

# ICL Board Meeting Minutes

November 19, 2019

Putnam Center | Harrison Conference Rm

**Present:** Sally Schriver, Mark Kasoff, Bill Foster, Dru Johnson, Vernelle Judy, Ingrid Brandt, Lester Reed, David MacMillan, GwenEllyn Anderson, Kasia Quillinan, Tracy Ragland, Terri Crowley, Priscilla Hibbard, Dee Iltis, Barbara McReal

**Absent:** Peter Ronai

**Guests:** David Engen

**Minutes** from October 15, 2019 were approved with corrections.

## **Treasurer's Report:**

- The ICL bank balance is \$49,151.89
- Rasmussen Fund balance is \$38,150.69
- The financial report as of October 31, 2019 reconciles with the WU General Ledger.
- Information from WU Accounting Office is that any honoraria refused by WU faculty or staff must not be donated to the university by ICL. The reason is that the remuneration is a tax issue and must be reported as income by the individual refusing. The individual can choose to donate the money any way they choose, of course, but ICL cannot donate it. The job description for Financial Services Director(s) will be revised to reflect this change.

## **Information Services:**

- Terri reports that the online schedule is up to date.
- Dave has not yet purchased the laptop but will before we return on January 21, 2020.

## **Technical Services:**

- GwenEllyn was gone for a period of time, but didn't get any reports of problems.

## **Curriculum Committee:**

- There were significant challenges this semester which have been reported previously. All are resolved now.

## **Membership Committee:**

- The committee needs a replacement for Vernelle as quickly as possible so he/she can work with Vernelle and Barbara this semester and learn the process.
- Five new applications were received this last week. There are currently 113 people on the waiting list.

## **Secretarial Services:**

- No report

## **Social Services:**

- Seven cards were sent recently.
- Holiday luncheon plans are coming along nicely with the details nearly complete.

- Head table plus two side tables for people being specially recognized for their contributions to ICL. (Sally, Mark Bernt, Melissa Stiles, Shahroom Taghizadegan, Ross Stout, Chris Gramlich, the Craigs, Ken Pfeiffer, Carol Long). *Correction to final head table (to be approved at January 2020 meeting): Sally Schriver, Melissa Stiles, Kasia Quillinan, David Engen, GwenEllyn Anderson, Tonya Wheeler, Mieke Visser, Dave MacMillan.*
- Mark will issue the invitations to head table people. Some may not be able to attend and will be asked for the spring luncheon instead. *Correction: Dee issued the invitations to the head table in Sally's absence.*
- We are currently scheduled to be in Cat Cavern all morning on the day of the luncheon. Bon Appetit wants the room cleared to set up. We discussed having the morning session in Montag instead. Kasia will arrange it.
- The Craigs will be given a certificate of appreciation in the spring, recognizing all of their work with CCTV.

#### **University Support:**

- Kasia is working on the December luncheon issue.
- Spring semester locations are all arranged. During January and part of February, we will be in Cat Cavern for the most part with a few sessions in Cone Chapel. We will be back in Kaneko after that.
- There is unofficial information that Howard Street's new building will be finished ahead of schedule. If true, we might be in Kaneko earlier. Until we hear officially, we should not discuss it.
- Sally will continue to try and contact Carol Long to ask for prompt notification of any changes.

#### **Other Business:**

- Nominating committee is needed. We agree that the Spedales would be a great choice. Sally will ask them. Positions we know that need to be filled are Executive Director, Financial Services Director(s), one person for Membership Co-Director, and one person for Curriculum Co-Director. The job descriptions for those positions will be posted on the board and emailed to members. We discussed having the Financial Services Director(s) position always be filled by two people but there was no motion made.
- There will be no ICL board meeting in December.

GwenEllyn moved the meeting be adjourned. Kasia second. Passed.

Submitted by Tracy Ragland