

ICL Board Meeting Minutes

November 19, 2020

Zoom Online Meeting

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

Absent: Terri Crowley

Guests: Bill Foster, Jim McDonald, Virginia Vanderbilt, Nancy Robinson, Becky Miller-Moe, Tom Hibbard, Jan Petroski

Meeting was held via Zoom on November 19, 2020.

Minutes from October 2020 were approved as posted.

Treasurer's Report:

- Our finances are in good shape.
- We haven't been able to issue the honorarium to Professors Cotlar and Ellis because of WU's new accounting system. Lester and Ingrid need a new code before it can be put into the system.

Information Services:

- Dave:
 - When we were in person, CC:M took on the legal responsibility for posting the recordings on YouTube. Now we are doing the recording and sharing, but there are no authorization forms. The electronic form is still being worked on.
 - If a presenter doesn't want to be on YouTube, what do we do? Would a webpage be a good idea? The webpage would be password protected just for ICL members. The link would be emailed to members.
 - There are only 2 presentations available thus far. Dave will call George Adkins to see what is going on. We all agree that we don't want to add anything else to what Dave and GwenEllyn are already doing.
- Terri still doesn't have access to WU's new computer system. She is ready to enter the spring semester schedule once she has access.

Technical Services:

- GwenEllyn: No report other than she is very pleased with the number of people viewing the presentations each week.

Curriculum Committee:

- The final presentation of the semester is next week. In addition to Don Gallagher's "Up Close and Personal" there will be photos, relaxing Christmas music courtesy of Steve Gram, pictures of winter scenes, etc.
- Spring semester is fully booked, including three Thursday presentations. They will be more academic than this semester.

- Dru and Judy are TIRED and are taking a vacation from Curriculum after next week.
- The book discussion was very well received with many people participating in the discussion questions via chat.

Membership Committee:

- No report

Secretarial Services:

- No report

Social Services:

- The November coffee was a success and the breakout rooms were very popular. We will extend the time to an hour and half for the January coffee.
- Priscilla sent one get well card this month.

University Support:

- No report

Other Business:

- The constitution and by-laws committee is meeting regularly and making good progress. Their next task will be writing Policies and Procedures. The plan is to have the Board look at the entire package in January and present it to the full membership after that. The process will likely take most of spring semester.
- Year end review: Attendance has been very encouraging and consistent. Chat is effective for taking questions although we need to set a few protocols for it as well as for the presentations, screen sharing, and audience participation. An ad hoc Protocol Committee was formed with Dru, Judy, Dave, GwenEllyn, and Eric, who have been working on these and will continue. Apparently there was one quite rude comment made during the post-election presentation by the WU professors.
- Barbara will form a committee to develop policies and procedures for membership. Topics include the wait list, absences, and material taken out of the constitution. Barbara will ask 2-4 people to be on the committee with herself as chair.
- Sally continues to send Carol Long the ICL newsletter.
- Thanks to Eric for stepping into the emcee role so easily!
- There is an ICL filing cabinet in Kaneko. It's full of past presentations, DVDs, and other materials. Dave will be allowed to go in with an escort and retrieve materials, so let him know if there is something he should collect.
- Next board meeting will be January 21, 2021 (1212021 for those of us interested in Base Two) at 10am.

Lester moved the meeting be adjourned. Dave second. Passed

Submitted by Tracy Ragland