

ICL Board Meeting Minutes

April 16, 2019

Kaneko Room 121

Present: GwenEllyn Anderson, Lee Coyne, Bill Foster, Vernelle Judy, Mark Kasoff, David MacMillan, Jim McDonald, Ruthann Panck, Kasia Quillinan, Sally Schriver, Joyce Zook

Absent: Ingrid Brandt, Lester Reed, Peter Ronai, Alice Sorensen

The April board meeting began at 9 a.m. with a quorum present.

Minutes:

The March minutes were approved with the correction of the spelling of Jim McDonald's last name. Moved by Ruthann/Lee.

Treasurer's Report:

- Lester and Ingrid submitted a report to the board online which was read in the meeting in their absence.

Information Services:

- Terry mentioned that the current class schedule is posted online.
- Dave stated that the monthly "print version" of the online schedule is delayed until about two weeks before the 1st of the month.
- Received member photos from Peter and will be working on a more streamlined process for creating the Membership Directory.
- Met with the Membership Committee (current and next year's) to go over files and procedures with Barbara McReal, the possible incoming Co-Director, replacing Alice.

Technical Services:

- GwenEllyn asked that the Potpourri session not be slated to coincide with our scheduled Board meetings.
- It was noted that the new portable speaker/PA systems were helpful during our field trip. There are now a total of 4 portable PA systems for use on field trips or other ICL activities.

Curriculum Committee:

- Jim McDonald met with the Committee to resolve several issues including making a roster of backup speakers for the Fall.
- Dru Johnson has been integrated into the planning process.
- Bob Muir's proposed list of ideas will not be implemented at this time.
- Guest speaker bios are often too lengthy and pictures are frequently delayed. Thus more succinct summaries will be requested.
 - Board decided to highlight content.
- A new field trip coordinator is needed for the Fall Semester. Announcement is pending.
- Two-year terms for Curriculum Committee members remain in effect.
- Mark noted that everyone had an opportunity to go on field trips when membership was smaller. Not anymore and those who cannot get on the bus may feel cheated as field trips are supplemented by the board out of membership dues. There are no classes on field trip days
 - Kasia urged that we check the waiting list.

- Field Trip goals are twofold: both education and socialization.
- A WW I History series has been obtained for possible use should an opening occur.

Membership Committee:

- Vernelle observed that there are six more "nag days" for ICL members to renew membership for next year.
- There are an estimated 12 to 15 openings for next year.

Secretarial Services:

- Lee reported that minutes draft postings continue to meet the mandated deadline with few corrections.
- ICL mailroom pickups are underway.
- In the future the secretary shall post the month's schedule this speakers list on the bulletin board.

Social Services:

- An acceptable luncheon menu for our end-semester event has been worked out.
- A student quintet will be performing.
- We have received from Peter a note of gratitude for the gift card we provided.
- Organizing lunch gatherings to meet with Japanese students is gaining impetus.
- Sending Ingrid a get well card shall be undertaken.

Other Business:

- **ICL Logo:** A masthead logo embracing the official seal of Willamette has been submitted by Bob Muir for review.
 - That insignia is being attached to our CCTV video series at present.
 - Once finalized it will be used for invitations conveyed to guest speakers.
 - Consensus was that the ICL affiliation needs to be duly emphasized.
- **Board Job Descriptions:** Financial Services job is posted online.
 - Curriculum Chair(s) job description has been revised due to speaker payment changes recently altered.
- **Picnic Planning:** Jan Miller has been in charge of the annual Summer picnic even though she is not on the Social Committee.
- **Volunteer Recognition:** We agreed to supplement the usual Board members departing from office with other outstanding volunteers.
 - In the interest of surprise their names will be omitted from our official minutes.
 - Criteria have not yet been established.
- **Board Nominations include:**
 - Tracy Ragland -- Secretary.
 - Drucella "Dru" Johnson -- Curriculum Committee
 - Barbara McReal -- Membership Committee
 - Deanna Iltis & Priscilla Hibbard -- Social Services Committee.
 - Voting shall take place at the luncheon.
- **Luncheon Guests:**
 - Alan Bushong and Shakhan Taghizadigan from Station CCTV will be invited to attend.

- **Parking Permits:** Kasia announced that 12 newcomers have been added to available parking permits.
 - Payment is due come September; no more vacancies now exist.

Board meeting concluded at precisely 10:05 am on motion by Lee/Jim. Unanimous vote.

*Respectfully submitted by B. Lee Coyne,
Director of Secretarial Services*