

ICL Board Meeting Minutes

March 17, 2020

Putnam Center | Harrison Conference Rm

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

Absent: Peter Ronai, Terri Crowley, Mark Kasoff, Vernelle Judy

Guests: Judy Gram

The March board meeting originally scheduled for March 17th was held on March 10, 2020 in response to the Coronavirus-related closure. The discussion about the closure is detailed in "Other Business" except where it directly impacts the various board reports.

Minutes from 2/18/2020 were approved as posted.

Treasurer's Report:

- The financial report was accepted as reported.
- Last year ICL donated \$1,500 each to the Hudson Book Fund Endowment, the Music Department, and the Willamette Academy. Of the three, the Music Department didn't acknowledge the donation. After discussion (Lester moved, Bill second, passed) it was decided that this year, ICL would donate
 - \$1,000 to the Archeology Department
 - \$1,000 to the Hudson Book Fund Endowment
 - \$1,000 to the Willamette Academy Endowment
 - \$1,500 to the Willamette Academy operating fund

Information Services:

- Dave sent an email to the full membership about the closure through April 12th to the full membership and called the 3 members who don't have email.
- Dave bought a longer HDMI cable for \$12.99.
- Applications for the Hanni Student Scholar Awards closed yesterday (March 9). There were 10 applications. Dave forwarded them to Tom Zook and the rest of the selection committee. The selection group will review them and choose six to go forward. Tom will notify applicants and their faculty sponsors by March 16th. Bill moved (Tracy second, passed) to have none of the recipients give presentations to ICL even if we are able to return for the end of the semester because 4 of the 6 fell in the period of canceled classes. The Treasurer will have the checks cut by Willamette and will give them to Tom to distribute. Ideas were either to give them to the faculty sponsors or give them out at WU's scholarship event.
- Terri changed the class schedule to reflect the closure through April 12th.. She is waiting for a board decision before removing the remainder.

Technical Services:

- The new equipment works well.

- GwenEllyn bought disinfectant and made the sandwich board sign reminding us to be quiet in the halls.

Curriculum Committee:

- Bill and Dru contacted our scheduled presenters. They have been gracious, understanding, and willing to be rescheduled.
- The field trip was scheduled for April 2nd. Forty-two people had signed up, but a number of them were hesitant due to Covid 19 concerns. It wouldn't be possible to stay on budget with low numbers, which could very well happen if people started dropping out. Judy will send an email to those who have signed up telling them that she will shred their checks. If anyone objects, Judy will mail that person's check. Judy has already contacted the bus company and will get a refund of the \$400 deposit she paid. After discussion, Bill moved to cancel the field trip, Dru second, passed.
- The full curriculum committee will meet on March 19th at Dru's home.
- We discussed the pros and cons of leaving the last two weeks of presenters on the schedule pending WU's decision about letting us resume after April 12th. The logistics would be nightmarish and this figured largely in the ultimate decision to cancel the balance of the semester.

Membership Committee:

- Three members have already notified Barbara they will not return in September. Two people have asked to be put on the Leave list and two have been taken off the list.
- Barbara will email all members in April asking them to mail a check to her (by deadline TBA) if they intend on remaining in ICL. She won't know the total number of openings for next year until after she's received the checks.

Secretarial Services:

- No report

Social Services:

- Priscilla sent a card to Rosamund Irwin for her son and to Hardin King for his daughter. Some discussion followed regarding others who may be ill.
- The Spring Fling Coffee initiated a good discussion about reuse and recycling by suggesting members bring their own coffee cups. Catering already uses compostable cups and napkins. Kudos for that and for the table decorations.
- Dee will cancel catering for the April 30th luncheon. We discussed the option for a luncheon held at WHC. Dee and Priscilla will look into the feasibility and report at the April board meeting.

University Support:

- CCTV will offer editing training to two volunteers (GwenEllyn and Will Shaver). There is a backlog of unedited ICL presentations and this will help get more up on CCTV and YouTube.
- Parking:

- When Willamette Heritage Center (WHC) has a large event, ICL gets bumped from their parking lot. ICL members pay the parking fee directly to WHC. We discussed whether we could use the large WU lot directly south of Kaneko. It is gated and you must enter a code to park there. Kasia said we can get a \$75 daily permit that would allow any number to park. However, that would require us to know in advance when WHC has an event. Issue tabled.
- Gary Slangan will handle parking for next year by email.

Other Business:

- The position of Treasurer is now open due to Lester and Ingrid's move. Dave will search the database for members with financial/bookkeeping background and will send the information to Colleen.
- Dave printed the Emergency Procedures flyer he drafted. It needs to be approved by Willamette and TIUA.
- The next board meeting will be April 14, 2020 at 10am.
- Issues relating to cancelling the balance of the term:
 - The annual meeting is normally held after the spring luncheon to elect officers. The board will decide at the April meeting if we will vote by mail or by email.
 - Carol Long sent a letter to Sally and Mark Kasoff telling them that WU decided to suspend all ICL activities including small groups through April 13, 2020. WU would decide by April 6th whether we would return after that date. This decision was made without contacting anyone at ICL. WU made the decision because ICL members are in the high risk group for contracting the virus and for developing a serious illness as a result.
 - Barbara asked about refunding a portion of the dues to members. Lester and Ingrid explained the required process (W9 needed, checks would have to be cut by WU, sent to L&I who would then send them to members). Discussed that the amount of dues is already reasonable. Kasia moved to not offer refunds, Tracy second, passed.
 - Discussed possibly extending the semester into May or later. Even if WU would allow it, rescheduling speakers would be nearly impossible.
 - Question—should we sever our relationship with WU? It's something to consider at a later date.
 - Lester moved we cancel classes for the rest of the term. Tracy second. Passed with 2 nay votes and 1 abstention.

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

Submitted by Tracy Ragland