

ICL Board Meeting Minutes

November 13, 2018 | 9:00 AM

Kaneko Room 121

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

Absent: Ruthann Panck

Guests: David Engen

Minutes:

- **Minutes Overview:** Sally confirmed that Lee plans to continue as Board Secretary.
- Lee pledged to place the minutes draft online by four days after our Tuesday meeting.
- The guidelines will be addressed later under our Secretary's Report.
- **September minutes:** moved by Lester and seconded by Kasia to approve. *Approved unanimously.*
- **October minutes:** request by CCTV for 30-day notice for speaker status is accurate. However, due to the constraints of curriculum scheduling, ICL is unable to meet this request, but will provide as much notice as possible
- Clarification was made that **the** letter to presenter will explain ICL procedures in advance. Lester moved, Kasia seconded to approve. *Approved unanimously.*

Treasurer's Report:

- Ingrid informed Board that the October financial report notes that \$8400 was allocated for auditory panels fixtures now installed. The Rasmussen Fund will be used for payment.
- Speaker travel expenses:
New IRS guidelines list 54.5c per mile as rate of reimbursement for travel. Ingrid moved and Bill seconded *“The ICL reimbursement rate for travel of outside presenters be the IRS approved rate”* (verbatim of motion made and approved unanimously).

Information Services:

- Peter reported recent website changes to include posting “Draft Minutes” until the Board approves the minutes, then removing the “Draft Minutes” after Board approval.
- Learning the new CMS system is ongoing.
- Terri is currently the main person for web site maintenance. Peter is becoming proficient in the new CMS for website maintenance, and is handling the non-Curriculum postings on the website. Dave will attend a class to learn the CMS for when Peter goes on medical leave of absence

Technical Services:

- Dave reported that the audio panels are now in place, improving sound quality in the auditorium considerably.
- Two new gooseneck mics have been ordered at \$221 apiece.
- Play proposal guidelines have been put online linked to Standing Committees part of the ICL website

- An automatic external defibrillator for emergency cardiac incidents has been placed in the lobby but its distance from the auditorium is of concern. Checking with Kaneko security on possible closer relocation will be undertaken. As a follow-up, Salem fire chief will be contacted to supply lessons on its proper use.
- Templates for doing minutes for future board meetings now exist in the Minutes folder in Google Docs. Board members have edit privileges
- Our field trip developed into four groups having only two PA systems. Therefore two more wireless voice amplifiers at \$120 each are requested
- Dave moved and Lee seconded a motion to purchase two amplifiers. Approved unanimously. The Rasmussen Fund will be funding source
- Dave has requested training on the Willamette's "Content Management System" (CMS)

Curriculum Committee:

- Jim announced that the group will meet Thursday to chart out Spring Term presenters
- Speaker from Bend will entail \$130 in mileage expense, but that is exceptional
- Our current budget includes \$1200 for travel reimbursement. This semester envisions about 100 presentation hours. Thirteen percent are from WU faculty and receive \$210. Others are paid honorarium of \$150.

Government officials get no stipend for presenting. At present some 33 % are outsiders (other than ICL and WU) and 50% are ICL members. A possible goal could More likely will be a 50-25-25 breakdown (50% ICL, 25% WU, 25% outsiders).

- Peter pointed out that his program on Sustainable Transportation moved one listener to become more aware of the family carbon footprint and go out and buy a Tesla electric car.
- Also observed was that some committee members are WU graduates and have faculty connections
- Other area colleges may have expertise we can contact in the future

Membership Committee:

- Alice announced that attendance has improved. Newly installed panels were credited, as some having hearing loss were preparing to leave ICL.

Secretarial Services:

- Lee moved to permit the Secretary four post-meeting days to prepare an online draft of Board minutes. Lester stated that Peter's total guidelines package be considered. *Motion was then withdrawn.*
- "Principles contained in Robert's Rules of Order" would be added to guidelines.
- Motion made by Kasia, seconded by Lester affirmed that minutes be drafted and placed into Google Docs "no later than four days after the Board meeting" by the Secretary .

The suggested edits would be the judgment of that person as well. Editing timetable would be limited to a full week after the draft is posted.

- An amended document in writing was then proposed for consideration at the Dec. 6 Board meeting.
- Lester moved and Kasia seconded a motion to table the issue until the December meeting. *Agreed unanimously.*

Social Services:

- Joyce reported that our end-of-semester luncheon will feature Madrigal singers, as the Oregon Spirit Chorus will not be available.
- Round tables will be used in banquet style.
- Since Putnam offers capacity of 200, we may use that larger venue. Montag is considered harder to cater. Bon Appétit can handle Putnam more easily and less expensively
- Checks for luncheon will be accepted from November 27.

Next Board Meeting:

- Our next Board meeting on December 6 will follow the luncheon. Room reservations are needed. Kasia will pursue this.

Adjournment:

Mark moved and then Lester seconded that we adjourn at 10:24 a.m. *Approved by a voice vote.*

*Respectfully submitted by Lee Coyne
Director of Secretarial Services*

