

ICL Board Meeting Minutes

May 2, 2019

Cat Cavern

Present: Ingrid Brandt, Lee Coyne, Bill Foster, Vernelle Judy, Mark Kasoff, David MacMillan, Jim McDonald, Ruthann Panck, Kasia Quillinan, Lester Reed, Sally Schriver, Alice Sorensen, GwenEllyn Anderson, Dru Johnson, Barbara McReal, Tracy Ragland, Terri Crowley, Priscilla Hubbard

Absent: Joyce Zook, Peter Ronai, Dee Ittis

Guests: Virginia Vanderbilt, Aneesah Furqan

Minutes of April 2019 were approved with corrections. All job descriptions are posted online.

Historian's Report:

- Virginia Vanderbilt gave us the report for 2018/19. She archived the play program, obituaries, photos, and the annual report.

Treasurer's Report:

- Final financial report for FY18/19 will be issued May 31, 2019. As of April 30, 2019, the ICL bank balance is \$27,608.
- Rasmussen Fund balance is \$38,277.68.
- The proposed budget for 2019/20 will be out in late summer.
- The second group of musicians at the May luncheon requested payment once they learned the first group was being compensated. Lester moved to pay each student \$50 with a cap of \$400. GwenEllyn second, passed.
- Financial report was received and acknowledged.

Information Services:

- Terri finished posting class schedules for the current year. She will post next fall semester's schedule in August.
- Dave posted information about Hanni Scholars, board job descriptions.
- Dave will reformat the membership directory once he receives all updates regarding new members, updated address/phone/email information for current members, and updated pictures for members who want a new picture. Vernelle will set out a time to take new pictures before the end of June.
- Dave will look into the feasibility of a height-adjustable lectern for Kaneko. It can be paid for from the Rasmussen fund.

Technical Services:

- Neck microphones were used on the field trip and are available for use in Kaneko.
- Art, music, and science potpourri participants should get thumb drives to GwenEllyn prior to the date of the potpourri.

Curriculum Committee:

- No one has volunteered to be the Field Trip Coordinator. If no one steps up, there will be no field trip.

- Bill and Dru will meet during the summer to work on class schedules. They will aim for an increased balance of subjects.
- Prospects for next year look good. Ongoing programs such as Great Decisions will continue.

Membership Committee:

- Several members have quit ICL and others failed to pay dues by the deadline. There will be approximately 15 openings for next year.
- Security cards are created by Campus Security during the summer based on membership information Dave sends them. They will be distributed by Kasia.

Secretarial Services:

- Lee thanked the board for its support, and will help the new secretary as needed.

Social Services:

- Ruthann spoke with the Bon Appetit director about the shortage of some food items and the delay in service. There will be two service lines at the next luncheon.
- Condolence cards were sent to Dr Pati and the family of Don Beckman. A get well card was sent to Bruce Flaming.
- Clarified policy; \$50 will be donated to charity when a current, active member dies.

Other Business:

- Kasia brought up getting a two step riser for Kaneko. A option was installing a variable height podium. Dave will check out the possibility with WITS. Lester stated that the Rassmussen Fund could be used for the purchase if authorized by the Board. If the installation is approved for summer an email vote would be required and confirmed at the September Board meeting.will be on the agenda for the September board meeting.
- Sally will increase her contacts with Willamette faculty.
- Sally needs to present ICL's annual report to Willamette administration. Board members need to submit their reports to her so she can do that.
- Bob Muir suggested ICL develop its own letterhead. Sally will finalize an option that includes our State St. mailing address.
- GwenEllyn asked whether it would be a good idea to have a sandwich board outside the Kaneko doors asking students to be quiet.
- Some board job descriptions may overlap. Board members need to review their own descriptions. No action was taken to have someone review all descriptions looking for duplications and overlap.
- Dave could add professional experience and hobbies to the membership directory. No decision made regarding that.

Submitted by Tracy Ragland, including some information from notes by Lee Coyne.