

ICL BOARD MEETING MINUTES
October 16, 2018, 9:00 AM
Kaneko Room 121

Present: Sally Schriver, Jim McDonald, Bill Foster, Peter Ronai, RuthAnn Panck, Kasia Quillinan, Lester Reed, Ingrid Brandt, Vernelle Judy, Dave MacMillan, Mark Kasoff, Alice Sorensen, B. Lee Coyne and Joyce Zook.

Guests: Nan Rittall, Dave Engen, Shahrom Taghizadegan

Board Minutes: of April 26, 2018 were unanimously approved. Approval of Board minutes of September 18, 2018 was deferred to the next Board meeting.

Treasurer's Report:

- The September financial report has been provided Board members. The report reconciles with the WU General Ledger.
- A comment was made that the 2017-18 budget ended in the red. Lester replied the budget year was over-expended by \$5, but the overall budget had a positive ending balance of over \$22,000. The budget is in good shape.
- The financial reports have been provided to Terri Crowley for posting on the ICL website.

Information Services:

- Terri is doing good job but lives in Wilsonville. She cannot make board meetings regularly, and doesn't want to become member of the Board. Vernelle asked that she submit a report for each meeting.
- Peter wishes to take a leave of absence next semester for medical reasons.
- Dave MacMillan has agreed to fill in temporarily for Peter, and is willing to take lessons to learn the new CMS software for maintaining the ICL web site.

Technical Services:

- Dave disclosed a new roster of WU academic categories: Applied Sciences, Humanities, Natural Sciences, Social Sciences, The Arts. Goal is to spread the subjects and attain balance
- On Keneko auditorium acoustics: another firm has been contracted for installation.
- Mentor data dispatched to Dean Feingold. No reply as yet.
- Recommendation to buy two goose-neck condenser microphones with stands to enhance future panel presentation and to put on a table when needed. Cost for each is less than \$250. \$500 out of the Rasmussen Fund was approved last year for microphones, so no vote necessary. Scheduled for implementation shortly
 - Another issue someone brought up is vertically challenged presenters being hidden behind the lectern. These extra mics might give us more options for that situation, but use of the computer is a key element to factor in. A small platform is available in the back room.

Curriculum Services:

- Jim observed that an increase in one-hr presentations has made scheduling more difficult and more expensive
- Presenters prefer shorter talks for their convenience. We would prefer the two-hr format.
- We need to alert speakers to avoid talking to the screen which turns them away from the microphone
- Mic usage and arrow (cursor) or laser pointer function may require advance orientation

Membership Services:

- Alice and Vernelle are monitoring more frequent absentees. Our vacancies appear to have increased of late.
- **Action:** Moved and seconded to eliminate one-yr deferment on joining ICL. *Passed unanimously.*
- Oct-Jan-March are designated dates to inform waiting list prospective members of their status, thereby precluding a one-time “opt out” year when their name comes to the top.
- The suggestion was made and squelched that we could likely expand to 175 members. Empty seats noted in Kaneko at present.
- Mark noted that at times attendance dips below 50 people. Mid-session exodus contributes to this. Lester suggests we conduct a head count.

Secretarial Services:

- Comments made that minutes as drafted are the secretary's task. They are not to be rewritten by the Board on substantive matters. Need not be verbatim account.
- Clarity of order per our protocol. Robert's Rules system predominates. Motions must be seconded and precise motion stated. Vote then recorded.

Social Services:

- Ruthann announced that Oregon Spirit Chorus will perform at 1:30 p.m. for our forthcoming Holiday Party. Luncheon will precede their performance.
- Discussion proceeded on "permanent" social event as opposed to holding a one time event
- Talent show suggestion shall be considered as a future endeavor

Old Business:

- Nan Rittall of the Theatre Committee unveiled the new guidelines for play productions. They describe play's theme, length, props needed, cost forecasted, costumes, etc. The amount budgeted for the Theatre Committee is \$300 (as stated in the Budget for 2018-9)
- As a rule a 30 day notice is desired by CCTV for speaker cancellation

Next Meeting Date:

- In view of our usual date of Nov 20 being during Thanksgiving break, the Board will meet on the second Tuesday of November

Meeting adjourned at 10:15 am.

Respectfully submitted by B. Lee Coyne
Director of Secretarial Services