

**ICL BOARD MEETING MINUTES**  
**September 18, 2018, 9:00 AM**  
**Kaneko Room 121**

**PRESENT:**

Sally Schriver, Kasia Quillinan, Lester Reed, Ingrid Brandt, Mark Kasoff, Jim McDonald, Vernelle Judy, Ruthann Panck, Dave MacMillan, Lee Coyne, Joyce Zook

**ABSENT:**

Peter Ronai, Alice Sorensen, Bill Foster

Approval of the minutes of the April 26, 2018 meeting was deferred to the next Board meeting.

**TREASURER'S REPORT:**

- Motion was made, seconded and passed unanimously that the email vote to approve and increase the expenditure for Kaneko Auditorium improvements from \$8,000 to \$8,400 be confirmed. The money is to come out of the Peter Rasmussen funds.
- The Co-Treasurers requested the Board consider 2017-18 budget overrun in Events of \$520 primarily due to end-of-semester luncheons' entertainment increase of \$350 and picnic's costs of \$174. An increase in the Events budget will require a reduction in other line items, reducing entertainment costs, or increasing member charges for the luncheons.
- Motion was made, seconded and passed unanimously to increase member costs for the End-of-Semester Luncheon to \$15 for the 2018-19 academic year.
- The 2018-19 ICL Budget was previously provided to the Board for review. Motion was made, seconded and passed unanimously that the ICL Budget for 2018-19 be approved as presented.
- August 2018 Financial Report was presented:
  - Fund carryover of \$22,181.30 reconciles with WU end year accounting records.
  - Membership dues total increased by \$165 due to dues received from 161 members versus budget for 160 members. One member took a year's leave of absence after dues were collected and deposited.

**INFORMATION UPDATES:**

- Sally gave Jeanette Flaming permission to sell remaining Great Decisions books to new members for 1/2 price.

**TECHNICAL SERVICES:**

- Dave MacMillan reported that books on Indian culture were donated by Danny Santos. Should ICL set up our own library? Librarian and location issues raised. Dave could create an online checkout system. Discussion and more ideas followed.

**Action:** Motion to donate the books to Hatfield Library. *Passed*

## **CURRICULUM REPORT:**

- Jim MacDonald noted Bill Foster is away. Looked at current program categories.
- Unnecessary to mimic WU programs. Willamette does not do oversight. Jim believes that ICL needs only to reflect Liberal Arts.
- Five areas exist at present: Applied sciences, Humanities, Natural Sciences, Arts, Social Sciences.
- October schedule is almost done. Several classes shall be moving around.

## **INFORMATION SERVICES:**

- Terri Crowley has been proposed as our new Info Services person in place of Mieke Visser. Dave suggested that we meet her at next board meeting before taking a formal vote.
- Membership status: all new ICL members have been introduced.
- Dave made a waiting list which can be sent to prospective members. Would help in our recruitment so prospective members can plan.
- Prospective members who decline go to top of list for following year. If they decline a second time they must then REAPPLY.

**Proposal made:** eliminate the one year hold. If prospective member knows where they are on the list, they can plan to accept. Affects the wait time involved.

- Current membership is 162. We had one dropout for this year.

## **SOCIAL SERVICES UPDATE:**

- Joyce Zook is taking over from Jan Svingen. Cards were sent to Evelyn and Solveig. Will send to Peter Ronai and Anita Stables (Derek Stables has died).
- ICL has \$100 for memorial donations for our deceased members.
- Ruthann proposed that the board vote on whether ICL should permanently plan on having a fall coffee along with a spring coffee.

**Action:** It was voted on and approved unanimously that ICL permanently plan on having a Fall Coffee along with a Spring Coffee.

## **UNIVERSITY SERVICES:**

- Kasia reported all parking passes have been distributed.
- CCTV filming operation is moving forward.

## **NEW BUSINESS:**

- Regarding creating an ICL Member Skills List to share info with Dean Feingold for a potential outreach to young students, Bill Foster favors sharing only area of expertise with no names listed. Lee suggested we identify by initials only. Dave mentioned he could match up the information that Dr. Feingold has with a person and get them in touch.

**Action:** Motion made to forward list of specialty-expertise areas only. Passed unanimously. Can include countries lived in.

**Board meeting adjourned at 10:15 a.m.**

Respectfully submitted,

Kasia Quillan  
Secretary pro tem

B. Lee Coyne  
Director of Secretarial Services