

ICL Board Meeting Minutes

April 14, 2020

Putnam Center | Harrison Conference Rm

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

Absent: Peter Ronai, Vernelle Judy

Guests: Judy Gram, Jim McDonald, Joel Woodman, Wally Schaffer, Rosamund Irwin, Steve Starkey, Jim Brown, Sharon Johnson, Gretchen Jensen, Paul Rice

Meeting was held via Zoom on April 14, 2020.

Minutes from March 2020 were approved as posted.

Treasurer's Report:

- Was received March 31, 2020 and has been posted
- All projected expenses for the year have been accounted for except possibly one more from Dave
- Hanni Scholarships have been transmitted to WU for payment
- Willamette Academy has already sent a thank you for the donation we made. Hudson Book Fund was a donation to the endowment and we won't be thanked. The Archeology Department has not thanked us yet, but with campus closed, that is understandable.
- WU needs a letter regarding dispositions from the Rasmussen Fund
- Sharon Wright proposed paying the honoraria (normally \$75) to the student who was going to present along with a professor later this semester. The professor's lecture will be rescheduled but the student is a senior. After discussion, Tracy moved and GwenEllyn second that the Curriculum Committee decide whether a reduced honoraria be given to reflect the student's preparation time. Passed
- There was discussion about whether ICL is a 501.3.C organization in its own right. We are not.

Information Services:

- Dave:
 - Searched database for members with background in fiscal/banking. This turned out to be moot when Lester and Ingrid decided to stay in the position. (YAY!)
 - Posted February board minutes and the March financial report.
 - Posted the Hanni scholarship winners. Possibly some of their presentations will be available on Zoom at a later date.
 - Worked with GwenEllyn on ideas to keep members engaged (newsletter, survey, weekly Virtual Happy Hour)
 - The member survey will be left open so members can update their situations should they change
 - The election of new board members will be conducted electronically via Google (by paper for members without email)
- Terry: Schedule updated to reflect cancellation of the balance of the semester

Technical Services:

- GwenEllyn created 2 documents to help members learn how to use Zoom: A How to Join a Zoom meeting tutorial and a Frequently Asked Questions (FAQ) document.
- She worked with Dave on putting together 3 newsletters so far.

Curriculum Committee:

- Bill, Dru, and Judy held a Zoom meeting to talk strategy
- All cancelled presenters were contacted. They are very positive about being rescheduled.
- It's difficult to plan for the fall until we know WU's plans for opening the campus versus continuing distance learning. They will front-load the semester with presentations by ICL members, maybe Zoom.
- Curriculum Committee duties and processes will be documented.
- Gloria Hill sent out an email to raise money for "ICL Music Program". No one is sure what she meant as there is no separately-funded ICL Music Program.

Membership Committee:

- Fifty-seven members have already sent their dues to Barbara indicating they will return. Ten have said they will not return. Checks won't be deposited until we know from WU about Fall semester on-campus. Does the money really have to be in by April 20th? Both Barbara and Dave said that the number of steps involved in inviting new members from the waiting list, getting their answers, orientation, pictures, and information to WITS for the cards takes all that time. Dru and Terry said that it isn't reasonable to expect people to pay until they know there is a program in place.
- A few people have asked about either a partial refund of Spring semester dues or a credit toward next year's dues. The amount would approximately \$35 per person. Mark said in general, universities and colleges are not giving refunds. The Board decided at the March meeting not to offer refunds. Instead, we will send out something as a gesture acknowledging the loss.

Secretarial Services:

- No report

Social Services:

- Dee acknowledged Kasia, Priscilla, and Carolyn's help with the Spring Fling Coffee.

University Support:

- Kasia clarified about the \$75 per day fee for unlimited ICL parking in the gated lot immediately south of Kaneko.
- Mission Mill needs a list asap of the people who want parking there in the fall. Gary Slangen will handle that.
- CCTV recording next year will be handled by Dave and Narleen Craig and George Adkins.

- Rooms have been secured on the WU calendar for all of next year. Of course, we could get bumped. Academics comes first.

Other Business:

- Nominees for open positions on the 20/21 Board are Executive Director: Kasia Quillinan, Curriculum: Judy Gram, University Support: Eric Reif
- Voting
 - for the board will be done electronically except for the three members without email.
 - Dave outlined a process he believes will work most smoothly.
 - We had to pass an amendment to temporarily change the voting process outlined in the constitution.
 - Dave and the Spedales will send out an email telling members that nominations are open until a week before the election.
 - Lester moved to adopt Dave's process, Dee second, passed.
 - Sally will notify WU about the slate and the amendment to the constitution
- GwenEllyn will send out a postcard to all members reminding them to check their email regularly to ensure full participation in the election.

Kasia moved the meeting be adjourned. Mark second. Passed

Submitted by Tracy Ragland