

# ICL Board Meeting Minutes

March 19, 2019 | 9:02 AM

Kaneko Room 121

**Present:** GwenEllyn Anderson, Lee Coyne, Bill Foster, Vernelle Judy, Mark Kasoff, David MacMillan, Jim McDonald, Ruthann Panck, Lester Reed, Sally Schriver, Alice Sorensen, Joyce Zook.

**Absent:** Ingrid Brandt, Kasia Quillinan (came in last 5 minutes with CCTV update), Peter Ronai

**Guests:** Jinx Brandt, Ken Panck

**Minutes** of February 20, 2019 board meeting were reviewed.: By consensus we agreed to latest revisions submitted by Dave as posted online. Bill added further revisions: "theme for the semester" rather than " for the day "; also calling for "more connectedness" in planning. Motion to accept with corrections by Lee/RuthAnn. *Unanimously approved.*

## Announcements:

- Lee disclosed that he will retire from all elective offices at the conclusion of his current term. He will remain as an Institute member and thanked the Board for assisting him toward learning new aspects of the job.

## Treasurer's Report:

- Lester noted the February Financial Report reconcile with General Ledger.
- New mileage standards for guest speaker travels goes from 54.5 to 58 cents.
- Benefits decrease from 38% to 37%
- Revised job specifications for the Director of Financial Services was submitted to the board for review.
- Motion made by Lester/Dave. The Director of Financial Services job description be approved as submitted. *Passed unanimously.*
- Department cash awards were discussed. Motion made by Mark/Lester Cash awards of \$1,500 respectively to the WU Music Department, Willamette Academy and Hudson Book Fund be approved. *Passed unanimously.*

## Information Services:

- Dave reported that 25 applications have been received for Hanni Scholarships.
  - With hard deliberations, six have been selected. Checks for \$400 will be issued shortly.
  - Time slots for speaking are being arranged.

## Technical Services:

- GwenEllyn reported that she and David had worked with individuals to help them understand and use the websites.
- All other technology is running smoothly.

**Curriculum Committee:**

- Bill announced that our Fall semester schedule is now complete.
- Breakdown of designated speakers indicates:
  - 18% from WU Faculty
  - 41% from ICL members
  - 29% from outside resources
  - 12% from Liberal Arts Studies
- Categories of speaker topics thus reflect:
  - 26% in Arts
  - 14% in Social Sciences
  - 27% in Humanities
  - 8% in Natural Sciences
  - 12% in Applied Sciences
  - 13% in ICL areas
- The committee search for backup speakers is ongoing, e.g. Don Gallagher substituted when Prof. Eisenberg fell ill.
- Dru Johnson has been nominated to replace Jim MacDonald on the Curriculum Committee when his term ends.

**Membership Committee:**

- Alice asked if the board agreed that our current \$165 annual fee was adequate to cover ICL costs. Lester replied that he saw no need for an increase. Our consensus confirmed that position to maintain the current annual dues..
- Sally mentioned that letters to absentee members had proven effective. Presently there are 118 on the ICL waiting list and 3 non attendees have now been revoked.
- May 2 has been set as the dues deadline.
- No policy for reinstating membership currently exists. General practice is to drop members after a 1-year lapse.
- Lester suggested that service award be given to: Sharon Wright, George and Carole Mueller, Solveig Holmquist.
- Vernelle urged we reserve designated parking spaces for disabled members.
- Alice stated that special permits are available for purchase. Mark suggested we undertake vetting the data first. No final decision was ascertained.

**Secretarial Services:**

- Lee observed that technical glitches in his home computer interfered with posting the most recent draft of board minutes. Dave will orient him to using the WU computer lab when such an encumbrance occurs so that the timelines can be implemented.

**Social Services:**

- RuthAnn reported that an end-of-term reception is in its planning stage.
  - A student string quintet will supply the entertainment component. Honorarium of \$50 per person will be paid.

- A gift card for distinguished service over many years to ICL will be rendered to Peter Ronai, currently on medical leave; also best wishes for successful medical treatment, reported Joyce Zook.

**Other Business:**

Jinx called attention to the chronic drop in afternoon class attendance. She noted some members feel fatigued after lunchtime and struggle to stay awake. Her plan is to alter the schedule to create instead three 45-minute sessions and permit 15-minute breaks in between. All would take place in the morning.

That plan would cut class time by 1/4. The Q&A portion could also be reduced.

Polling our members for feedback was suggested.

The board consensus was to adhere to the current regimen.

**Adjournment:**

The board meeting adjourned at 10:20 AM.

*Respectfully submitted by Lee Coyne  
Director of Secretarial Services*