

# ICL Board Meeting Minutes

October 15, 2019

Kaneko

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

**Absent:** Peter Ronai, Terri Crowley, Dru Johnson, Vernelle Judy.

**Guests:** David Engen

**Minutes** from September 17, 2019 were approved with corrections.

## **Treasurer's Report:**

- The ICL bank balance is \$50,652.23
- Rasmussen Fund balance is \$38,150.69
- Treasurer's report was received without changes from the report emailed to ICL board prior to the meeting.

## **Information Services:**

- Dave will buy the new laptop as soon as he verifies the cables and ports needed. It will cost around \$1000.

## **Technical Services:**

- GwenEllyn is learning the nuances of setting up equipment in Cat Cavern and Cone Chapel. She works with Chris at WITS to order the equipment we need and then follow up to be sure it is available.

## **Curriculum Committee:**

- This semester has been challenging because of the space situation, but is now completely booked.
- Spring term is coming together.
- Regarding the space issue, ICL will not have Kaneko during January and most/all of February.
- Mark, Sally, and Alice met with Carol Long. She was surprised that ICL had the problems it did this term but is now aware. She wants Curriculum to find a faculty liaison, probably for the College of Liberal Arts, to facilitate faculty involvement in presentations. She also would like to have our spring schedule ASAP. Of course, there isn't a schedule yet.

## **Membership Committee:**

- One member (Robin Shelby) dropped. Someone has already been notified to add as of January.

- The mentor project worked great with only a couple hiccups. Barbara will do more follow up next year.

### **Secretarial Services:**

- No report

### **Social Services:**

- Last month's report was submitted by email, but too late to be reviewed at the board meeting.
- Picnic cost was \$324.
- Opening day coffee hour cost was \$428.
- Priscilla sent 3 cards (get well, condolence) over the summer, and 3 more since fall semester began.
- Priscilla would appreciate Board members notifying her about members/families needing cards.
- Fall coffee hour will be in Cat Cavern on October 31st. Catering will provide beverages, treats will be provided by members whose last names begin M-Z.
- Holiday luncheon entertainment will be by a quartet from Senataires. They will be paid \$300. A W-9 is needed.

### **Other Business:**

- Should an ICL member become ill, call Campus Safety immediately.
  - Do not let the ill person decide whether or not to call Campus Safety. Campus Safety staff are trained to evaluate whether or not the person should be transported to Salem Hospital, or whether 911 should be called. They will transport the person to the hospital if needed (but an ambulance is not necessary).
  - Exception: if the person is obviously having a heart attack or stroke, call 911 first, then call Campus Safety.
  - Dave put together a one page sheet outlining these steps. He will send it out via email. There is already similar Emergency Procedures posted on the doors.
  - Kasia will contact the Salem Fire Chief and ask him to present information to us about using the defibrillator.
- Time needs to be reserved in Spring semester for Hanni Scholar presentations. Curriculum will see to that. Barbara moved that six Hanni Scholars will be awarded \$400 each. Barbara moved, Priscilla 2nd, passed.
- Kasia still has 7-8 ID cards no one has picked up. She will give them to Membership. They will determine if the member has dropped or is just traveling.
- Curriculum needs to let Kasia know if CCTV recording is okay as early as possible before each presentation. This is so the presenter can sign a release.

- When sessions are to be held in Cat Cavern or Cone, Sally will work with Campus Safety to arrange a golf cart or other transport, but she needs to know how many people need it. Several ICL members are also willing to provide transportation.

Dee moved the meeting be adjourned. Kasia 2nd. Passed.

Submitted by Tracy Ragland