 34 Hanni Scholar applicants letting them know that their application had been accepted. There was a glitch in the system having to do with the date and time submitted that Dave can't explain but was caught before sending out any notifications that might have been in error.
 - Follow-up emails were sent to the 6 finalists and their faculty sponsors, as well as the semi-finalists and their sponsors.
 - Other suggestions for uses of this program are welcomed.
- We received the estimate on the sound dampening installation in Kaneko Auditorium. This is to improve the sound quality and acoustics in that space. The price was \$12,690 with an upgrade option for high impact panels for \$1,764. Mark plans to speak with Jim Bauer about cost sharing options for this project.
- A much needed podium light was purchased for \$24.97. It features long-lasting, rechargeable battery, USB and AC adapter for charging, clip-on or freestanding, gooseneck, 10 LED light.
- After Peter sent the Board the entire list of Speaker Evaluations done online, Dave put that information into a Google Sheet. This could be completely automated if we wanted to set it up using Google forms and Sheets.

Curriculum Committee:

- The Committee is delighted that Bill Foster has agreed to be nominated for the position of Co-Director of Curriculum Services.
- All members need to be offering suggestions for speakers.
- The fall schedule should be done by June. Peter will send an email to all members.

Membership Committee:

- Dave has done a great job with the email to those on the waiting list.
- Members are required to pay dues for next year no later than our last class day, April 26th. Checks won't be deposited until after June 1st.
- The Board will continue discussion regarding the responsibilities of each Board position. Updating of job descriptions could be necessary.

Secretarial Services:

Nothing to report

Social Services:

- Jan attended the memorial service for Bob Beckman, a former ICL member. A card was sent to his family.
- Ruthann has contacted the head of the music department to arrange for musicians at our spring luncheon. This is in process. Ruthann and Jan will also be meeting soon **with Tricia Matte of Bon Appetit** to confirm the menu for the spring luncheon.

Other Business:

- Last year ICL donated \$1,500 to each of 3 recipients: The Hudson Book Fund, Willamette Academy, and the Music Department. For this year's annual gifts, we will inquire as to the status of Willamette Academy. We will also ask WU which areas might have a need. We will contact Carol Long and Tyler Reich for their feedback. The Board will continue this discussion at the next meeting.
- The suggestion was made to have a Co-Director for University Support Services. Mark will follow up on this with the current Director.
- Thank you, Toni, for your service as Co-Director of Curriculum Services!

Respectfully submitted by Robyn Shelby
Director of Secretarial Services
Meeting adjourned at 10:03