

ICL Board Meeting Minutes

August 18, 2020

Virtual Zoom Meeting

Present: Kasia Quillenen, Dave MacMillen, Lester Reed, Ingrid Brandt, Sally Schriver, Barbara McReal, Dru Johnson, Judy Gram, Eric Reif, Priscilla Hibbard, Dee Ittis, Tracy Ragland, GwenEllyn Anderson

Absent: Terri Crowley

Guests: Bill Foster, Steve Starkey, Gretchen Jensen, Ann Shaffer, Jim McDonald, Joel Woodman

Minutes from July 21, 2020 were approved as posted.

Financial:

- There is nothing different from the last report.
- The proposed budget for 20/21 was sent out by email. Noted changes from previous yearly budgets: there will be no Hanni scholarships awarded, no budget for social activities other than sending cards as needed, there will be no departmental donations, and operational expenses are limited to printing. Honoraria to presenters continues as in previous years. Ingrid moved to approve, Eric Reif seconded. Passed

Curriculum:

- Tuesday mornings are booked from September 8 through November 24. Thursday, September 24th (Randy Schriver) is also booked. Terri has put the schedule online.
- It was suggested that a consistent emcee to make announcements, introduce the speakers, and handle Zoom Chat questions would be great. Eric is happy to take on that role.
- The class schedule will be shared with WU faculty toward two ends, invite them to join in watching, and to maintain their interest in ICL as part of WU.
- There will not be a Curriculum Committee meeting until mid-September.

Membership:

- Barbara notified people at the top of the waiting list they can participate as guests during Fall semester.
- Per the decision made at the July board meeting, we will address moving some number of them to full membership in January.
- The board concluded that the five members who had requested leave status due to Covid but who now wish to return, shall be treated the same as all members who did not request leave status.

Social:

- There will be a monthly virtual coffee hour.
- Contribution for Phil Sperl will be sent to Rotary. Contribution for Evelyn Smith will be sent either to the Nature Conservancy or Willamette Valley Humane Society. A W-9 is needed from each.
- Evelyn's obituary will be printed in an upcoming ICL newsletter.

Information Services:

- Dave asked whether any presentations would be recorded. After discussion, Eric and Kasia will talk to Alan Bushong at CCTV. If we do record presentations, each presenter will need to sign a release. The release will be revised to include the possibility of either radio or television broadcasts.
- Dave has updated and revised the membership directory and will send a draft to board members soon. He will include an "In Memoriam" page and "on leave" notations.
- Dave and GwenEllyn wondered if the newsletter should continue. We all agree it's a fantastic way to stay connected and really hope it continues. Its format may change.

Technical Services:

- Be prepared for some Day 1 awkwardness and possibly a late start.
- Protocols for attending the Zoom ICL presentations will be sent out via the newsletter. This will include muting mics, asking questions only via chat, using speaker view, not using virtual backgrounds, attending practice sessions if there are any questions.
- ICL-owned equipment is safe to remain stored in Kaneko.
- Kasia and Eric will work with GwenEllyn to get ready for the Day 1 session.

University Support:

- No report

Secretarial:

- No report

Other Business:

- George Adkins agreed to coordinate with David and Narlene Craig and with CCTV.
- Joel has been screening old presentations for possible radio use. Shahrom has an electronic version of the release, but it needs to be updated to allow radio broadcast.

- ICL Constitution. Should we start a dialog about changing or streamlining it? We agree that it is fundamentally sound, but our lack of official by-laws hampers us. Lester pioneered using the job descriptions in the constitution as a means of adding changed requirements as a workaround. Discussed whether we should craft by-laws or work on a policies and procedures document. We created a committee to start this process: Bill Foster, Kasia, Jim McDonald, Eric.
- We need to change the board meeting date so that it won't conflict with setting up the Tuesday Zoom presentations. We agreed to meet via Zoom on the third Thursday of the month at 10am. Our next meeting will be September 17th.
- The last board meeting of the fall semester will be November 19th. That will also be the date of our annual meeting and the date members vote on the new board. Lester and Ingrid reminded us that they need a successor ready to job shadow during the spring semester.

Lester moved the meeting adjourn, Sally second.

Submitted by Tracy Ragland