

ICL Board Meeting Minutes

September 17, 2019

Cat Cavern

Present: Sally Schriver, Mark Kasoff, Bill Foster, Dru Johnson, Vernelle Judy, Ingrid Brandt, Lester Reed, David MacMillan, GwenEllyn Anderson, Kasia Quillinan, Tracy Ragland

Absent: Terri Crowley, Priscilla Hibbard, Dee Iltis, Peter Ronai, Barbara McReal

Guests: Judy Gram, Field Trip Coordinator; David Engen

Minutes from May 17, 2019 were approved with corrections. All job descriptions are posted online, although there will be some changes made to Secretarial Services (see below).

Treasurer's Report:

Ingrid reported:

ICL FY1919-20 proposed budget has been distributed and no changes were requested

- Ingrid moved the FY 2019-20 ICL budget be approved as submitted. Passed

The August 31, 2019 Financial Statement has been provided to the Board. The only transaction is the member dues.

We need to affirm the vote by email decision by the Board to purchase two items from Rasmussen Funds.

- Ingrid moved the email vote to approve the purchase of an adjustable podium and laptop computer for ICL use from Rasmussen Funds be affirmed. Passed

Information Services:

- Dave purchased the height-adjustable lectern over the summer. He assembled it and it is stored in Kaneko.
- Ingrid moved, Vernelle second that the lectern and new laptop will be purchased from the Rasmussen fund. Passed.
- Dave made much appreciated changes to the membership directory. He will put together a list organized by first names which will be posted online. If popular, he can include it in next year's directory.
- ICL does not have computer lab access in Kaneko.

Technical Services:

- GwenEllyn reported there is a new hard drive in the Kaneko computer that, for now, makes setting up presentations a bit more time consuming.
- She has researched a laptop for ICL.

Curriculum Committee:

- Only 3 slots remain unfilled this semester. Updating the online listings was delayed because Teri was on vacation, but she is rapidly catching them up.

- Judy Gram has planned the Fall semester field trip. The group will visit the Tillamook Creamery, Tillamook Pioneer Museum, and Cape Meares. Lunch at the creamery on your own. She created a handout covering the schedule and budget. After discussion, Lester moved the budget of \$1600 be approved, with a \$20 per participant cost. GwenEllyn second. Passed.
- The Field Trip planner needs a job description.
- Sally got complaints after one recent presentation that the speaker was too political. ICL's mission is to be educational rather than political. Discussion around how to convey that mission to presenters. Bill and Dru said the sponsor should tell that to the presenter early on in the scheduling process, but there is no guarantee that a presenter won't get into politics. Also "too political" isn't well-defined. Sally will pass along complaints to the speaker's sponsor.
- WITS is in a different location.

Membership Committee:

- Vernelle reported that one person has dropped out this semester. And one new person is already on board to join as of Spring semester. There are 104 people on the waiting list. This is Vernelle's last year on the membership committee.

Secretarial Services:

- Tracy clarified how often to pick up the mail and what to do with it. She will update the secretary's position description to show that the mail will be picked up and distributed per her best judgement twice a month. Donation requests from non-WU sources are not funded.

Social Services:

- No report

Other Business:

- Mark emailed President Thorsett after his presentation to ask how ICL fits into his vision for Willamette's future. No response as of 9/17/19. A copy of the letter is attached. Mark will pursue an answer.
- Kasia reported on the space scheduling issue.
 - Fall semester is now resolved. We will be primarily in Kaneko, with some days in Cat Cavern and some in Cone Chapel.
 - Spring semester is tentatively scheduled. We know we will not be in Kaneko during January and February. We will probably be in Cat Cavern for the most part those months.
 - Why did this happen?
 - We are considered guests rather than tenants. Academics will always bump ICL.
 - We don't pay rent. The money ICL has spent on Kaneko upgrades is seen as a donation.
 - Willamette doesn't control Kaneko. TIU makes its own decisions.

- Howard Street charter school will use Kaneko until its new building is ready. Presumably they are paying rent to TIU,
- Willamette is working with TIU to resolve the issue of notifying ICL when there is a scheduling conflict.
- Kasia believes ICL members should be told nothing beyond we will need to move to other sites as needed. She and Sally will work on a statement for the members.
- Bill asked if we should consider paying rent? Would a small but consistent revenue stream from Kaneko help us gain some sort of priority with TIU? Could the money for rent come from the money currently donated to 3 WU departments? The music department didn't even thank us last year.
- WU will need to address its efforts for adult education when it is up for re-accreditation. ICL fits there.
- Many thanks to Kasia for her huge effort in resolving the space issue!

Lester moved the meeting be adjourned. Bill second. Passed.

Submitted by Tracy Ragland