

# ICL Board Meeting Minutes (Amended)

December 6, 2018 | 1:20 PM

Kaneko Room 121

**Present:** Ingrid Brandt, Lee Coyne, Bill Foster, Vernelle Judy, Mark Kasoff, David MacMillan, Jim McDonald, Ruthann Panck, Kasia Quillinan, Lester Reed, Peter Ronai, Sally Schriver, Joyce Zook

**Absent:** Alice Sorensen

**Guests:** David Engen

## **Minutes:**

The board minutes for November had been drafted and edited online. Peter moved, Mark seconded that they be approved as modified. *Vote was unanimous and the current Draft status will be removed.*

## **Treasurer's Report:**

- Rasmussen Fund charges for sound panels in Kaneko Auditorium have been posted. Total cost of \$7,340.64 is \$1,059.36 less than \$8,400 budgeted. Charges for two microphones purchased for \$442 have also been posted. Current Rasmussen Fund balance is \$40,325.61

## **Information Services:**

- Terri Crowley's written report: ICL Spring Schedule is set to be published later this month.
- Peter will shortly be yielding the website maintenance while he takes medical leave.
- Announcements will be forwarded to Dave who is taking over Peter's responsibilities.
- Dave is planning to attend select CMS classes meantime.

### **Technical Services:**

- Dave reported that the auditorium panels cost us \$7,340.64.
- Our 2 new condenser mics are being stored in the Kaneko cupboard. Engraving of ICL ownership was recommended.
- Linkage with the Curriculum team is ongoing.
- Lee was introduced to the computer lab process to facilitate the Board minutes.
- Lester stated the ICL's Constitution provides that co-directorships can be created and Directors appointed by the Board when vacancies occur. Terri could thus may be designated a Co-Ddirector as Dave fills the spot that Peter vacates, but for the fact that "Co-Director" is a Board-level position, and Terri is not willing to join the Board. Hence she cannot be a Co-Director. GwenEllyn is already assuming some Tech Services responsibilities on an interim basis
- Kasia proposed a "pro-tem" designation be implemented in these situations. GwenEllyn has accepted filling this spot and can attend future board meetings with voting privileges.
- Lester moved, Lee seconded that GwenEllyn Anderson be appointed as Co-Director *pro tem* of Technical Services. *Approved by voice vote.*
- Next we addressed the status of the books donated by retired Dean Danny Santos. The Hatfield Library has declined the ICL offer as they already have copies. Kasia moved, Lee seconded that the Salem Public Library bookstore operated by Friends of the Library become recipients of the Santos books. *Motion approved by unanimous vote.*

### **Curriculum Committee:**

- Jim pointed out that speaker recruitment is underway. Ample space remains.
- A balance in the subject matter is being sought. Bill added that categorization is now being refined and natural and applied science speakers are still lacking.
- Potpourri programs and other diverse "standards" now occupy about half of ICL presentations.

- Lester has reviewed the current system and is urging some modification to enhance the results.
- Tuesday, January 22 will be our launch date of the Spring 2019 Semester.

### **Membership Committee:**

- Vernelle reported on updating our pre-admission policy.
- Returning member dues will be required by the final class day of the Spring Semester.
- New member payment will occur during orientation rather than on May 31. The new Membership Directory will then be sent out for review. Peter can then update our ICL website accordingly.
- Reminders via email of our first class meeting date will be dispatched.

### **Secretarial Services:**

- Lee acknowledged thanks to Dave for enrolling him in the computer lab system.
- He declared that the four-day post-meeting period to draft board minutes is quite viable.

### **Social Services:**

- Joyce announced that a sympathy card was sent out to Patricia Farnsworth on her husband's recent passing. A sympathy card was also sent to the family of Kay Elling (past member of ICL), who died recently.
- The Dearmans were delighted to receive our well wishes on Marion's chronic illness.
- Peter reminded us that family consent must be received prior to any public announcement being made.
- Ruthann noted that we do not usually count the visitors at class sessions. We can accept more on opening day.
- Carts probably will be needed to transport our more fragile attendees who are challenged by the long walk.

- Lee queried about the plans for our opening day program.
- Jim is suggesting that board members explain their scope of responsibilities at opening day of January 22.
- History Prof. Jennifer Jopp is likewise available to deliver a talk outlining the university's historic progress.
- By consensus the Board favors the speaker on Willamette's history. A discussion then ensued on whether round tables or seated rows would prove more practical in visibility of the speakers. A combination of both was decided by consensus.
- The onsite piano player at the luncheon today (Christina Chapa) indicated her availability for future occasions.
- Eunice welcomes piano donations from among our members. The idea is to donate one to WU to put in Cat Cavern permanently.
- A Valentine's Day program over in Cat Cavern will include a projector show. Dave will arrange for delivery of the necessary equipment. Christina Chapa will be asked to play a piano.

#### **New Business:**

- **Board Meeting Dates:** Our Spring Semester meetings will take place respectively on Feb. 19, March 19, April 16, and May 2. Any potential board member is invited to attend to observe the proceedings. [All Board meetings are "open," meaning that any ICL member may attend.] By consensus no meeting will occur during January's lengthy Winter Break.
- **Recording of Minutes:** Lester moved the motion on minutes procedure be removed from the table. Approved unanimously. Kasia withdrew her earlier motion (removed from the table). Lester moved and Kasia seconded implementing Peter's procedures as presented and updated online. *By voice vote the new policy was approved.* It shall be added to the Secretary's official job description on the ICL website.

- **Thermostat Issue in Kaneko:** It was noted that the auditorium lacks its own thermostat but is subject to hallway temperatures. Bill corrected this statement by noting that there is a thermostat or sensor in the room. The potential hazard of hypothermia was mentioned. A sensor may be sought. A letter to the facilities director on these concerns will be sent. Attention was called to the substantial ICL investment in acquiring new chairs and carpeting for Kaneko. It was discussed in conjunction with making requests to WU like the one above.

**Adjournment:**

- Kasia moved, Lee seconded a motion to adjourn the board meeting at 3:40 pm.  
*The motion was approved unanimously.*

*Respectfully submitted by Lee Coyne*

*Director of Secretarial Services*