

ICL Board Meeting Minutes

January 28, 2020

Kaneko - Room 121

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

Absent: Peter Ronai, Ingrid Brandt, Terri Crowley

Guests: Judy Gram, Becky Miller-Moe

Minutes from November 2019 were approved with corrections.

Treasurer's Report:

- The December 31, 2019 financial report is posted online. The balance is \$45,679.86.
- Lester moved approval of the Director of Financial Services Job Description as submitted. The Job Description change relates to WU faculty not being able to donate honoraria back to the university. Approved Unanimously
- Letter was received from Carol Long regarding the endowed Hudson Book Fund. The fund is managed by the Registrar. Students apply for an award up to \$250 based on the students' needs. There is a \$42,636 balance. During the 2018-19 year, five students were awarded a total of \$1480.

Information Services:

- Dave bought a laptop (\$1149.99) and tested it out in Kaneko. He will buy an HDMI cable so we have better use of the adjustable lectern. The cable should be around \$30.
- Our new January member, Patricia Parvin, has been added to the online membership site.
- The Hanni Scholarship application opened online on January 28. Faculty advisors tell students about the scholarships plus there are posters around campus.
- Dave used mail-merge to email everyone on the waiting list to tell them where they stand on the list. He does this 2-3 times a year at the request of the Membership Co-Directors.
- The login and password we all know are around 20 years old and really should be changed. There would be a learning curve for everyone.
- The poster regarding our medical emergency procedures still needs doing. Dave will try to bring a prototype next board meeting.
- The sound for the "Sing like a Movement" presentation was awful. Lester suggested we spend money from the Rasmussen fund to buy better microphones. GwenEllyn said the presenters failed to respond to her to indicate

what their technical needs would be, and also arrived just before the presentation began. Mics were improvised as best as could be under the circumstances. We own three condenser mics. Dave and GwenEllyn will look into over-the-ear mics. Neither would have helped the performance in question, however.

Technical Services:

- GwenEllyn's life has been so much easier since we are back in Kaneko for the most part. Hurray for Kasia's hard work!

Curriculum Committee:

- Field Trip: Judy gave us the outline for an April 2, 2020 trip to the historic Polk County courthouse (circa 1900) with a talk by the presiding judge, lunch at the Ceres Glenn clubhouse with a talk by local author Susan Hunter Rhode, and a tour of the Polk County museum. Participants would either bring their own lunch or opt for a box lunch catered by Little Lois. Cost per participant would be \$15 without lunch, \$30 with lunch. As the total cost for the trip does not exceed the budgeted amount, there is no need for board approval.
- End of term date was confirmed as 4/30/2020. We will be in Kaneko in the morning, lunch in either Cat Cavern or Montag. Kasia will deal with the room for lunch.
- Bill reported the breakdown for the current semester speakers is 31% from outside, 25% from WU, and 44% from ICL.

Membership Committee:

-

Secretarial Services:

- Board members need to either get a gmail account or a WU email account in order to make suggestions and corrections to the minutes. Otherwise, their input can't be reviewed and accepted by the secretary and someone must do it after the fact.

Social Services:

- The January coffee went well. Catering brought the right amount of coffee and pastries.
- March 5th will be the next coffee. A-L will bring goodies. We will be in Kaneko in the morning and Cone in the afternoon. Kasia will sort out where the coffee will be held. [Note: this was subsequently changed to March 3rd in Cat Cavern for the "Spring Fling Coffee"]

University Support:

- Rooms (mostly Kaneko) have been reserved through 2021. Please let Kasia know asap if a room other than Kaneko is needed.
- If someone has a complaint about a room, see Dru first. She will discuss with Kasia to resolve or explain. This year has been chaotic with complaints coming at both Curriculum and Kasia from all sides.
- Kasia has split off a number of the position's duties. Barb (Membership) will handle membership cards. Gary Slangan will handle parking at Willamette Heritage Center. Eric Reif will be put on the slate for Director of University Support Services.

Other Business:

- Nominations were briefly discussed, then tabled until February. The Spedale's need to ask each person they had suggested to us whether or not they would consider the position. The person would then be able to look at the position description and ask questions of the current office holder. Sally will talk to Colleen to confirm and advise. Hopefully, we will have a slate of nominees to look at in February.
- Lester proposed that in the future we handle nominations in the fall so that the new board members could shadow the current board member and learn the job. We discussed this but did not bring it to a vote.

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

Submitted by Tracy Ragland